

PLAGIARISM AND CHEATING POLICY

Policy

This policy and procedure ensures that GTPS is able to detect and react appropriately to all / any forms of plagiarism and cheating that is uncovered to be occurring by students enrolled.

The following procedure provides a guideline to the requirements of staff within GTPS in uncovering such misconduct from students, ensuring that appropriate action is taken after the required processes have been followed.

It is GTPS intention to manage plagiarism appropriately for the protection of GTPS reputation and the standards of current and future students.

Definitions:

Plagiarism:

Plagiarism is a form of cheating. It is taking and using someone else's thoughts, writings or inventions and representing them as your own.

Plagiarism is a serious act and may result in a student's exclusion from a unit or a whole course. As a student if you have any doubts about including the work of other authors in your assessments, please consult with your trainer. The following list outlines some of the activities for which a student can be accused of plagiarism.

- ✓ Presenting any work by another individual as one's own
- ✓ Handing in assessments similar to or copied from another student.
- ✓ Presenting the work of another individual or group as one's own work.
- ✓ Having another person write an assignment/assessment or part of an assignment/assessment for you.
- ✓ Copying phrases, sentences, sections, paragraphs etc from another person and not citing the source
- ✓ Handing in someone else's assessment/assignment and declaring it as your own.
- ✓ Modifying or paraphrasing someone else's ideas or writings and submitting them as your own.
- ✓ Submitting an assignment previously handed in for a previous class or assessment.
- ✓ Assessments information cut and pasted from the internet indicating no originality on the student's part

What Plagiarism is not:

- ✓ Asking someone to read your assignment and suggest possible improvements
- ✓ Getting together with other students to discuss an assignment
- ✓ Asking your trainer or placement supervisor for assistance with an assignment
- ✓ Quoting from another's work but not giving credit.
- ✓ Not citing "common knowledge or truths" e.g. Kevin Rudd was the Prime Minister of Australia in 2009 - that is a well-known fact.

Cheating defined:

To act dishonestly or unfairly in connection to an assessment conducted by the RTO.

Procedure

Actions to prevent cheating and plagiarism

Students are made aware of the Plagiarism and Cheating Policy and Procedure through the student induction process and the Student Information booklet. Trainers and Assessors are to regularly reinforce the consequences of plagiarism and cheating and should provide clear guidance to the students that identify the assessment conditions.

All assignments are to include a 'Student Declaration' that is signed by the student to certify that no part of the assignment has been copied from another person's work (except where documents or work is listed/ referenced, and that no part of the assignment has been written for them by another person.

Monitoring and Identification of Plagiarism and/or Cheating

Trainers and Assessors are required to undertake checks of students work for any plagiarised content or cheating that has occurred.

Forms of identifying plagiarism

Forms of identifying plagiarism and cheating may include but are not limited to tasks such as:

- ✓ Researching quotes and references listed in the body of work
- ✓ Conducting a general internet search on the topic of the assessment
- ✓ Checking the students work against the online encyclopaedia 'Wikipedia'
- ✓ Using various plagiarism websites (such as 'dustball' and 'article checker')
- ✓ Cross referencing the work with other students assessments for the same unit (if applicable)

Action

The trainer/assessor is required to clearly identify the passages or content which are alleged to be plagiarised and their source. Where cheating is suspected the matter must be reported directly to the Operations Manager. It is imperative that any Trainer and Assessor who suspects that they have detected plagiarism or another form of cheating, must produce evidence (through identifying the source) to support their allegation.

This evidence is to be taken to the Operations Manager and a written report of the matter is to be provided. To decide if the occurrence was intentional or unintentional, the Operations Manager will give the student(s) an opportunity to respond by scheduling a meeting to discuss the particulars of the plagiarism or cheating matter. The student is to be informed of the penalties that may be applied if plagiarism and/or cheating is to have occurred.

If plagiarism and/or cheating was deemed to have occurred unintentionally the Operations Manager will counsel student and advise strategies to prevent this happen in the future,

Where plagiarism and/or cheating were deemed to have had occurred intentionally by the Operations Manager then the following may occur:

- ✓ the student may be suspended from undertaking the course for period of time appropriate to the offence
- ✓ the student may be permanently removed from undertaking the course and their enrolment cancelled
- ✓ the student may be counselled on plagiarism / cheating

The Operations Manager is to use their discretion in imposing a sanction for any confirmed cheating or plagiarism act that is appropriate to the offence.

The Student is to receive written notification of the decision within 10 days of the Operations Manager being made aware of the suspected plagiarism/ cheating matter.

If you are accused of and penalised for cheating and believe that the accusation is unjust, you have the right to appeal against the charge. This appeal must be lodged in writing with the operations manager within 10 days of the penalty being imposed.

The appeal may be lodged against:

- the process
- the decision
- the penalty.

The appeal will be investigated and a decision will be advised to you within a week of your appeal.

If the student does not agree with the RTO's decision, then they are able to access the Complaints and Appeals Policy and Procedure to have the matter reviewed.

If you are having difficulties with your studies, you are encouraged to seek help from a your trainer