CAMBRIDGE
INTERNATIONAL COLLEGE

Plagiarism

Policy

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Issue Date:	Issue History:
November 2014	Initial Release (V1.0)
October 2015	Policy reviewed (V1.0)
August 2016	Revised and updated related forms (V1.1)
August 2017	Revised and updated (V1.2) Director of Quality Assurance removed
February 2018	Reviewed (V1.2)

Policy Title	Plagiarism Policy
Purpose	This policy provides a systematic approach to plagiarism and cheating at Cambridge International College (WA) and has been made to complement the SNVR and ESOS Act National Code standards. This policy will ensure that students, and staff, are aware of what plagiarism is, and assist CIC in maintaining a commitment to managing this issue for present and future students. The purpose of this policy is to establish the rules related to all forms of plagiarism and guide faculties within CIC in minimising plagiarism. This policy will provide procedures to manage any detected plagiarism in a consistent, transparent, equitable, and timely manner. This policy will also inform students on the nature of plagiarism, and the consequences of being found to have plagiarised any assessment task, or part of an assessment task. To ensure that the penalties for both plagiarism and cheating are clear
Scope	This policy applies to all areas offered in the Faculty of VET Education. It will inform and direct the CIC academic community in maintaining academic integrity within the College and will be available both on the College internet and intranet site.
Policy Statement	There are a number of ways that students may breach academic integrity and engage in academic misconduct, including interfering with other's learning, cheating on with assessments and plagiarism. CIC is committed to upholding academic standards, and requires integrity and honesty from its students and staff. Plagiarism is unacceptable, and the CIC will treat it seriously. To ensure this commitment students are referred to the online tutorial and reference material in the Student Resource folder on the college Moodle site and/or to work with the Learning Advisor to assist with the understanding and avoidance of plagiarism. CIC reserves the right to use plagiarism detection software at its own discretion. Assessment uploaded through the Student Learning platform [Moodle/ Didasko] may also be screened through Turnitin. **_1.0. Plagiarism_** In academic work, ideas and words are seen as belonging to the person who first created or wrote them. Plagiarism is when you copy someone else's work and don't acknowledge the author or the source. Plagiarising someone's work equates to failing to comply with the basic standards of academic integrity. Plagiarism occurs when students do not acknowledge that they have used the ideas and/or work of others in the completion of a task/s that are submitted as their own for assessment. This includes submitting work and claiming authorship when: • Other people's work and/or ideas are paraphrased and presented as the student's own without the appropriate referencing of the source of work/idea that has been used • Other student's work is copied or partly copied • Other people's designs, or images are presented as the student's own work • Phrases or passages are used verbatim without the appropriate quotation marks, and/or without a reference to the original author, and publication details (for a book) or a web page (for an internet source) • Lecture notes are reproduced without acknowledgement • A student has contracted another person or agency to do the work

- A student has purchased work from another source.

A claim from students that the rules are different in their country of origin and that they didn't know the rules regarding plagiarism in Australia will not be regarded as an acceptable excuse.

1.1. Collusion
Collusion is deemed to be when two or more people make an agreement to act with the intention to deceive an assessor as to who is responsible for producing the submitted work.

1.2. Equal Liability
The sharing of assignments or other forms of work over the internet by social media or other means of networking between students may be viewed as collusion and equal liability will apply. Students are responsible for their own work and not sharing it with others.

1.3. Group Assessment
In group assessments ALL members of the group are responsible for an equal contribution in the group assignment and for signing the assessment coversheets where applicable. Doing someone else's work for them means that you have agreed to collude and as such you are equally liable. In this instance ALL members will be penalised. CIC regards group work as an essential element in VET education and expects students to learn to overcome obstacles associated with this practice. If any part or all of the group assessment is found to have been plagiarised, ALL members will be penalised.

1.4. Self- Plagiarism
Repeating students are not permitted to re-submit pieces of assessment that have already been submitted and marked for a previous instance of a Unit. Resubmitting work without referencing is deemed to be self-plagiarism as recycling work in this manner involves an element of deception.

2. Levels of Plagiarism
CIC recognises two levels of plagiarism. Level 1 plagiarism. Classified as minor academic misconduct. Level 2 plagiarism. Classified as major academic misconduct.

2.1. Minor Academic Misconduct
Level 1 plagiarism is usually applied to incidents where the student is in the first term of their first course.
Level 1 plagiarism is perceived by CIC to have occurred when a student is observed to have plagiarised due to a lack of knowledge regarding the conventions for academic discourse, rather than having had a clear intent to deceive.
This may occur when the student demonstrates a poor level of writing skill in the areas of paraphrasing or summarising and/or has made an inadequate attempt at referencing. A small amount of material may show evidence of plagiarism in the form of: a few sentences (poorly paraphrased and not cited), an image (with no citation), misspelling of the author's name, no quotation marks around a direct quote, or no reference list.
CIC understands that academic misconduct involving first term, first course students may often occur due to the student's inexperience and lack of knowledge in relation to CIC`s academic requirements.

	As such, when staff members at CIC identify students who are not meeting academic integrity requirements and fall into Level 1 plagiarism, CIC regards this as an opportunity to reinforce the requirements of academic integrity rather than to commence formal proceedings. *2.2. Major Academic Misconduct* When the student is expected to be more experienced and aware of the conventions of academic discourse, work that is careless with inadequate referencing will not be excused as minor academic misconduct. Incidents where student conduct is considered to be unfair, dishonest, and an attempt to deceive, will be regarded by CIC as Level 2 plagiarism. Buying, stealing, or borrowing a paper, copying an entire paper or article from the Web, hiring someone to write a paper, copying large sections of text from a source without quotation marks or proper citation, are all regarded as level 2 plagiarism: forms of major academic misconduct. *3. Referencing* Students must reference the following types of information: ● Ideas, theories or definitions ● Research ● Statistics ● Information from the Internet, including images and media ● Designs or works of art ● Facts that are not common knowledge Any work, or a section thereof, that is not referenced is assumed to be an original idea or common knowledge. *3.1 Common knowledge* Is regarded as information that readers will already know or, if the same information can be found undocumented in at least five credible sources.
Related Policy and Procedures	Academic Misconduct Policy Academic Integrity Policy
Policy Owner and Delegated Authority	Director of Studies – Melbourne, Perth VET Academic Coordinator – Melbourne, Perth
Approved by	CEO
Approved Date	November 2014

Definitions

Plagiarism is the presentation of the thoughts, ideas or work of another person, or other persons, as your own. Plagiarism practices include:

- Cheating in an assessment or by copying other students' work from assessments or using unauthorised notes and other aids;
- Submitting work that another student has completed;
- Downloading information, text, computer code, artworks, graphics or other material from the internet and presenting it as your own work without acknowledging the author;
- Quoting and paraphrasing material from a source without acknowledgement;
- Quoting/using a direct quote is when you copy the exact words of another text (using someone else's words)
- Paraphrasing means taking another person's work or ideas and rewriting them in your own words, keeping

the meaning of the original
- Piecing together sections of the work of others into your work and presenting this as your own;
- Preparing a correctly sited and referenced assignment from individual research and then handing part of, or all of that work in twice in different units/subjects;
- Copying material or ideas from other members while working in a group; Contributing less, little or nothing to a group assignment and then claiming equal share of the marks

Cheating is defined as fraud, deceit, or dishonesty in an academic assignment. It may involve:
- Copying or attempting to copy from others during an examination or for an assignment;
- Communicating examination information to, or receiving such information from, another person during an examination;
- Pre-programming a calculator or computer to contain answers or other unauthorised information for examinations;
- Using, attempting to use, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment or examination in question, such as: books, Web sites, prepared answers, written notes, or concealed information;
- Allowing others to do one's assignment or a portion of one's assignment or using a commercial term paper service;
- Altering assessment answers after an assignment has been completed or altering recorded grades; and Resubmitting a previously written assignment for a new course without the permission of the instructor