

Plagiarism, Assessment Dishonesty Policy and Procedure

This Policy and Procedure is Technical Institute of Victoria's ("TIV") commitment to ensure that all its students behave with academic honesty.

Definitions

In order to have common understanding, the following definition applies in this Policy:

Assessment Honesty is the principle that students' work is genuine and original, completed only with the assistance allowed according to the rules, policies and guidelines of TIV. In particular, the words, ideas, scholarship and intellectual property of others used in the work must be appropriately acknowledged. *Note that "work" above includes not only written material, but in addition any oral, numerical, audio, visual or other material submitted for assessment.*

Assessment Dishonesty includes plagiarism, collusion, the fabrication or deliberate misrepresentation of data and failure to adhere to the rules regarding examinations in such a way so as to gain unfair assessment advantage.

More general forms of dishonesty, not directly related to assessment are not covered by this Policy.

Cheating means the breach of rules regarding formal examinations or dishonest practice in informal examinations, tests or other assessments. Examples include the use of prohibited material or equipment for unfair advantage and consultation with other persons during the course of the assessment where this is prohibited.

Collusion is the involvement of more than one individual in an instance of assessment dishonesty. All parties involved in such collusion are in breach of the principles of Assessment Honesty (unless there is good evidence of innocent involvement). "Collusion" needs to be distinguished from "collaboration", defined for the purposes of this document as work jointly undertaken and produced.

Fabrication is the representation of data, observation or other activity as genuine, comprehensive and/or original when it is not. This includes inventing the data, using data gathered by others without acknowledgment or wilfully omitting data to obtain desired outcomes.

Originality For the purposes of this Policy, "original" work is work that is genuinely produced by the student specifically for the particular assessment task.

Plagiarism is copying, paraphrasing or summarising, without appropriate acknowledgement, the words, ideas, scholarship and intellectual property of another person. It remains plagiarism whether or not it is with the knowledge or consent of that other person. Plagiarism has also taken place when direct use of others' words is not indicated, for example by inverted commas or indentation, in addition to appropriate citation of the source.

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Each individual student is responsible for ensuring that they are fully informed about methods of acknowledgement appropriate to any piece of assessable work that they submit.

Intentional Plagiarism: is plagiarism associated with intent to deceive.

Unintentional Plagiarism: is plagiarism associated with a lack of understanding of plagiarism or a lack of skill in referencing / acknowledging others' work (still a breach of this Policy).

Recycling is the submission for assessment of works which, wholly or in large part, has been previously presented by the same student for another assessment, either at TIV or elsewhere. In some cases, Trainers will specifically allow this practice. If no specific provision to the contrary is made, submission of work for assessment, a second or subsequent time constitutes a breach of this Policy

Student means any person who is or was enrolled in, or seeking enrolment in, a program or a course offered by TIV.

General

TIV is committed to ensuring that all staff and students behave with integrity in assessments ("Assessment Integrity"). Therefore, it is essential that they understand the principles underlying Assessment Integrity and behave in a manner according to these principles

Purpose

TIV's role is to create, preserve, transmit and apply skills and knowledge in training and assessment. TIV requires all students to act honestly, ethically and with integrity in their dealing with TIV, its employees and members of the public and other students. This Policy outlines a systemic approach to the treatment of plagiarism in students' work at TIV. The Policy is intended to promote honesty in learning and assessment and respect for the work of others

Hence the purpose of this Policy and Procedure is to:

1. Set out the principles underpinning TIV's approach to Assessment Honesty;
2. Identify individual responsibilities for promoting the principles of Assessment Honesty; and
3. Prescribe a transparent process for handling allegations of dishonesty in assessment and plagiarism by students enrolled in award and non-award courses.

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Scope

The Policy is applicable to all TIV's students

Responsibility

Course Coordinators, Trainers/ Assessors and students involved in assessments

Relevant Legislations

- Education Services for Overseas Students Act 2000 ("ESOS Act 2000")
- National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 ("National Code")
- National Vocational Education and Training Regulator Act 2011 ("NVR Act")

Understanding Plagiarism

Plagiarism occurs when students fail to acknowledge that the ideas of others are being used. Specifically it occurs when:

- other people's work and/or ideas are paraphrased and presented without a reference;
- other students' work is copied or partly copied;
- other people's designs, policies or images are presented as the student's own work;
- phrases and passages are used verbatim without quotation marks and/or without a reference to the author or a web page; or
- class notes are reproduced without due acknowledgement.

Plagiarism or Assessment Dishonesty

Process for Determining Plagiarism and Assessment Dishonesty

1. All Trainers / Assessors are required to conduct integrity checks for all assessments submitted by students. This will include:
 - Google check
 - Check for copying / collusion
 - Check for authenticity (own work), cheating or use of model answers
2. A Trainer /Assessor Declaration is included in the Assessment Cover Sheet to ensure that they have done the integrity checks.

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3. Trainers/Assessors, Course Coordinators, RTO Manager are also required to complete the Quality Assurance Checklist Form (Form 232). This process is implemented to ensure that assessments submitted by the students meet the rules of evidence.
4. Should the Course Coordinator, Trainer/Assessor or RTO Manager have reasonable grounds to think that plagiarism or assessment dishonesty has occurred, the following procedure will take effect.

Procedure in dealing with Plagiarism and Assessment Dishonesty:

1. The Course Coordinator will record the alleged offense in the Plagiarism Register and monitor the progress until resolution/decision has been finalised.
2. Within three (3) days, TIV will communicate with the student via written letter through post mail, email or SMS. It will advise them of the alleged offence and require them to meet with the Course Coordinator to explain/ respond to the allegation.
3. The student will arrange an appointment with the Course Coordinator (and the Trainer/Assessor will be invited as well) within three (3) working days from the receipt of the letter to discuss the allegation.
4. The student will be given three (3) working days to provide a written response to the allegation.
5. TIV will review and make a decision within three (3) working days.
6. Once a decision has been made, one of the following penalties may be imposed:
 - First offence – first written warning and the specific task will be marked NS and the student will be required to resubmit the task.
 - Second offence – second written warning and the unit will be marked NYC and the student will be required to re-sit for the unit assessment.
 - Third offence – third written warning and the unit will be marked NYC and the student will be required to repeat the unit at the student's own cost.
 - Fourth offence – cancellation of COE and written advice on the cancellation of COE.
7. All records of communication as to the alleged offence will be retained and secured by the Course Coordinator or the staff authorised by the CEO/RTO Manager.

Plagiarism Register

A register (Form 079 “**Plagiarism Register**”) will be maintained to record:

- Alleged Offence / Offence on Plagiarism and Assessment Dishonesty
- Warnings that have been given to students about plagiarism, even where no formal action has been taken or penalty applied; and

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- Penalties imposed and the nature of those penalties.

Records regarding a student's involvement in alleged plagiarism will be retained for two (2) years.

The Plagiarism Register will be accessible only to staff authorised by the CEO/RTO Manager and where requested, the students concerned will have access to their own details in the register.

Information to be provided after enrolment / before any assessment submission

After prospective students are enrolled, all students will be provided with, and have access to information about plagiarism and how to avoid plagiarism via student induction, TIV's website as well as in the Student Assessment (refer to Information for Student)

TIV will provide the following information:

- Plagiarism and Assessment Dishonesty Policy and Procedure

How to minimise the Incidence of Plagiarism and Assessment Dishonesty

To minimise the incidence of plagiarism, students are provided with relevant information on Plagiarism and Assessment Dishonesty in the Student Assessment / Information for Students. This guide contains the following;

1. The approved definition of plagiarism and assessment dishonesty
2. A statement on collusion
3. How information will be handled as required by privacy laws

Students are also required to sign and submit a declaration in regards to Plagiarism and Assessment Dishonesty of each unit. It will contain the following:

- that plagiarism or collusion has not occurred;
- whether the assignment is original or has been previously submitted as part of another unit/subject/course;
- that proper care of safeguarding their work and all reasonable effort to ensure it could not be copied was taken; and
- that the students understand the consequences of engaging in plagiarism as described in TIV's Plagiarism and Assessment Dishonesty Policy & Procedure.

Moreover, each task of the assessment comes with a Cover Sheet (including declaration of Plagiarism) which students are required to sign and submit when submitting their completed assessment works.

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Responsibilities of students

It is the responsibility of each individual student to ensure that:

- they are familiar with the expectations for assessment honesty, both in general and in the specific context of particular disciplines or courses
- work submitted for assessment is genuine and original
- appropriate acknowledgement and citation is given to the work of others
- they declare their understanding of, and adherence to, the principles of Assessment Honesty on the Unit Assessment and Assessment Cover Sheet
- they do not knowingly assist other students in Assessment Dishonesty practice

Responsibilities of Relevant TIV Staff

It is the responsibility of relevant TIV staff including Trainers / Assessors and Course Coordinator to:

- provide information that enables all students taking the course to become aware of this Policy
- provide information that enables all students taking the course to become aware of the expectations for assessment honesty within TIV, in the course and in the unit, and of the potential consequences of breaches of this Policy
- take into account the disparate educational backgrounds of students, including some who will be quite unfamiliar with the normal expectations for assessment honesty. For example, students should be directed to appropriate sources of support and guidance to amplify the assessment's explanations about assessment honesty
- make regular attempts to detect Assessment Dishonesty in the work submitted by students by conducting integrity checks
- apply penalties in accordance with this Policy where breaches occur

Right to Appeal

Without prejudice, a student has the right to appeal against the penalty imposed by TIV if the student believes that TIV has not considered their views with good sense or in a reasonable or intelligent manner. The student can meet with a Student Support Officer to fill in a Complaint and Appeal Form.

The student will be given a second chance to address his/her concerns with the Course Coordinator or the Chief Executive Officer (“CEO”) / RTO Manager at TIV within five (5) working days of the submission of the Complaint and Appeal Form.

Records Keeping

The records as hardcopies will be maintained in accordance with ASQA general directions.

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Sources

The following websites were sourced in developing this Policy and Procedures:

- http://policies.anu.edu.au/policies/code_of_practice_for_student_academic_integrity/policy
- www.top.edu.au/.../policiesandprocedures/General%20Students%20P...