

## Plagiarism and Cheating

### Procedure

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<b>Issue Date:</b>	<b>Issue History:</b>
August 2014	Initial release (V1.0)
October 2015	Revised (V1.1)
August 2016	Reviewed and updated related forms (V1.2)
August 2017	Reviewed and revised (V1.3) Director of Quality Assurance removed

Parent Policy Title	Plagiarism and Cheating
<p><b>Procedure</b></p>	<p>Trainers/Assessors require students to complete and submit an Assessment Cover Sheet for any assessment task that is not uploaded directly onto the Student Learning platform. This Assessment Cover Sheet requires the student to complete and sign a non-plagiarism declaration. When assessments are uploaded through Moodle the student is required to tick a box acknowledging that they have read and understood a non-plagiarism declaration. To reduce plagiarism:</p> <ul style="list-style-type: none"> <li>❖ Staff will be trained on plagiarism via access to resource material on plagiarism.</li> <li>❖ Trainers/Assessors may need to check student assignments for plagiarism on Google and <a href="http://smallseotools.com/plagiarism-checker/">http://smallseotools.com/plagiarism-checker/</a> or Google the context to check the plagiarism.</li> <li>❖ Turnitin will automatically check for plagiarism for assessments uploaded on Moodle.</li> <li>❖ Monitoring and reviewing the plagiarism process is part of the Cambridge International College (CIC) continuous improvement strategy.</li> <li>❖ Increase the engagement of the students to gain confidence in their own work.</li> </ul> <p>Plagiarism shall be explained to:</p> <ul style="list-style-type: none"> <li>❖ All new staff.</li> <li>❖ Students at orientation and commencement of a unit of competence.</li> </ul> <p>To;</p> <ul style="list-style-type: none"> <li>❖ Ensure that students obtain the same information consistently.</li> <li>❖ Ensure that students receive information in a way that it is understood.</li> </ul> <p>Plagiarism resources shall also be available for reference to both students and staff in Moodle as a tutorial. When plagiarism is found, it shall be addressed by:</p> <ul style="list-style-type: none"> <li>❖ Offering a process of stages for management.</li> <li>❖ Treating all students in the same way.</li> <li>❖ Being consistent regarding the information that the student provides.</li> <li>❖ Ensuring that all incidences of plagiarism are reported and recorded on the student academic file.</li> </ul> <p>Trainers and assessors will:</p> <ul style="list-style-type: none"> <li>❖ Remind students that plagiarism is not accepted.</li> <li>❖ Refer students to the Cambridge International College (CIC) VET Student handbook or CIC website for Plagiarism policy</li> <li>❖ Refer students to the resources available on Moodle</li> <li>❖ Be clear on what they expect in their assessments, especially the standard expected.</li> <li>❖ Ensure students know that each assignment must have a cover sheet with a signed declaration that the work that they submitted is their own - a declaration of non-plagiarism with every assessment. Assessments uploaded directly on the Student Learning Platform will require students to acknowledge the declaration of non-plagiarism with a tick check – box prior to uploading.</li> <li>❖ Refer students to the Student Code of Conduct Policy about misbehaviour and Academic Misconduct.</li> <li>❖ Ensure students know that plagiarism is misbehaviour that can lead to suspension and finally to cancellation of enrolment.</li> </ul>

	<p>If staff members suspect that plagiarism has occurred they will document it on the Student file and alert the Director of Studies [DoS] in the case of major academic misconduct. The responsibility of the DoS is to assess and determine what action needs to be taken.</p> <p><b>Detection of Plagiarism</b> There are many ways in which Plagiarism can be detected; a few examples follow: Constant looking at other people's work, using modern mobile phone technology to access the internet, Tweeting / texting between students, presenting work that reflects responses that are verbatim / significantly the same to that provided by other students.</p> <p><b>Procedures that will be followed in cases of suspected plagiarism</b></p> <ul style="list-style-type: none"> <li>❖ It is recognised that different kinds of plagiarism take place and require different approaches and procedures. However it is in the interests of natural justice for all parties to have a consistent set of procedures and penalties.</li> <li>❖ The staff member who suspects an instance of plagiarism will report, and complete an Academic Misconduct form, the situation to the DoS or to any other person designated by the DoS as appropriate e.g. VET Academic Coordinator and/or Campus Manager.</li> <li>❖ The Academic Misconduct form is registered and uploaded to the student file by the DoS.</li> </ul> <p>After discussion, if it is agreed that the case warrants more than a warning, the student will be informed in writing of the nature of the complaint and given an opportunity to respond in writing.</p> <ul style="list-style-type: none"> <li>❖ Where the DoS feels the case is particularly serious or requires further investigation, the DoS or his/her delegated person, may then call for further discussion.</li> <li>❖ Under all circumstances where it is found that plagiarism has occurred, a written summary of the incident will be added to the student's file [Academic Misconduct Form]. The student will be asked to sign this record [Academic Misconduct Form]</li> </ul> <p><b>Procedural Fairness</b> CIC is committed to dealing with student plagiarism in accordance with the principles of procedural fairness, including the right of a student to:</p> <ul style="list-style-type: none"> <li>❖ Be informed of the allegations in sufficient detail to be able to respond appropriately; [verbally by the assessor, and then when counselled and signing the Academic Misconduct Form]</li> <li>❖ Have a reasonable period of time [5 working days] in which to respond in writing to the allegations i.e lodge a formal appeal with the DoS.</li> <li>❖ Have the matter resolved in a timely manner; [within working 5 days of receipt of the appeal]</li> <li>❖ Be informed of their rights under this policy; [Complaints and Appeal Policy]</li> <li>❖ Invite a support person or student representative to attend any meeting regarding alleged plagiarism;</li> <li>❖ Be treated with impartiality in the investigation and decision-making process.</li> </ul> <p>This does not preclude penalties being imposed if detection occurs at a time after assessments have been returned or after results have been issued.</p>
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	<p>The final form of the assignment must be the student's own independent endeavor.</p> <p><b>A Student Will Be Guilty of Plagiarism:</b> If they do any of the following in an assignment or in any piece of work which is to be assessed, without clearly acknowledging their source(s) for each quotation or piece of borrowed material:</p> <ul style="list-style-type: none"> <li>❖ Copy out part(s) of any document or audio-visual material, including computer-based material;</li> <li>❖ Use or extract someone else's concepts or experimental results or conclusions, even if they put them in their own words;</li> <li>❖ Copy out or take ideas from the work of another student, even if they put the borrowed material in their own words;</li> <li>❖ Submit substantially the same final version of any material as a fellow student.</li> <li>❖ A student has contracted another person or agency to do the work</li> <li>❖ A student has purchased work from another source</li> </ul> <p><b>First breach – Minor [Negligent ]Plagiarism</b></p> <ul style="list-style-type: none"> <li>❖ If the student breaches the Plagiarism code for the first time, the student should be educated about ways to avoid plagiarism. A warning will be given about the penalties for future breaches. The assessor will, note the warning on the Academic Misconduct Form and register and record this on the student's file.</li> <li>❖ The student is afforded the opportunity to re-do and re-submit the assessment for grading. A Stage 1 fee may apply.</li> <li>❖ Subsequent breaches will be dealt with as Major Academic Misconduct/ 'Dishonest Plagiarism' and will be referred to the DoS.</li> <li>❖ Advising the student within five [5] working days of receipt of the allegation, the DoS will advise the student in writing of the nature of the allegation and the processes that will follow. The DoS or delegate will arrange to meet with the student within five [5] working days to discuss the allegation.</li> <li>❖ If the student advises in writing that the allegation is accepted, the DoS will determine the appropriate penalty, in accordance with this policy. If the student wishes to appeal this decision, he/she must do so in writing within five [5] working days of the date of the Academic Misconduct Form.</li> <li>❖ The Meeting - The student is permitted to invite a support person or student representative to any meeting regarding alleged plagiarism. The DoS or delegate may invite another nominated officer/s* to the meeting. [*The Learning advisor/Campus Manager/Trainer/Assessor/ Student Counsellor]</li> </ul> <p><b>Penalties</b> For a first breach involving Plagiarism, the following penalties may be applied:</p> <ul style="list-style-type: none"> <li>❖ A warning given and no further action taken; [if the plagiarism is minimal]</li> <li>❖ The student may be required to redo and resubmit the item of work; [for substantial plagiarism]</li> <li>❖ The student may be required to complete a new assessment task; [for substantial plagiarism] Stage 1 fee may apply.</li> <li>❖ Any combination of the above.</li> </ul>
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	<p>For subsequent breaches involving Major /Dishonest Plagiarism, in addition to the penalties outlined above, the DOS may impose one or more of the following penalties:</p> <ul style="list-style-type: none"> <li>❖ Awarded NC [Fail] for the assessment item and/or the Unit</li> <li>❖ The student will be required to repeat the unit and/or term of work; Stage 2 fee may apply.</li> </ul> <p>in addition to the penalties outlined above, the DOS may, with the approval of the VET Education Director, impose one or more of the following penalties:</p> <ul style="list-style-type: none"> <li>❖ Suspending the student for a period of time (to be determined by the DoS);</li> <li>❖ Excluding the student permanently.</li> <li>❖ Other penalty as is deemed appropriate</li> </ul> <p>The DoS may then call for further discussion, or sign off on the recommended penalty.</p> <p><b>APPEALS</b>          Appeals against decisions regarding plagiarism will be handled through the CIC Complaints and Appeals procedures.</p>
<b>Related Policy and Procedures</b>	Academic Misconduct Policy Plagiarism Procedures Complaint and Appeal Policy and Procedure
<b>Related Forms</b>	Academic Misconduct Form Student Complaints Form Student Appeals Form
<b>Policy Owner and Delegated Authority</b>	Director of Studies – Melbourne, Perth VET Academic Coordinator – Melbourne, Perth
<b>Approved by</b>	CEO VET Education Director
<b>Approved Date</b>	August 2014