

Plagiarism Policy and Procedures

Policy:

In Australian education, cheating and plagiarism are considered to be the same as theft. Copying another student's work is not acceptable under any circumstances.

Australasia Technology Institute is committed to upholding standards of student integrity and honesty in regard to the assessment of their work and places value in the declarations of authenticity made by students.

Definitions:

Cheating – seeking to obtain an unfair advantage in the assessment of any piece of work.

Plagiarism – to take and use the ideas and/or expressions and/or wording of another person or organisation and pass them off as one's own by failing to give appropriate acknowledgement. This includes material from any source such as staff, students, texts, resources and the internet, whether published or unpublished.

Copying – using another student's work and submitting it as your own.

Policy:

- Student plagiarism and cheating in any form are unacceptable and will be treated seriously by ATI.
- When you are writing the answer to questions or a project, you must write in your own words. If you look up resource material to help find the answers, you must correctly cite your work, using the Harvard system or one of your choosing.
- Students must work independently and only in groups as required by the Assessment Instructions for group work in an assignment. These instructions can be found in the description of the Assessment task.

Copying:

- Students must not copy the work of other students. Students submitting the same work will be penalised by having those submissions automatically fail.
- Students must not, for any reason, purchase or use assignments that they have found on the internet, such as from 'course hero', or 'homework market'. If you do, this is cheating and you will be penalised.

How to cite work:

When students use sources such as a book or website, they must reference the source in their work.

1. Write the name of the resource in brackets after they quote or paraphrase (summarise) information they have used. For example:

(Student Learning Guide, p6),

OR

(Wikipedia: https://en.wikipedia.org/wiki/Maslow%27s_hierarchy_of_needs)

OR

(The Very Well Mind: <https://www.verywellmind.com/what-is-maslows-hierarchy-of-needs-4136760> P1)

OR

(Bloggs B. 2018, p50)

2. Write a list at the end of the assignment or questions with the list of the resources they have used, including the names, author (if known) and date of publication, or website, headed '**Sources**'.

3. Students are permitted to copy and paste a small section of something that they have found that helps them to answer the question, however they must put it in inverted commas and follow it with the name of the source, or the website in brackets. For example:

"Maslow's hierarchy of needs is a motivational theory in psychology comprising a five-tier model of human needs,

often depicted as hierarchical levels within a pyramid.

Needs lower down in the hierarchy must be satisfied before individuals can attend to needs higher up. From the bottom of the hierarchy upwards, the needs are: physiological, safety, love and belonging, esteem and self-actualization." (<https://www.simplypsychology.org/maslow.html>)

Detecting cheating and plagiarism

- Assessors must check student work and be aware of potential plagiarism or copying e.g. compare it to other work the same student has submitted, or to other students' work.
- If it appears that it may be plagiarised, use the *Grammarly* or *Turnitin* software program to check.
- Teachers will also do a random check of students' typed assignment work by applying *Grammarly* or *Turnitin*.

Responding to cheating and plagiarism

- If students are suspected of cheating, or have been to be plagiarizing, assessors must give them an opportunity to respond to allegations. Students will be asked to attend an interview to explain their work and how they found the information.
- If students are found to have plagiarised, your teacher may sit with you and show how to correctly reference your work. You will then be expected to re-submit your assignment/s.
- Student results should be withheld until the work has been re-submitted. Assessors may ask to submit a gap assessment task or give you an oral test to assess a written question.
- Clear notes will be taken in your student file about the communication with the student in relation to cheating and plagiarism
- If students are found to have plagiarised on more than one occasion, you will be expected to meet with the academic manager and may be issued with a Warning Letter.
- If students have plagiarised on multiple occasions, they may have their enrolment cancelled.

I have read and understand ATI's Policies & Procedures regarding plagiarism and cheating.

Signature: _____

Date: _____