

Plagiarism and Cheating Policy and Procedure

1. Purpose

This document provides a systematic approach to the management of plagiarism, collusion and cheating in academic work and assessment at RGIT in order to:

- ensure that students are informed that breaching the plagiarism, collusion or cheating codes are unacceptable;
- minimise the opportunity for students to either plagiarise, collude or cheat;
- maintain an authentic assessment system that maintains integrity and high standards quality and minimal plagiarism, collusion and cheating;
- ensure that the approach to plagiarism, collusion and cheating is fair and consistent; and
- ensure that the penalties for plagiarism, collusion and cheating are clear.

2. Scope

This policy and procedure applies to all RGIT students, trainers, assessors, and student service officers. This policy will address plagiarism, collusion and cheating.

3. Responsibility

The Training Manager is responsible for the control and implementation of this policy and procedure.

4. Definitions

Plagiarism denotes any work taking and using another person's ideas and/or manner of expressing them and passing them off as one's own by failing to provide appropriate acknowledgment, including the use of material from any source, staff, students or the Internet, published and unpublished works. RGIT regards plagiarism as an extremely serious academic offense.

Collusion refers to the unauthorised act of a student presenting work, which is the outcome of directly working with others, as his or her own.

Cheating means seeking 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, including the resubmission of work that has already been assessed in another unit.

5. Policy

The policy is intended to promote honesty in learning and assessment and respect for the work of others. Breach of this policy will result in learners being penalised as per the Student Code of Conduct. RGIT requires that all students act honestly and ensure that they do not involve in cheating, colluding and/or committing acts of plagiarism.

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5.1 Plagiarism practices include, but not limited to:

- 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
- Piecing together sections of the work of others into your work and presenting this as your own
- Preparing a correctly sited and referenced assignment from individual research and then handing part of, or all of that work in twice in different units/subjects

5.2 Collusion practices may include:

- 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

5.3 Cheating 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 unauthorised 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, websites, 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
- Resubmitting a previously written assignment for a new course without the permission of the instructor

5.4 Plagiarism detection software (i.e. Turnitin)

- RGIT maintains high quality standards in student work and assessment submissions, and thus maintains the use of technologies to ensure utmost standards of quality are maintained by staff and students at all times
- To promote academic integrity, deter opportunities for plagiarism, streamline the assessment and feedback mechanisms and improve student outcomes, the Turnitin system will be used

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- All students whose assessments are completed via RGIT's Learner Manager System (LMS) will be required to be submitted via Turnitin for assessment submission, and assessments are then required to be submitted to the Trainer/Assessor in accordance with assessment submission procedures i.e. printed physical copy submission including the assessment, similarity report outcome and assessment cover sheet
- Assessments will need achieve a Turnitin similarity report outcome below 25% for satisfactory submission - this is the "similarity report threshold"
- In certain circumstances, a similarity report outcome slightly above the threshold may be accepted as per the Trainer/Assessor's discretion, examples of instances may include where the outcome is slightly above, such as 5-10%, and the reasons include instances such as answers are required to be consistent between students, the student is quoting titles such as legislative instruments or certain portion of assessment templates have been included in the similarity report outcome - in such instances, Trainer/Assessor's may review the report and use their discretion to exclude the respective findings, and such instances also need to be approved by the Training Manager, as applicable
- If an assessment that is above the similarity report outcome threshold is submitted, it will not be assessed and will automatically receive the outcome of "Not Satisfactory" - for details on reassessment, see RGIT's Reassessment Policy and Procedure

6. Procedure

6.1 Reporting

All staff and students must report any suspected instances of plagiarism, collusion or cheating to the respective trainer/staff who in turn will advise the Course Coordinator. All trainers and assessors must remind students that plagiarism, collusion or cheating is not accepted.

6.2 Investigation

- a) Upon receiving a report of suspected plagiarism, collusion or cheating, the coordinator or their delegate must investigate the matter promptly and determine whether the allegations are correct.
- b) This investigation must include an interview with the participant and relevant trainer as well as, in the case of allegations of plagiarism, a review of the alleged copied material and the participant's classwork.
- c) The student has the right to have a support person present during any interview and to make submissions.

6.3 Outcome of the investigation

The Course Coordinator will advise the participant in writing of the outcome of their investigation within twenty-one (21) days of receiving the report of alleged cheating, collusion and/or plagiarism.

6.4 Consequences of plagiarism/collusion/cheating

- a) The Course Coordinator will check if a student or group of students has, or is more than likely to have, committed plagiarism, collusion or cheating as the first instance.

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- b) The Course Coordinator will:
 - i) 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 RGIT; and
 - ii) meet with the student and counsel them not to engage in any further cheating or plagiarism; and
 - iii) require the student to resubmit the relevant class work or undertake the relevant assessment again or undertake any other remedial action deemed appropriate; or
 - iv) apply a Not Yet Competent (NYC) grade to the unit of competency
- c) If the Course Coordinator determines that the student or group of students has or is more than likely to have committed plagiarism or cheated and this is the second instance of plagiarism or cheating committed by the participant during their enrolment with RGIT Training, they will:
 - i) recommend that the student's enrolment be cancelled for misbehaviour;
 - ii) send a letter to the student advising them that their enrolment has been recommended for cancellation. The letter will advise the participant that they have fourteen (14) days in which to appeal the outcome of the investigation (as per the Complaint and Appeal Policy and Procedure)
- d) The Course Coordinator will submit a withdrawal request to the Student Support Services for the participant's enrolment if the participant fails to lodge an appeal within the 14 day time period, withdraws from an appeal or the outcome of the appeal process results in a decision in support of the Course Coordinator.
- e) The Course Coordinator has the discretion not to cancel the student's enrolment. This discretion may be applied in a number of different circumstances, including (but without limitation) where the student can prove that there were compassionate or compelling circumstances which contributed to their dishonest actions. Students should note that a decision not to cancel their enrolment is discretionary only and will not always be exercised even where there are compassionate or compelling circumstances.

7. Appeal

Students have the right to appeal against any decision made by an RGIT staff member under this policy. Students must lodge their appeal within fourteen (14) days from the date of the decision taken. Appeals against decisions regarding plagiarism, collusion or cheating will be handled through the RGIT Complaints and Appeals Policy and Procedure.

8. Record keeping

Full and proper records of the following must be kept on the student's file:

- a) The initial report of the alleged plagiarism, collusion or cheating

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- b) The step taken in the investigation
- c) Copies of any correspondence sent to/or from the student
- d) Records of any meetings with the student, including counselling
- e) Outcome of any appeal by the student
- f) Written verification of the cancellation if the student's enrolment is cancelled