

# Student Plagiarism Policy and Procedure

## Purpose

This policy ensures that mechanisms are in place to avoid student plagiarism, cheating and collusion and outlines the strategies in place to detect and respond to such incidents.

## Definitions

### *Cheating*

- seeking to obtain an unfair advantage in the assessment of any piece of work

### *Plagiarism*

- to take and use the ideas and/or expressions and/or wording of another person or organisation and pass them off as one's own work, by failing to give appropriate acknowledgement
- this includes material from any source such as staff, students, texts, resources and the internet, whether published or unpublished

### *Collusion*

- unauthorised collaboration between students

## Policy

Plagiarism is using the words or ideas of others and presenting them as your own. Plagiarism is a type of intellectual theft. It can take many forms, from deliberate cheating to accidentally copying from a source without acknowledgement.

In your assessments you must come up with your own ideas, however, at times you may need to make reference to work that has been completed by others. Important points to be aware of:

- Know what plagiarism is – refer to <http://www.plagiarism.org/> for more information
- Reference your work / acknowledge all of your sources

Examples of plagiarism:

- submitting someone else's work as your own
- copying words from someone else, without citing the source
- failing to use quotation marks when quoting someone else
- providing incorrect information about the source of a quotation
- changing words but copying the sentence structure, without citing the source
- copying so many words that it makes up most of your work, whether you cite the source or not

Most cases of plagiarism can be avoided by citing the source. Simply acknowledging that certain material has been borrowed and providing the information necessary to find the source, is normally enough to prevent plagiarism.

## Student integrity and honesty

AUSTRA COLLEGE is committed to upholding standards of student integrity and honesty in regards to the assessment of their work and places value in the declarations of authenticity made by students.



Students are expected to act with integrity at all times and only submit work that is their own, or that has been appropriately referenced and includes acknowledgements of all texts and resource materials utilised in the development of their work.

Students and staff have a duty to ensure they gain the necessary understanding of how to correctly acknowledge and cite references and resources, so as to minimise the incidents of plagiarism and cheating.

## Unacceptable behaviour

From time to time, there may be incidents of student plagiarism, cheating and collusion which AUSTRA COLLEGE is required to act upon in order to uphold the value of assessment outcomes and the reputation of the nationally recognised training provided.

Student plagiarism, cheating and collusion in any form are unacceptable and will be treated seriously by AUSTRA COLLEGE.

## Avoiding and detecting

Upon the submission of all assessment tasks, students are required to sign a declaration of the authenticity of their work.

AUSTRA COLLEGE will take the necessary steps to detect plagiarism and cheating, which may include:

- Monitoring students in closed book examinations;
- Comparison of the work with electronic reference materials, internet resources and the work of other students;
- Electronic plagiarism detection software;
- Comparison of work against various academic databases;
- Referring to the aXcelerate records for previous instances of plagiarism; and
- Other methods deemed appropriate by the trainer/assessor.

All staff have an obligation to identify and investigate any possibility of plagiarism, cheating or collusion.

A staff member who suspects that plagiarism, cheating or collusion may have occurred, should first source evidence (through identification of the source) to support their allegation and then report it to management.

## Procedure

A student found to have plagiarised, cheated or colluded will be given an opportunity to respond to the allegations.

Students found to have plagiarised, cheated or colluded will be dealt with through the Student Disciplinary Policy.

A record of the student's involvement in alleged plagiarism, cheating or collusion will be retained on their record on aXcelerate and training and assessment staff will have access to this information when considering any subsequent allegations of plagiarism.

If a student plagiarises and:

1. It is the **first time** the student has been reported for plagiarism at AUSTRA COLLEGE, they will automatically forfeit any credit that the student might have obtained in the task to which the plagiarism relates or at the discretion of the Training Manager or his/her nominee, a lesser penalty may be applied;



2. It is the **second time** the student has been reported for plagiarism at AUSTRA COLLEGE, the Student will automatically forfeit any credit that the student might have obtained in the course to which the plagiarism relates;
3. It is the **third or subsequent time** the student has been reported for plagiarism at AUSTRA COLLEGE, the student will automatically forfeit any credit that the student might have obtained in the course to which the plagiarism relates and the matter will be referred to the Training Manager for further determination with regard to expulsion.

All students have access to the complaints and appeals process, where they are not satisfied with any of the above actions..

## Version Control

DATE	COMMENT/ACTION	VERSION
04/09/2023	Initial document - Transfer from ACTE to AUSTRA COLLEGE	v1.0

