

P21- Academic Conduct Policy for Plagiarism and Cheating

1.0 Purpose

- 1.1 The aim of this policy is to ensure a rigorous practice and monitoring process is employed that will enable assessment marks to reflect individual knowledge and effort and to encourage the Baxter Institute's students to conduct themselves professionally and ethically when they enter the work force or continue with further studies.
- 1.2 All training and assessment staff, invigilators, and student support staff are expected to be familiar with this policy and incorporate its principles in their management and communication in relation to the conduct of all assessments.
- 1.3 The policy identifies how the management of situations where plagiarism or cheating are suspected or proven.
- 1.4 Plagiarism and cheating are academic misconduct, will be dealt with under policy P01 Student Code of Behaviour.

2.0 Responsibility

- 2.1 The Director of Studies is responsible for the implementation of this procedure. Trainers, Invigilators and Student Support must be aware of its application and implement the requirements for monitoring and control of an academic misconduct episode.

3.0 Definitions

- 3.1 **Academic misconduct:** includes but is not restricted to; cheating, plagiarism, collusion and improper collaboration during the preparation and conduct of any prescribed assessment tasks. Student academic misconduct is prohibited at Baxter Institute and any violations of the Institute's misconduct policy by students may result in academic penalties and or expulsion from the Institute.
- 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. Student cheating may take several forms including:
 - i) Unauthorised communications with other students or unauthorised persons during the exam or assessment.
 - ii) Accessing electronic devices during an assessment to obtain answers or information to complete assessment questions or to use in writing a short answer question and or an assignment.
 - iii) 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.
 - iv) Obtaining unauthorised access to exam or assessment materials during or before the assessment.
 - v) Communicating material to other students in an examination or closed book assessment leaving answer papers exposed for other students to copy.
 - vi) Copying another student's work and submitting it as your own
 - vii) Hiring or asking another person to do an assignment or attend an examination or assessment on the student's behalf.
 - viii) Falsification or fabrication of 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:
 - i) 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.
 - ii) Minor paraphrasing of other people's work by changing words or altering phrases or paragraphs order without acknowledgment.
 - iii) 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.

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 their

individual efforts. (Note: Collaboration in learning is encouraged for all students; however they need to submit assignments and or projects based on their own work and synthesis.)

4.0 Requirements / Process

Student & Staff Understanding

- 4.1 Students are expected to read, comprehend, respect and comply with this policy 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 Baxter Institute expects all assessors to be vigilant and be aware of the potential areas where plagiarism and cheating would likely occur.
- 4.3 An assessor 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 An assessor must take the time, especially at the beginning of a qualification to ensure that students understand what plagiarism and cheating are. Importantly an assessor should take the time to explain to students how to reference correctly.

Detection of Cheating for VET students

- 4.5 When marking assessments, an assessor is to look for authenticity and originality of the student's work.
- 4.6 An assessor 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,
- 4.7 The offending student should be immediately made aware that the assessor knows and if it is a test situation, remove the students from that test.
- 4.8 If just one student is involved (e.g. obtaining answers without another student's knowledge) then that student should be made aware that the institute will conduct an investigation.
- 4.9 If collusion is suspected then ALL students will be declared as cheating and will be marked as failing their assessment - See Actions below.

Actions:

- 4.10 The assessor will inform the Director of Studies at earliest opportunity.
- 4.11 Offending student will be given an opportunity to explain their case. Depending on the situation, the Director of Studies shall decide whether the student should repeat the unit and pay the repeat tuition fee or resubmit the assessment.
- 4.12 The student's result will be marked as "Not Yet Competent" until after the investigation and/or authenticated results are obtained.
- 4.13 An improvement plan will be developed to assist the student to complete the course where applicable.
- 4.14 The procedure for dealing with the offending student is described in policy P01 Student code of Behaviour.
- 4.15 If a student is found to be a repeat offender of the offending practice the Director of Studies can:
 - a. Suspend the student until a decision is made on how the offence will be managed
 - b. Expel the student

Students must assume responsibility for maintaining honesty for all assessable tasks. The policy underlines the Baxter Institute's intent to promote integrity and academic honesty.

End
