

P23.V3 Student Academic Conduct – Plagiarism, Cheating and Collusion Policy

1.0 Purpose

- 1.1 Students at the Barkly International College are expected to conduct their studies honestly, ethically and in harmony with the accepted academic standards established by VET institutions. Any form of non-compliance to such standards can result in penalties which may have severe impact on the student's academic future.
- 1.2 The aim of this policy is to foster cultures and practices and monitoring processes that will enable assessment marks to reflect individual knowledge and effort and to encourage the Barkly International College students to conduct them professionally and ethically when they enter the work force.
- 1.3 All tutorial, training and assessment staff are expected to be familiar with this policy and incorporate its principles in their management and communication in relation to all assessments.
- 1.4 Identification and management of situations where plagiarism or cheating are suspected or proven.
- 1.5 Students found guilty of plagiarism or cheating will be required to re-do the whole unit and the assessments and pay the appropriate fees for re-take.
- 1.6 Repeated offenders will be deemed to have broken the Student Code of Behaviour and will be dealt with under that policy

2.0 Responsibility

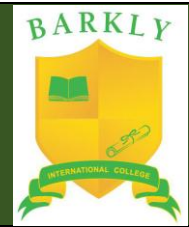
- 2.1 CEO and Training and Compliance Manager are responsible for the implementation of this procedure. Trainers and
- 2.2 Student Support Manager must be aware of its application and implement its requirements.

3.0 Definitions

- 3.1 **Academic misconduct** includes but is not restricted to: cheating, plagiarism, collusion and improper collaboration during the preparation of any prescribed assessment tasks. Student Academic misconduct is prohibited at the Barkly College and any violations of the Barkly Colleges misconduct policy by students may result in academic penalties.
- 3.2 **Cheating:** Dishonest act(s) by a student to gain an unfair advantage in taking an assessment or examination or test in a dishonest way. The student cheating may take several forms including:
 - Unauthorised communications with other students or unauthorised persons during the exam or assessment.
 - Copying from someone else's exam or assessment paper, or using unauthorised material such as textbook, notebook or any other written materials during an exam or assessment.
 - Obtaining unauthorised access to exam or assessment materials during or before the test

Document Information

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- Communicating material to other students in an examination or closed book assessment leaving answer papers exposed for other students to copy.
- Copying another student's work and submitting it as your own ▪ Hiring or asking another person to do an assignment or attend an examination or assessment on the student's behalf
- Falsification or fabrication of research, lab reports or computer results.

3.3 **Plagiarism:** Defined as presenting someone else's works which include ideas, words, images, or opinions without proper citation as if they are his or her own. Plagiarism may take several forms:

- Direct copying of someone else's work such as "phrases, paragraphs, graphs, tables or ideas" without acknowledgment, this also includes downloading of internet materials without referencing.
- Minor paraphrasing of other people's work by changing words or altering phrases or paragraphs order without acknowledgment.
- Submitting work which has been developed fully or partly by other people on the student's behalf as if it were the work of the student.

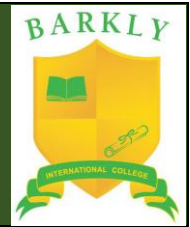
3.4 **Collusion:** is the unauthorised collaboration between a group of students in the preparation and production of work which is ultimately submitted by each in an identical or similar form as to be the product of his or her individual efforts. (Note: Collaboration in learning is encouraged for all students; however they need to submit assignments based on their own work and synthesis.

4.0 Requirements / Process Develop

- 4.1 Students are expected to read, comprehend, respect and comply with this policy and procedures regarding plagiarism, collusion and cheating. Students should also seek assistance from appropriate trainers/assessors if students are not sure about the proper way of gathering and using data or references.
- 4.2 Barkly College expects all assessors to be aware of the potential of plagiarism and cheating
- 4.3 Staff is to make sure that students understand the implications of either act and both the reputational and financial cost of undertaking in such practices.
- 4.4 Staff must take the time, especially at the beginning of a qualification to ensure that students understand what plagiarism and cheating are. Importantly staff should take the time to explain to students how to reference correctly. An excellent example of reference is given in University of South Australia publication on the Harvard Methodology. It is suggested that staff learn and understand this and communicate the principles to their students.
- 4.5 Students and staff will have notices about improper use of material in their respective handbooks, websites and on the Course or unit outlines of every course or unit. Staff will be also provided with extensive training on how to establish courses and assessments that do not lend themselves to plagiarism, copying or collusion.

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5.0 Detection of Cheating for VET students

- 5.1 Staff will need to have concrete evidence of cheating – for example - by observation in closed book test, or by comparison of two students work. In order to detect cheating or plagiarism in student’s written work, it is advisable that the following web tool is utilized
<http://www.neilstoolbox.com/plagiarism-tester/> and “Small SEO tools”
- All student assessments will be sent to compliance for checking at the trainer and assessors request or for further confirmation.
 - Compliance department will conduct random checks on student assessments for plagiarism, cheating and collusion.
- 5.2 The student(s) offending should be immediately made aware that the assessor knows and if it is a test situation, remove the students from that test.
- 5.3 If just one student is involved (e.g. obtaining answers without another student’s knowledge) then that student will be marked as “Not Yet Competent” and will lose the right to repeat the assessment under the Assessment Policy.
- 5.4 If collusion is suspected then ALL students will be declared as cheating and will be marked as failing their assessment - See Actions below.

6.0 Disciplinary Action

- 6.1 The assessor will inform the Course coordinator and Training and Compliance Manager
- 6.2 Training and Compliance Manager will then review and investigate allegations. If allegations are found to be true, the students found to have cheated or plagiarised work will not be entitled to repeat the assessments – see below.
- 6.3 A meeting will be arranged within 5 working days to inform the student of the course of action taken and provide counselling where necessary.
- 6.4 The student will receive a formal letter confirming the decision and informing them of their right to appeal under the Complaints and Appeals Policy
- 6.5 Students found to have cheated or plagiarised work will lose the right under the Assessment Policy to take a repeat
- 6.6 Student will be required to repeat the unit and pay the appropriate repeat fee
- 6.7 Students must assume responsibility for maintaining honesty for all assessable tasks. The policy underlines the Barkly College intent to promote integrity and academic honesty.

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