

RTO Student Plagiarism Policy (P29)

Purpose

The Australian Institute of Flexible Learning (AIFL) is committed to maintaining academic standards that require the awarding of student grades where the student demonstrates that work submitted for assessment or their participation is in accordance with the guidelines set down for assessments.

Scope:

This policy applies to all AIFL students and staff involved in the assessment of tasks.

Definitions:

Plagiarism means the inclusion of another person's work and representing it as your own or the act of copying and using another person's expressions or ideas, without due acknowledgement. Intentional plagiarism involves the deliberate act of presenting someone else's work/ideas as if you wrote it yourself. Unintentional plagiarism arises due to student confusion over how to reference and where to reference.

Any of the following acts constitutes plagiarism unless the source of each quotation or piece of borrowed material is clearly acknowledged or referenced. This can include failing to adequately reference the work of others; copying part or all of another person's work; submitting work that in part or in its entirety has been copied from written material or electronic material including the internet.

Cheating means wilfully and deliberately using or gaining an unfair advantage over fellow students by flouting the rules and guidelines set down for assessments.

In many cases suspected cases of plagiarism may be the result of ignorance on behalf of the student being unfamiliar with proper referencing procedures when submitting work, this is referred to as unintentional plagiarism. A guide to writing assignments that includes referencing can be made available to students upon request. Teaching staff need to satisfy themselves that the student genuinely made an error. The student's work is not to be awarded a grade until after the case of alleged academic misconduct has been properly investigated and any appeal process has concluded.

Procedures for identifying Plagiarism:

The AIFL has put into place and will use the following process to encounter the incidence of plagiarism;

- Routinely changing the assessments used throughout the course and have the changes reviewed by the General Manager;
- Ensure a tight control over the distribution of assessment materials by AIFL staff;

- Checking the use of referencing in all submitted assessment tasks
- Ensure assessments are conducted by the relevant and consistent academic assessors.
- Benchmark assessment materials against other RTO's

Procedures to follow in cases of suspected plagiarism:

The penalties for academic misconduct can and will include some or all of the following;

- Disciplinary Procedures (see Code of Conduct and Discipline Policy)
- The awarding of a "not yet competent" grade for an assessment
- The awarding of a failing grade for a unit
- Suspension from the course
- Exclusion from the AIFL

The staff member who suspects an instance of plagiarism will report the situation to the Course Coordinator, or to the General Manager of the AIFL. It will be determined by these stakeholders if the case warrants more than a warning. If so, the student will be informed in writing of the nature of the complaint and informed of the discipline policy and process.

Under all circumstances where the Course Coordinator or General Manager finds that plagiarism has occurred, a form (attached) 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.

THIS SECTION FOR QUALITY CO-ORDINATOR USE ONLY		
Author:	Date Reviewed:	Approved By:
Sandi Collins	10/12/2009	General Manager
Responsible Officer / Dept:	Date for Review:	Computer File Location:
Manager, Quality & Administration	10/12/2011	Data/RTO/Policies & Procedures (current)
Version No:	Original Approval Date:	Previously Named As:
2.0	30/05/2008	
Other Relevant Policies / Procedures: Code of Conduct, Discipline Procedure		
Appendices:		
Ref: Victorian University (www.vu.edu.au) Monash University (www.monash.edu.au) University of Melbourne (www.unimelb.edu.au)		
Version Code: P29		