

# Plagiarism Policy

## 1 PURPOSE

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This policy provides a systematic approach to dealing with occurrences of plagiarism and cheating at NTCA and has been developed to complement NCTA's implementation of the Standards for RTOs 2015, ESOS Act 2000 and the National Code 2018 standards.

This policy will ensure that students, and staff, are aware of what plagiarism is, and assist NTCA in maintaining a commitment to managing this issue for present and future students.

This policy will ensure that the penalties for both plagiarism and cheating are clear.

## 2 SCOPE

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This policy applies to all areas offered in the NTCA's scope of registration. It will inform and direct the NTCA academic community in maintaining academic integrity within the NTCA.

## 3 RESPONSIBILITY

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The RTO Manager is responsible for effective implementation of the plagiarism policy.

## 4 DEFINITIONS

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**Plagiarism:** In academic work, ideas and words are seen as belonging to the person who first created or wrote them. Plagiarism is the copying of someone else's work without acknowledgement of the author or the source.

Plagiarising work equates to failing to comply with the basic standards of academic integrity.

For students, plagiarism occurs when they do not acknowledge that they have used the ideas and/or work of others in the completion of a task/s that are submitted as their own, for assessment. This includes submitting work and claiming authorship when:

- Other people's work and/or ideas are paraphrased and presented as the student's own without the appropriate referencing of the source of work/idea that has been used
- Other student's work is copied or partly copied
- Other people's designs, or images are presented as the student's own work
- Phrases or passages are used verbatim without the appropriate quotation marks, and/or without a reference to the original author, and publication details (for a book) or a web page (for an internet source)
- Trainer/Mentor notes are reproduced without acknowledgement

- A student has contracted another person to do the work
- A student has purchased work from another source.

A claim from students that the rules are different in their country of origin and that they didn't know the rules regarding plagiarism in Australia will not be regarded as an acceptable excuse. This policy serves to inform students of the rules regarding plagiarism and will be provided to all students as part of their enrolment. Key information about plagiarism and cheating will also form part of their induction and regular information sessions.

**In the context of NCTA's training and assessment the following contexts apply.**

**Collusion:** Collusion is deemed to be when two or more people make an agreement to act with the intention to deceive an assessor as to who is responsible for producing the submitted work. The sharing of assignments (hard or soft copy) or other forms of work over the internet by social media or other means of networking between students may be viewed as collusion.

**Equal Liability:** Where collusion has occurred all parties involved in the collusion will be deemed to be equally responsible for the sharing, collusion, plagiarism and/or cheating and share equal liability for the consequences. Students are responsible for their own work and not sharing it with others.

**Group Assessment:** In group assessments ALL members of the group are responsible for an equal contribution in the group assignment and for signing the assessment coversheets. Doing someone else's work for them means that you have agreed to collude and as such you are equally liable. In this instance ALL members will be penalised.

**Self- Plagiarism:** Repeating students are not permitted to re-submit pieces of assessment that have already been submitted and marked for a previous instance of a Unit. Re-submitting work without referencing is deemed to be self-plagiarism, as recycling work in this manner involves an element of deception.

**Referencing:** Students must reference the following types of information:

- Ideas, theories or definitions
- Research

## 5 POLICY

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Trainer/Assessor require students to complete and submit the Assessment Cover Sheet for any assessment task. This Assessment Cover Sheet requires the student to complete and sign a non- plagiarism declaration.

Plagiarism shall be explained to:

- All new staff
- Students at orientation and commencement of a unit of competence.

### Procedural Fairness

NTCA 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.

Trainers and assessors shall:

- Remind students at the start of the semester, that plagiarism is not accepted.
- Refer students to the NTCA student handbook or website for **Plagiarism Policy**
- 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 cancellation of enrolment
- 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 their 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. In preparing their work and their final form of the assignment, students are reminded that the work must be their own independent endeavor.

## 6 PROCEDURE

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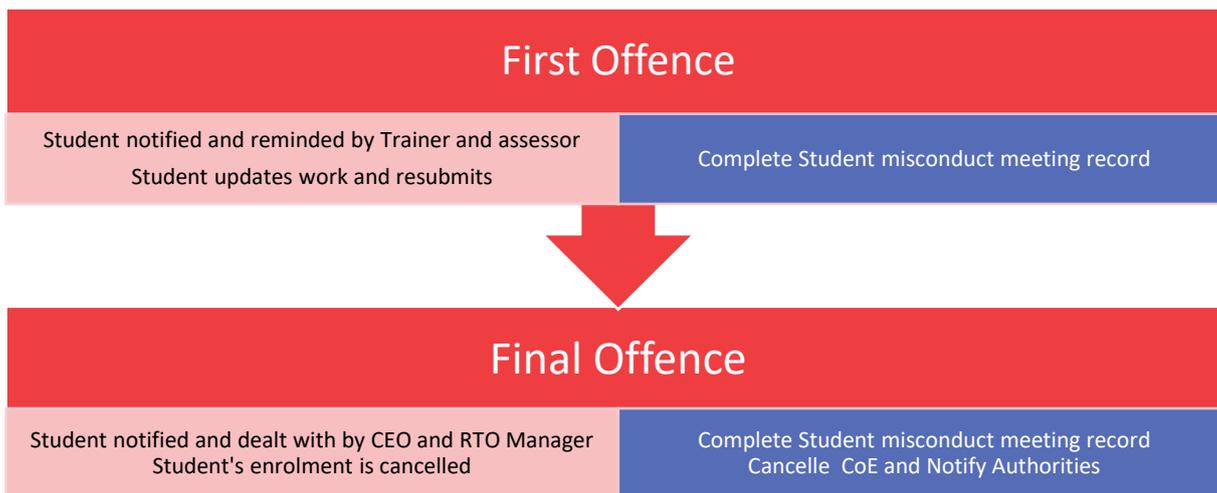
Detecting plagiarism and cheating:

- Staff will be trained on plagiarism detection and will be required to use RTO available tools to monitor plagiarism.
- Compare a sample of students finished assessment after completion of every unit for any instances of cheating and collusion.
- Assessor staff shall monitor and review the plagiarism process as part of the NTCA's Continuous Improvement Strategy.
- Increase the engagement of the students to gain confidence in their own work.

When plagiarism is found, it shall be addressed with the following process:

- On detecting the first instances of plagiarism, cheating or collusion:
  - The student or all the students involved shall be marked Not Satisfactory for the plagiarised task. (Assessor)
  - Student(s) will be asked to re-attempt the task. (Assessor)

- The students will be informed that this their ONE re-assessment attempt allowed under the Assessment Policy
  - Inform the RTO Manager of the misconduct. (Assessor)
  - The student(s) will be provided with a reminder of the misconduct. (Assessor)
  - No re-attempt fee shall be charged to the student.
  - Record maintained in the Student Misconduct Meeting Record.
- On detecting any further instance of plagiarism, cheating or collusion:
    - The student or all the students involved shall be marked NYC for the unit. (Assessor)
    - CEO shall be informed of the case.
    - The student(s) will be provided with a notification to cancel the enrolment on basis of student's misconduct. Student will be provided 20 working days to access internal appeals process with NTCA prior to suspension of the CoE. (RTO Manager)
    - If the student does not access the internal appeals policy, the student's CoE shall be cancelled and reported (RTO Manager)
    - Record maintained in the Student Misconduct Meeting Record.



**Appeals:** Appeals against decisions regarding plagiarism will be handled through the NTCA **Complaint and Appeals Policy and Procedure.**