

## Policy and Procedure

<b>POLICY:</b>	<b>PLAGIARISM and CHEATING</b>
<b>AQTF Ref:</b>	<b>Standard 1</b>
<b>Purpose</b>	To provide a systemic approach to the treatment of plagiarism in student's work at the Australian Vietnamese Women's Association Inc (AVWA). The policy is intended to ensure that students do not gain unfair advantage by plagiarising, or cheating at any time during their learning and assessment whilst being a student at AVWA.
<b>Scope</b>	This policy applies to all students enrolled in qualifications and courses delivered by AVWA.
<b>Responsibility</b>	<p><b>Chief Executive Officer</b> has the overall responsibility for ensuring that AVWA meets its obligation relating to assessment and integrity of student records and will assign roles and responsibilities to training coordinator and other staff as appropriate.</p> <p><b>Training Manager</b> is responsible for investigating irregularities, recommending penalties, documenting incidents and informing CEO of incidents.</p> <p><b>Teachers</b> are responsible for explaining referencing, and for identifying and reporting plagiarism, cheating and collusion.</p> <p><b>Students</b> are responsible for referencing their work correctly, not colluding on assessments and not cheating in examinations or tests. They may appeal decisions.</p>
<b>Definitions</b>	<p><b>Plagiarism:</b> to take and use the ideas and/or expressions and/or wording of another person or organisation and passing them off as your own by failing to give appropriate acknowledgement. This includes material from any sources such as staff, students, texts, resources and the internet, whether published or unpublished. Plagiarism is a form of cheating.</p> <p><b>Intentional Plagiarism:</b> is plagiarism associated with intent to deceive. As a deliberate act of deception it can also be regarded as cheating.</p> <p><b>Unintentional Plagiarism:</b> is plagiarism associated with a lack of understanding of plagiarism or a lack of skill in referencing / acknowledging others' work (this is still a breach of this Policy).</p> <p><b>Collusion:</b> is the unauthorised act of a student presenting work, which is the outcome of directly working with others, as his or her own.</p> <p><b>Cooperative Learning:</b> is the informal process of students interacting to enhance their learning outcomes and is encouraged.</p> <p><b>Group work:</b> 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.</p> <p><b>Cheating:</b> is the getting of reward for ability by dishonest means or finding an easy way out of an unpleasant situation. It is generally used for the breaking of rules to gain unfair advantage. This broad definition will necessarily include acts of bribery, cronyism, plagiarism, nepotism and any situation where individuals are given credit that is not warranted by using deliberately using inappropriate criteria or methods.</p>

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<b>Policy</b>	<p>Plagiarism, either intentional or unintentional or cheating are practices which runs counter to the very purpose of VET. There is an expectation that students will prepare and submit work which is their own and which, where appropriate, acknowledges the work of others. Plagiarism can apply to work in any medium (for example text, images, sounds or a combination of these). It involves presenting another person’s work as if it was your original effort. Some typical examples may include:</p> <ul style="list-style-type: none"> <li>• Copying the exact words from a source without using quotation marks.</li> <li>• Making even minor changes to someone else’s words without acknowledging their source.</li> <li>• Using another person’s idea from a text (for example in a book or from the Internet) without acknowledging its source.</li> <li>• Submitting all or part of another student’s work under own name.</li> <li>• Cheating in a test/ exam /written responses by using unauthorised notes or copying from other students.</li> <li>• Taking parts of a report/project/practical activity from another student’s work or reproducing another student’s work and submitting for assessment as own work.</li> </ul> <p>Plagiarism also includes the preparation or production and submission or presentation of assignments or other work in conjunction with another person or other people when that work should be your own independent work. This is plagiarism whether or not it is with the knowledge or consent of the other person or people. It should be noted that AVWA encourages its students to talk to staff, fellow students and other people who may be able to contribute to a student’s academic work but that where independent assessment is required, submitted or presented work must be the student’s own.</p> <p>Plagiarism may be intentional or careless. Students should be aware that AVWA takes the integrity and honesty of its students very seriously. Acts of plagiarism and cheating are completely unacceptable and will not be tolerated.</p> <p>If a student is found to have deliberately plagiarised or cheated as reported by the trainer/assessor or detected by the Training Coordinator, the penalties are severe as indicated below, under the heading Consequences.</p> <p>Sometimes a student might accidentally plagiarise. This is usually the result of a lack of academic writing skills, inexperience, sloppy note taking, or a combination of these. It is important that you learn and follow the practice established for citation of written works for your unit. “Ignorance is no excuse”.</p> <p>Students will be made aware of this policy through the Student Handbook. The substance of this policy, as well as advice on avoiding plagiarism through appropriate referencing, will be provided to students attending on-site induction.</p>

	<p>The Student Assessment Cover Sheet is an important resource in assessing plagiarism because it allows staff to explicitly connect a given student to a particular piece of work and it includes a commitment from the student that the work is theirs and theirs alone.</p> <p><b>Consequences</b> Consequences of plagiarism or cheating can include any of the following at the AVWA discretion:</p> <ul style="list-style-type: none"> <li>• Letter of Warning to student for the first instance leading to cancellation of enrolment on repeated offence during the course of study.</li> <li>• To submit new assessment task as instructed by the trainer/assessor.</li> <li>• <i>Not Satisfactory</i> outcome for the task or another such mark as appropriate</li> <li>• <i>NYC (Not Yet Competent)</i> for the unit or another mark as appropriate</li> <li>• Student's enrolment could be cancelled.</li> </ul> <p><b>Appealing a plagiarism or cheating decision</b> Where a student disagrees with a decision made by a trainer regarding plagiarism or cheating, he/she may pursue appeal proceedings in accordance with the AVWA complaints and appeals process.</p>
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Version/date	Summary of changes made
V1.2 (24/11/2022)	Improve Definition of "Plagiarism" Remove duplicate Definition of "Collusion" Update new organisation logo and "Training Coordinator" to "Training Manager"
V1.1(12/5/2015)	Additions: Adding and modify "Cheating" issue to the policy and procedures
V1 (18/2/2014)	Original