

PLAGIARISM, CHEATING AND COLLUSION POLICY

Revision 1.1 Nov 2017

PURPOSE

This policy aims to minimise instances of student plagiarism, cheating and collusion by providing information on how to act honestly, ethically and with integrity for the duration of your studies with MiTraining, often referred to as academic integrity. It outlines staff and student responsibilities in maintaining academic integrity, and defines the grounds for investigating allegations of plagiarism, cheating or collusion which are all forms of Student Misconduct.

SCOPE

All VET students, trainees and clients undertaking any VET unit of study or program. MiTraining staff including:

- a) All VET staff (Trainer / Assessors, RTO Training Manager);
- b) Student Services Staff

POLICY STATEMENT

MiTraining is committed to academic integrity, honesty and high standards of ethical behaviour. Therefore, plagiarism, cheating or collusion, referred to as academic dishonesty, in any form are unacceptable and allegations of such will be treated seriously by MiTraining in alignment with the Student Charter.

Any student, trainee, or client found to have plagiarised (cheated) in an assessment activity will have that assessment activity cancelled and no re-submission of assessment will be accepted.

Creating Awareness of Student Integrity Requirements

MiTraining will make information available to all students and staff in relation to:

- a) the accepted referencing style (where appropriate);
- b) what constitutes plagiarism and how to avoid it;
- c) all policies and procedures relevant to student integrity and academic misconduct;
- d) where to seek further advice or support in relation to any of the above.

What is Plagiarism & Academic Dishonesty?

Academic Dishonesty includes cheating and collusion. Refer to the definitions at the end of this policy.

MiTraining Responsibilities

For the purpose of fostering academic integrity and sustaining an ethical culture, MiTraining will:

- a) provide students with formal opportunities to learn about plagiarism, cheating and collusion via mechanisms such as - orientation processes, feedback on work submitted, and assessment guidelines;
- b) make available on the website clearly written policies, procedures and guidelines aimed at informing students of their rights and responsibilities with regard to plagiarism, cheating and collusion, and aiming to guide them on ways to avoid academic dishonesty and plagiarism;
- c) ensure that staff adhere to this policy and the associated policies and procedures when taking action in relation to matters of academic dishonesty or plagiarism;
- d) ensure that staff are aware of and can direct students to the Student Charter;
- e) ensure students are provided with guidance and feedback regarding referencing when necessary as part of the assessment process;
- f) take all reasonable steps to ensure that students, particularly commencing students, are aware of what constitutes academic dishonesty and plagiarism, the policy and procedures that apply, and the repercussions that may occur.

Student Responsibilities

In line with the values of the Student Charter, students are expected to:

- a) make use of the resources provided by MiTraining to educate themselves on their rights and responsibilities to maintain academic integrity;
- b) avoid placing themselves in situations that could be construed as academic dishonesty or plagiarism in accordance with this policy.

Collaborative & Independent Learning

Unless collaboration/group work is specified in the assessment criteria, students will undertake and complete assessment work independently.

Study that requires group work expect legitimate collaborative learning to take place. Any specific collaborative arrangements will be specified in the assessment information available for the unit of study on the Learning Management System.

Detection of Plagiarism

Staff may become aware of potential instances of plagiarism by means including but not limited to, comparisons with other students' work, and by comparison with published or non-published work, or by using plagiarism detection software (such as Turnitin©).

Responsibilities on Receipt of Plagiarism Allegation

On receipt of an allegation of plagiarism, it is the responsibility of the RTO Training Manager to review any evidence of plagiarism including any past incidence of plagiarism or academic dishonesty that may be on the student record. The RTO Training Manager will then discuss the matter with the Trainer & Assessor involved and make a decision as to whether it is an instance of negligent or dishonest plagiarism.

Records of Academic Dishonesty and Plagiarism

Records of alleged plagiarism or academic dishonesty will be maintained on the student's record. The record must include any warnings, communications and the outcomes (if any) of an allegation of plagiarism or academic dishonesty including any documentary evidence.

The CEO, RTO Training Manager, and Student Services must have access to this information when considering any subsequent allegations.

Responsibility for updating the student record rests with the staff member who is handling the respective portion of the allegation.

DEFINITIONS

Academic Dishonesty means seeking to obtain or obtaining academic advantage by dishonest or unfair means or knowingly assisting another student to do so. Academic dishonesty includes, but is not restricted to:

- a) The act of plagiarism or assisting another student to commit plagiarism;
- b) The act of cheating (e.g. copying the work of another student or not abiding by the rules of examination);
- c) The act of collusion;
- d) Allowing one's work to be copied, utilised as a resource/ guide or appropriated in some other form by another student;
- e) Submitting, as a new work, an assessment piece that has been previously submitted and assessed for another subject/unit of study or award;
- f) Fabricating or falsifying information or data;
- g) Failing to give accurate acknowledgement to other collaborators' contributions to an assessment piece;
- h) Tampering or attempting to tamper with assessment items, grades or class records;
- i) Discussing practical assessments already undertaken with another student, prior to them undertaking the same assessment.

Collaboration is the legitimate joint work by two or more students in the completion of a project, such as an assignment. In certain circumstances, Trainer & Assessors may permit collaboration on all or part of an assessment piece for the purpose of facilitating peer learning and inquiry.

Plagiarism is the intentional or unintentional copying or presentation of any part of another person's ideas, words or work without acknowledgement for the purpose of presenting the other person's work as one's own work. It is a subset of academic dishonesty and a form of misconduct:

- a) Negligent Plagiarism means innocently or carelessly presenting another person's work as one's own without appropriate acknowledgement of the source. It may be due to failure to follow appropriate referencing practices and is often a result of a student's fear of paraphrasing or ignorance of policies and procedures;
- b) Dishonest Plagiarism means knowingly presenting another person's work as one's own work without appropriate acknowledgement of the source. It may include instances where substantial portions of work have been copied from the work of another or from other sources including the internet and in a manner that cannot be explained as negligent plagiarism (this includes if the student already has an instance of negligent plagiarism on their record). It may also include instances where a student has engaged another person to produce the work and has claimed it as their own.

NOTES

| | |
|-------------------------------------|---|
| <i>Related Policies/Procedures:</i> | <i>Complaints and Grievance Policy Assessment Policy Appeals Policy</i> |
| <i>Related Documents/Forms:</i> | <i>Student Handbook</i> |
| <i>Related Legislation:</i> | <i>National Vocational Education and Training Regulator Act 2011</i> |
| <i>Guidelines:</i> | <i>N/A</i> |
| <i>Approved By:</i> | <i>Chief Executive Officer</i> |
| <i>Date of Next Review:</i> | |