Purpose:
This policy provides a systematic approach to plagiarism and cheating at RGIT and has been made to complement the AQTF 2010
- To ensure that students are informed that breaching the plagiarism or cheating codes are unacceptable.
- To minimise the opportunity for students to either plagiarise or cheat.
- To ensure that the approach to both plagiarism and cheating is fair and consistent.
- To ensure that the penalties for both plagiarism and cheating are clear.

Scope
- All students, trainers, assessors, and student service officers at RGIT and any RTO delivering on behalf of RGIT
- This policy will address both plagiarism and then cheating.

Definitions:
Plagiarism is the presentation of the thoughts, ideas or work of another person/s as your own. Plagiarism practices include:
- Cheating in an exam by copying other students’ work or using unauthorised notes and other aids;
- Submitting work that another student has completed;
- Downloading information, text, computer code, artworks, graphics or other material from the internet and present it as your own work without acknowledging the author;
- Quoting and paraphrasing material from a source without acknowledgement;
- Quoting/using a direct quote is when you copy the exact words of another text (using someone else’s words);
- Paraphrasing means taking another person’s work or ideas and rewriting them in your own words, keeping the meaning of the original;
- Piecing together sections of the work of others into your work and presenting this as your own;
- Preparing a correctly cited and referenced assignment from individual research and then handing part of, or all of that work in twice in different units/subjects;
- Copying material or ideas from other members while working in a group;
- Contributing less, little or nothing to a group assignment and then claiming equal share of the marks.

Note: Encouraging or assisting another person to commit plagiarism is a form of improper collusion and may attract the same penalties which apply to plagiarism.

Cheating is defined as fraud, deceit, or dishonesty in an academic assignment. It may involve:
- Copying or attempting to copy from others during an examination or for an assignment;
- Communicating examination information to, or receiving such information from, another person during an examination;
- Pre-programming a calculator or computer to contain answers or other unauthorized information for examinations;
- Using, attempting to use, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment or examination in question, such as: books, Web sites, prepared answers, written notes, or concealed information;
- Allowing others to do one’s assignment or a portion of one’s assignment or using a commercial term paper service;
- Altering examination answers after an assignment has been completed or altering recorded grades; and
- Resubmitting a previously written assignment for a new course without the permission of the instructor.
Provisions of this policy
To reduce plagiarism:
• Staff will be trained on plagiarism.
• Training staff shall monitor and review the plagiarism process as part of the RGIT continuous improvement strategy.
• Increase the engagement of the students to gain confidence in their own work.

Plagiarism shall be explained to:
• All new staff.
• Students at orientation and commencement of a unit of competence.
To
• Ensure that students obtain the same information consistently.
• Students in a way that it is understood.

When plagiarism is found, it shall be addressed by:
• Offering a process of stages for management.
• Treating all students in the same way.
• Being consistent against the information that the student provides.
• Ensuring that all incidence of plagiarism is reported and recorded on the student academic file and in the Register.

Trainers and assessors will:
• Remind students that plagiarism is not accepted.
• Refer students to the RGIT handbook – Plagiarism –
• Be clear on what they expect in their assessments, especially the standard expected (the student handout will assist in conveying this).
• Ensure students know that each assignment must have a cover sheet with a signed declaration that the work that they submitted is their own
• Refer students to the Student Code of Conduct Policy about misbehaviour.
• Ensure students know that plagiarism is misbehaviour that can lead to suspension and finally to cancellation of enrolment
• Refer students to the academic intervention strategy and student services

If staff suspect that plagiarism has occurred they will document it on the Student file. The responsibility of the Trainer & Business Manager is to assess and determine what action needs to be taken.

Potential for Student Plagiarism and Cheating to exist
• Opportunities and temptations for plagiarism exist in all training vocations where students seek to offset a lack of desire to complete work, are suffering performance anxiety due to learning difficulties or believe by copying someone else work they will achieve a potentially better outcome for themselves just to cite a few examples.
• The opportunities for Plagiarism & Cheating have significantly increased with the spread of internet access.
Plagiarism is a serious threat to the teaching and accreditation process, and seriously undermines the collegial and ethical principles which underpin the work of an RTO.
Detection of Plagiarism
There are many ways in which Plagiarism & Cheating can be detected, a few examples follow; Constant looking at other peoples work, using modern mobile phone technology to access the internet, Tweeting / texting between students, presented work reflects responses that are verbatim / significantly the same to that provided by other students.

Procedures that will be followed in cases of suspected plagiarism
- Software to be used to detect plagiarism [http://ed.grammarly.com/editor/view/?f=1](http://ed.grammarly.com/editor/view/?f=1)
- It is recognised that different kinds of plagiarism take place and require different approaches and procedures. However it is in the interests of natural justice for all parties to have a consistent set of procedures and penalties.
- The level of intent to deceive and the extent of the plagiarism should be the principal criteria for determining penalties. For example, a deliberate intention to deceive and gain unwarranted advantage will attract severe penalties, as will copying essays and assignments in whole from other students or other sources.
- The staff member who suspects an instance of plagiarism will report the situation to the conveyor of the unit involved, or to the Business Manager (if the staff member in question is the convener), or to any other person designated by the Business Manager as appropriate. After discussion, if the Manager agrees that the case warrants more than a warning, the student will be informed in writing of the nature of the complaint and given an opportunity to respond in writing. If the response indicates that there is a case to answer, it will be referred in writing to the Business Manager with a recommendation about a penalty.
- The Business Manager may then call for further discussion, or sign off on the recommended penalty. This should be in writing.
- Where the Business Manager feels the case is particularly serious or requires further investigation, the case may be referred to an independent party. Under all circumstances where the Business Manager finds that plagiarism has occurred, a form will be added to the student's file. The student will be given the opportunity to add a comment to the record and will be asked to sign the form. A copy of the form will also be given to the student.

Procedural Fairness
RGIT is committed to dealing with student plagiarism in accordance with the principles of procedural fairness, including the right of a student to:
- Be informed of the allegations in sufficient detail to be able to respond appropriately;
- Have a reasonable period of time within which to respond to the allegations;
- Have the matter resolved in a timely manner;
- Be informed of their rights under this policy;
- Invite a support person or student representative to attend any meeting regarding alleged plagiarism;
- Impartiality in the investigation and decision-making process.

This does not preclude penalties being imposed if detection occurs at a time after assessments have been returned or after results have been issued.

A Student Will Be Guilty Of Plagiarism: if they do any of the following in an assignment or, in any piece of work which is to be assessed, without clearly acknowledging their source(s) for each quotation or piece of borrowed material:
• copy out part(s) of any document or audio-visual material, including computer-based material;
• use or extract someone else's concepts or experimental results or conclusions, even if they put them in your words;
• copy out or take ideas from the work of another student, even if they put the borrowed material in their own words;
• Submit substantially the same final version of any material as a fellow student. On occasions, a student may be encouraged to prepare their work with someone else, but the final form of the assignment must be their own independent endeavor.

First breach - Negligent Plagiarism
• If the student breaches the Plagiarism code for the first time, the student should be educated about ways to avoid plagiarism. A warning will be given about the penalties for future breaches. The Trainer should note the warning, and a note should be placed in the student’s file.
• An appropriate grade, determined by the trainer in consultation with the Business Manager, will be given to the student.
• Subsequent negligent breaches will be dealt with as outlined under the next section ‘Dishonest Plagiarism’.

Subsequent breach - Dishonest Plagiarism
• Instances of Plagiarism that follow the first warning (refer to ‘First Breach’) will be considered ‘Dishonest Plagiarism’ and will be referred to the Business Manager, unless the Business Manager, considers the allegation to be serious enough to warrant formal review by the CEO
• Advising the student within ten working days of receipt of the allegation, the Business Manager will advise the student in writing of the nature of the allegation and the processes that will follow. The CEO or delegate will arrange to meet with the student within twenty working days to discuss the allegation.
• If the student advises in writing that the allegation is accepted, the Business Manager will determine the appropriate penalty, in accordance with this policy. If the student wishes to attend a meeting, he/she must, within ten working days of posting of the letter advising of the allegation, confirm their attendance either in writing or by telephone.
• The Meeting - The student is permitted to invite a support person or student representative to any meeting regarding alleged plagiarism. The CEO or delegate may invite another nominated officer (s) of the RGIT to the meeting.

Penalties
For a first breach involving Dishonest Plagiarism, the following penalties may be applied:
• A warning given and no further action taken;
• The student be required to resubmit the item of work;
• The student be required to complete a new assessment task;
• Award NYC for the assessment item
• Any combination of the above.

For subsequent breaches involving Dishonest Plagiarism, in addition to the penalties outlined above, the Business Manager may, with the approval of the CEO, impose one or more of the following penalties:
• Suspending the student for a period of time (to be determined by Business manager);
• Excluding the student permanently.
• Such other penalty as is deemed appropriate.
• The staff member who suspects an instance of cheating will report the situation to the conveyor of the unit involved, or to the Business Manager (if the staff member in question is the conveyor), or to any other person designated by the Business Manager as appropriate. After discussion, if the Business Manager agrees that the case warrants more than a warning, the student will be informed in writing of the nature of the complaint and given an opportunity to respond in writing. If the response indicates that there is a case to answer, it will be referred in writing to the Business Manager with a recommendation about a penalty.

The Business Manager may then call for further discussion, or sign off on the recommended penalty.

APPEALS

Appeals against decisions regarding either plagiarism or cheating will be handled through the RGIT Complaints and Appeals procedures.