

Purpose

The purpose of this policy is to set out the principles underpinning Polytechnic Victoria's approach to academic honesty; identify individual responsibilities for promoting the principles of academic honesty; and to prescribe a transparent process for handling allegations of academic dishonesty.

Scope

This policy applies to all staff of Polytechnic Victoria that is responsible for assessing and reporting student academic progress. The Operations manager is responsible for implementing this procedure and to ensure that staff and students are aware of its application and implement its requirements.

Policy

This policy aims to provide a systemic approach to the treatment of plagiarism in academic work at Polytechnic Victoria. The policy is intended to promote honesty in learning and assessment and respect for the work of others. Contravention of this policy will result in students being penalised.

Honesty, fairness and respect are central tenets of Polytechnic Victoria, Polytechnic Victoria is committed to upholding standards of academic integrity and honesty.

Students are therefore required to:

- undertake studies and research responsibly and with honesty and integrity;
- ensure that academic work is in no way falsified;
- seek permission to use the work of others, where required;
- acknowledge appropriately the work of others; and
- Take reasonable steps to ensure that other students are unable to copy or misuse their work.

Staff involved in learning, teaching and assessing are expected to display leadership in academic integrity and use a range of approaches to educate students to practise honesty in their academic work.

Plagiarism, collusion and cheating, including assisting others to cheat, are unacceptable and will be dealt with.

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For the purpose of this policy, plagiarism means presenting another person's work as one's own work by presenting, copying or reproducing it without acknowledgement of the source.

Plagiarism includes presenting work for assessment that includes:

- a) phrases, clauses, sentences, paragraphs or longer extracts from published or unpublished work (including the Internet) without acknowledgement of the source; or
- b) The work of another person, without acknowledgement of the Source

Examples of plagiarism include, but are not limited to:

- a) Recycling - the resubmission for assessment of work that is the same, or substantially the same, as work previously submitted for assessment in the same or in a different unit of study in the same course. The exception to this is if the trainer has approved this or allowed the student to legitimately resubmit the assessment for purposes of improvement
- b) Fabrication of data;

- c) The engagement of another person to complete or contribute to an assessment or examination in place of the student, whether for payment or otherwise or accepting such an engagement from another student or to copy another student's assessment;
 - d) Communication, whether by speaking or some other means, to other candidates during an examination;
 - e) Bringing into an examination forbidden material such as textbooks, notes, calculators or computers if it is not an open book examination;
 - f) Copying from other students during examinations;
 - g) Inappropriate use of electronic devices to access information during examinations.
- A student's academic performance will be assessed by written or oral examination, assignments, practical, observation and presentation.

The purpose of this policy is to:

- a) Set out the principles underpinning Polytechnic Victoria's approach to academic honesty;
- b) Identify individual responsibilities for promoting the principles of academic honesty; and
- c) Prescribe a transparent process for handling allegations of academic dishonesty

Definitions

Academic integrity:	Academic integrity: is the moral code of academia. It involves using, generating and communicating information in an ethical, honest and responsible manner.
Academic misconduct:	means conduct by which a student seeks to gain for himself, herself or another person an unfair or unjustified academic advantage in a course or unit of study and includes, cheating, collusion and plagiarism. It may be intentional or reckless.
Cheat/Cheating:	Is to seek to obtain an unfair advantage in an examination or written, oral or practical work, required to be submitted or completed for assessment in a course or unit of study and includes the resubmission of work that has already been assessed in another unit.
Collusion:	Is unauthorised collaboration on assessable written, oral or practical work with another person or persons
Plagiarism:	Is to take and use another person's ideas and or manner of expressing them and to pass them off as one's own by failing to give appropriate acknowledgement, including the use of material from any source, staff, students or the Internet, published and unpublished works.

Proofreading:	The process of identifying errors and suggesting corrections to a text. This must not involve rewriting passages of text in order to clarify meaning; amending the words used by the author (except to identify the correct spelling of the word used); rearranging passages of text or code, or reformatting other material; contributing additional material to the original; and checking calculations or formulae.
CRICOS:	Commonwealth Register of Institutions and Courses for Overseas Students.
DEEWR:	Department of Education
DIAC:	Department of Immigration and Citizenship (Commonwealth), now known as Department of Home affairs
ASQA	Australian Skills Quality Authority
NRT:	Nationally Recognised Training (NRT)
ESOS:	Education Services for Overseas Students Act 2000.
Overseas Student:	A person holding an Australian student visa, enrolled in a CRICOS registered course, at the Polytechnic Victoria on shore.

Polytechnic Victorias Responsibilities

- Make accessible to staff and students the legislation, policy and procedures of Polytechnic Victoria concerning plagiarism;
- Establish processes to support the consistent implementation of Polytechnic Victoria relating to plagiarism;
- Provide processes for students to appeal decisions arising from plagiarism and cheating; and
- Provide student support through the provision of information on acceptable referencing techniques.
- Ensure the legislation, policy and procedures of Polytechnic Victoria concerning plagiarism are known and implemented within the School;
- Support the use of appropriate referencing techniques;
- Provide information to students on acceptable referencing practice; and
- Maintain confidential records of previous breaches.

Staff Responsibilities

- Know and consistently implement the legislation, policy and procedures of Polytechnic Victoria concerning plagiarism and cheating;
- Provide information to students about referencing requirements that are relevant to the discipline area;
- Provide examples to students of appropriate referencing techniques and practice;

- Ensure that students understand the difference between cooperative learning, group work and collusion;
- Be vigilant in the detection of plagiarism and cheating;
- Be aware of, and respect, the practices of other cultures / cultural backgrounds;
- Provide transparent and consistent feedback to students about issues relating to referencing; and
- Staff should set a good example through their own practice.

Student Responsibilities

- Understand and comply with the legislation, policy and procedures of Polytechnic Victoria concerning plagiarism and cheating and seek help if unclear about their requirements;
- Be familiar with, and apply, the referencing practices acceptable to the School;
- Ensure that all sources of information are appropriately acknowledged; and
- Take all reasonable precautions to ensure work cannot be copied.

Penalties

The process for hearing a complaint concerning plagiarism and the penalties that may apply are described in Student Discipline.

Appeals

Appeals against any penalty imposed can be lodged with the reception in accordance with procedure below

Procedure

1. Set out the principles underpinning the approach to academic honesty; Polytechnic Victoria is committed to dealing with alleged plagiarism by students in accordance with the principles of procedural fairness.

Students therefore have the right to:

- a) Be informed of the allegations against them in sufficient detail to enable them to understand the precise nature of the allegations and to properly consider and respond;
- b) Have a reasonable period of time within which to respond to the allegations against them;
- c) Have the matter resolved in a timely manner;
- d) Be informed of their rights under this policy
- e) Invite a support person or student representative to any meeting regarding alleged plagiarism and cheating;
- f) Impartiality in any investigation process; and
- g) An absence of bias in any decision-maker.

2. Identify individual responsibilities for promoting the principles of academic honesty

It is a key responsibility of the trainer to distinguish original from plagiarised work. The detection and identification of plagiarism is a judgement made by the trainer who is aware of the responsibilities involved in the task of academic assessment. Ways in which the trainer can engage plagiarism is through web search engines, comparison with other assignments. The process of checking every assessment for plagiarism is a mandatory process in which the assessments of the students must be checked on two different search engines. A thorough comparison of the assessment with other assessment of the same batch of students must be conducted to conform that the assessment is an authentic work of the student.

3. Prescribe a transparent process for handling allegations of academic dishonesty

Where the trainer detects or is made aware of alleged plagiarism, the trainer must discuss the alleged plagiarism with the student or group of students and report the alleged plagiarism to the admin Manager or the operations manager.

Where, following discussion with the student or group of students, the trainer forms the view that the student is guilty of plagiarism, the trainer may take the following appropriate action, including:

- a) Explaining referencing guidelines, and providing a copy of this policy and
- b) Requiring the student to resubmit the assessment;
- c) Requiring the student or group of students to undertake another form of assessment;
- d) Applying a fail grade to the assessment in question
- e) Applying a fail grade/NYC to the unit of study.
- f) Refer the student to the Student support officer, admin Manager or operations manager, where a 1st warning letter may be issued

4. Consequences of Plagiarism and cheating

All plagiarism is unacceptable, and each case of plagiarism should be treated on its own merits. Polytechnic Victoria's teaching procedures assist the students to avoid submitting assessment work that does not meet the required standards of evidence-based writing.

All assessment work submitted by a student should be assessed in accordance with its academic merit. If a student receives a Not yet Competent in an assessment task because of the absence of appropriate citations and references it may be a consequence of the student failing to meet the standard criteria for the task, rather than as a punishment for plagiarism.

Inappropriate practices in the use of referencing, citations, quotations or acknowledgement for formative assessment may be dealt with by the assessor, who may refer students to appropriate resources to improve their academic skills.

Admin Manager will check if a student or group of students has or is more than likely to have committed plagiarism or cheated and if this is the first instance of plagiarism or cheating committed by the student/group during their enrolment with Polytechnic Victoria.

The Admin Manager will:

- a. Send a written warning letter to the student advising them that their enrolment may be cancelled if they are found, in the future, to have committed another act of plagiarism or cheating at Polytechnic Victoria; and
- b. meet with the student and counsel them not to engage in any further cheating or plagiarism; and require the student to resubmit the relevant class work or undertake the relevant
- c. assessment again or undertake any other remedial action deemed appropriate; or
- d. apply a Not Yet Competent grade to the unit of competency for student or group of students

If the resubmission of assessment(s) by the student or group of students is still found to be plagiarised, student or group of students will be issued a 2nd written warning. Regardless of the severity of the plagiarism, a copy of the written warning must be signed by the operations manager and placed in the student's administration file. Student must be made aware that another resubmission will cost \$200 per unit of competency and failure to demonstrate his/her own work may lead to their enrolment being cancelled on the basis of student misconduct.

Responsibilities

Admin manager
Operations manager

Forms

1st Warning letter
2nd Warning letter