

## Preventing Plagiarism Policy

### 1. Purpose of the policy

- 1.1 This policy aims to establish an appropriate education and learning framework for the shared responsibility of staff and students to prevent plagiarism and academic misconduct.
- 1.2 This Policy defines plagiarism as the practice of using another person's Intellectual property or output and presenting it as one's own without appropriate acknowledgement using the correct referencing and citing conventions.

### 2. Preventing Plagiarism Policy

- 2.1 All members of the academic community, students and staff alike are responsible for the integrity and originality of their work.
- 2.2 Academic misconduct is dishonesty with the intention of gaining an "unjust" academic advantage.

### 3. Application of the policy

- 3.1 This policy applies to all students undertaking academic work and providing assessment responses to achieve an academic outcome.
- 3.2 Academic work that is used for assessment purposes includes individual or group verbal and written responses to assessments.
- 3.3 Plagiarism is not tolerated; students who plagiarise may find that they are not able to continue the course as a result.

### 4. Commencement of the policy

- 4.1 This Policy will commence from 1st January 2017

### 5. Policy review

- 5.1 This policy will be reviewed annually from the time of commencement.

### 6. Description of Plagiarism

- 6.1 Plagiarism is the act of the presenting a body of works of another person or group of persons, as one's own work.

#### 6.2 Plagiarism means:

- i. Copying or duplicating the thoughts, ideas, concepts or words of another person or persons – either published or unpublished - without using the correct and appropriate acknowledgement conventions from:

- a. a book or publication;
- b. an article;
- c. report;
- d. research paper;
- e. thesis
- f. assessment
- g. assignment
- h. project
- i. compositions
- j. internet site material including blogs

**6.3** Every assessment requires a student to submit work with a cover sheet that declares that the work is their own. Signing this cover sheet with the full understanding that the work is not their own is a direct breach of honesty and has serious consequences.

## **7. The Levels of Plagiarism**

**7.1** In all courses and training programs delivered by ICAN Learn, training will be provided in the correct and appropriate conventions for referencing and citing another person's words, phrases, or statements. ICAN Learn requires students to use the Harvard Referencing system.

**7.2** The policy recognises that breaches of plagiarism are not identical and that there are various degrees of severity and premeditation in each case.

**7.3** Thus there is a framework for classifying incidents of plagiarism according to their seriousness. These categories of plagiarism are: Levels 1, 2 and 3.

## **8. LEVEL 1 Plagiarism**

**8.1** Plagiarism at level 1 generally involves Students who are in their first year of study or first study course with minimal or no experience in submitting works with the correct and appropriate referencing or citing conventions which result in unintentional plagiarism. Examples include:

- i. a lack of knowledge of the appropriate referencing system and how to present direct and indirect quotations and acknowledge the source of those quotations;
- ii. limited ability to paraphrase the works of other authors;
- iii. limited understanding and knowledge of public domain materials and which types of materials require acknowledgement using the correct conventions.

**8.2** Level 1 plagiarism is not necessarily considered to be academic misconduct and does not attract remedial action, **however**, should this occur on more than one occasion, the event would then be considered to be Level 2 or Level 3 plagiarism depending on the extent of how the work was used and whether proper referencing, citing or acknowledgement was used.

## **9. LEVEL 2 Plagiarism**

**9.1** Plagiarism at level 2 is more serious than Level 1 and includes:

- i. Copying word for word - whole paragraphs or sentences or parts of paragraphs or sentences and presenting them as one's own work;
- ii. Citing words and/or phrases without the use of quotation marks and a footnote, or reference number to acknowledge the author/s and location of the work;
- iii. Insufficient paraphrasing where only a few words have been changed but the majority of the original content has been retained and not correctly acknowledged, referenced or cited;
- iv. Citing a secondary source as the original source without due diligence in the checking and cross referencing of material;
- v. Presenting work as "sole work" if it was produced in conjunction with another person or persons. This does not apply to group projects;

## **10. Level 3 Plagiarism**

**10.1** Plagiarism at level 3 is when a student fully understands and comprehends what constitutes plagiarism, yet knowingly and intentionally submits work that is fraudulent.

**10.2** Level 3 Plagiarism consists of a deliberate intent to deceive tutors or assessors that a body of work is an original composition of the person submitting it.

**10.3** Level 3 plagiarism includes getting another student to undertake work on their behalf and lodging the work as their own.

## **11. Examples of plagiarism**

**11.1** copying sentences/paragraphs verbatim in an essay, assignment, assessment, report or project without the correct acknowledgement and referencing conventions;

**11.2** Downloading or copying sections or portions of essays, assignments reports, data graphics or other written documentation from internet website and presenting the information in your assessment, assignment, report or project your own original work;

**11.3** Presenting written work, concepts, ideas of other students or authors as your own work;

**11.4** Copying content accessed from any of the above sources at 11.1, 11.2 or 11.3 without acknowledging the source (from any written or spoken text), or copying the work of another student;

**11.5** Paraphrasing without acknowledging or reference the original author and location of the work.

- 11.6 Reusing previous submitted work for a new assessment – either in a current unit or new unit of study.
- 11.7 Group plagiarism occurs when one member of the group uses plagiarises work as their own, and the whole group copies it and puts their name to the work, then this implies plagiarism by all group members;
- 11.8 Students have individual responsibility to understand the implications of plagiarism and question the origins or work being presented for group activities;
- 11.9 Paying another person to complete your work – whether or not the person is known to you is plagiarism.

## 12. Detection of Plagiarism

- 12.1 A trainer/tutor or assessor might notice a similarity in the submissions of students' work
- 12.2 The similarity might be word for word
- 12.3 A student might submit work that does not reflect their standard use of language, including words or phrases etc.

## 13 How plagiarism can be avoided

- 13.1 Use of the Harvard referencing guide will assist to prevent plagiarism;
- 13.2 Always understanding the need to interpret what you read, reference its source and use your own words to describe;
- 13.3 Do not rely on other students to give you work;
- 13.4 Do not write work for another student;
- 13.5 Be vigilant in group work.

## 14. What are my rights when accused of plagiarism or academic misconduct?

- 14.1 In ICAN Learn's commitment to treating students with fairness and equity, the works in question will be investigated to verify whether or not plagiarism has occurred.
- 14.2 The student must be informed of the allegation of plagiarism and any evidence of plagiarism must be disclosed or shown to the student.
- 14.3 A hearing meeting is set between the student and the RTO Coordinator, Business Sector Development Manager and the Tutor/Trainer delivering the unit of the assessment/assignment.

- 14.4 The student will receive a letter stating the reason for the meeting and will be advised that they can have a support person attend that meeting.
- 14.5 The date and location for this meeting will be at the request of the Business and Sector Development Manager, not that of the student.
- 14.6 Minutes of the hearing will be recorded.

## **15. Consequences of plagiarism**

### **15.1 Consequences – LEVEL 1**

**15.1.1** Warning will be issued

**15.1.2** the student will be required to attend a student management meeting;

**15.1.3** the student will be required to present the reasons for which the plagiarism occurred;

**15.1.4** the student will receive education about the Harvard referencing system; and

**15.1.5** the student will receive a verbal and written warning to avoid plagiarism in the future, with the full understanding that if this was repeated, the matter will be escalated to the next level.

**15.1.5** the student will receive a copy of the student management notes, and will be required to sign these notes in recognition of the process

### **15.2 Consequences – LEVEL 2**

**15.2.1** Resubmit work - students will be required to attend a student management meeting, where agreement will be made to issue a new assessment task different from the one which had a plagiarised response;

**15.2.2** the student will be required to present the reasons for which the plagiarism occurred, and will be given one week to submit the new assessment task response;

**15.2.3** the student will receive education about the Harvard referencing system; and

**15.2.4** the student will receive a written warning, with the full understanding that if plagiarism was repeated, the plagiarism will be escalated to the next level.

**15.2.5** the student will receive a copy of the student management notes, and will be required to sign these notes in recognition of the process

### **15.3 Consequences – LEVEL 3**

**15.3.1** expelled from course of study- this is the final step in response to a student who has blatantly continued to plagiarise without any intent to undertake a different approach,.

**15.3.2** students who are demonstrated to have paid a person to write an assessment which they have submitted, will be expelled from study without the benefits of LEVEL 1 and/ or LEVEL 2 intervention and support