



Plagiarism & Cheating Policy

Scope

This policy applies to all Domestic and International students of ACE.

Definitions

Plagiarism	is the presentation of the works of another person / other persons as though they are one's own by failing to properly acknowledge that person / those persons.
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).
Collusion	is the unauthorised act of a student presenting work, which is the outcome of directly working with others, as his or her own.
Cooperative Learning	is the informal process of students interacting to enhance their learning outcomes and is encouraged.
Group work	is the authorised act of a group of students producing either a common assessable work or an individually assessed piece of work as part of a larger project.

What is Plagiarism?

Plagiarism happens when you copy or reproduce someone else's work or ideas without acknowledging its original source. This includes, but is not limited to, obtaining information from books, the Internet and fellow students.

ACE treats plagiarism as cheating. Cheating and plagiarism is a serious offence, and will be treated seriously. Students who cheat and plagiarise may have consequences by ACE such as repeating a unit of competency, financial implication in regards to re-assessment fees or even suspension of studies etc.

How do you avoid Plagiarising?

To avoid plagiarising, it is very important to acknowledge all sources in all assignments submitted for marking. Acknowledgement may be in the form of footnotes, endnotes or any other textual references. A reference list must be included at the end of an assignment if any acknowledgements have been made within the assignment, including sources that have been referred to but not cited within the assignment.

The words of another writer must be placed in quotation marks (" ")/inverted commas (‘ ’). These words must be followed by the author's name, the source (book, web site etc) and page number of the source. The author's complete details should also be included in the

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reference list at the end of the assignment. It is also a serious act to help another student to plagiarise written work. This includes lending another student work that you have completed so that it can be copied and submitted as the other student's own work.

Policy & Procedure

In order to promote honesty in learning and assessment and respect for the work of others, ACE employs a procedural approach in treating plagiarism and/or cheating irrespective of any situation. In the case where:

- If a student is found to be plagiarising or cheating for the first time, the Course Coordinator will inform the student about the severity of his or her behaviour and provide them with a formal written warning (Plagiarism/Cheating Warning Letter) advising them of the repercussions of plagiarism (i.e. Not Yet Competent in the Unit or suspension of enrolment). The Course Coordinator will determine, in discussion with the student, whether an area requiring further development and learning is required in which case the Course Coordinator will recommend that the Student arrange an appointment with the Student Support Services Officer for assistance with the Assessment being plagiarised. The student will receive a 'Not Satisfactory' (NS) result and will be permitted to re-take the assessment and pay re-assessment fees of \$200.00. Refer to *Fees and Charges Policy and Procedures*.
- The trainer/assessor must alter the assessment task to protect its integrity (for example change the assessment from Project or Case Study to a Written Assessment or Oral Assessment), with prior approval by the Course Coordinator. The re-assessment is only possible where it will be completed before the completion of the relevant unit of competency.
- If a student is found to be plagiarising or cheating for a second time, the Course Coordinator will issue a Second Warning Letter and the student will receive an automatic failure in the unit of competency (NYC). The student will need to re-enrol for the unit and pay the appropriate fee.
- If the student is found to be plagiarising or cheating for the third time, this will result in the suspension of their enrolment.

At each of the 3 stages, the student will be advised to access the Complaints and Appeals process if he/she feels that they have been accused incorrectly.

Procedures

ACE Responsibilities:

- Make accessible to staff and students the policy and procedures of ACE concerning plagiarism;
- Establish processes to support the consistent implementation of ACE policy relating to plagiarism;
- Provide processes for students to appeal decisions arising from plagiarism; and
- Provide student support through the provision of information on acceptable referencing techniques.

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Staff Responsibilities:

- Know and consistently implement the policy and procedures of ACE concerning plagiarism;
- 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;
- 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 ACE concerning plagiarism and seek help if unclear about their requirements;
- Be familiar with, and apply, the referencing practices acceptable to ACE;
- Ensure that all sources of information are appropriately acknowledged; and
- Take all reasonable precautions to ensure work cannot be copied.

Assessment Cover Sheet

All work that you submit for assessment must be accompanied with Assessment Cover Sheet which includes a Cheating and Plagiarism Declaration. You should read this before signing it and submitting it with your work. By signing this form, you are indicating that you have not cheated or plagiarised any work in regards to the assessment tasks undertaken in the unit of competency except where the work has been correctly acknowledged.

The Assessment Cover Sheet is made available by your Trainer or a copy can be obtained from the Administration Desk.

Primary Forms

- Plagiarism Warning Letter
- Assessment Cover Sheet

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