

## Policies and Procedures

POLICY	PLAGIARISM AND CHEATING
<b>NVR Ref:</b>	<b>Standard 5</b>
<b>MCC Ref</b>	<b>MCC-1-P 1</b>

<b>Statement</b>	<p>Macquarie Commercial College is committed to ensuring that all of its activities associated with the delivery of programs to international students, comply with the Statutory and Regulatory requirements, to maintain RTO status and comply with Australian Information Literacy Standards 2001 and Copyright Amendment (Moral Rights) Act 2000.</p> <p>The Institute is committed to consultation and cooperation between management, staff, students, regulatory authorities and the community.</p> <p>The policy is supported by information provided in pre-enrolment, orientation, induction, training and assessment documentation, student and staff handbooks and the Institute's website, to guide the actions of students and staff.</p>
<b>Aim</b>	<p>Macquarie Commercial College seeks to:</p> <ol style="list-style-type: none"> <li>1. support students and staff in identifying and acknowledging the difference between: <ul style="list-style-type: none"> <li>• Knowledge that is learned, acquired or found ;</li> <li>• Knowledge or information that is a creation or application of someone else (original source material);</li> </ul> </li> <li>2. ensure that the Institute meets its obligations as an RTO;</li> <li>3. support students, training staff and other stakeholders to ensure assessments of students are not corrupted by plagiarism and/or cheating;</li> <li>4. enhance fair and ethical practice for those engaging in student assessment or discipline activities;</li> <li>5. alert students and staff to their responsibilities in relation to plagiarism and cheating.</li> </ol>
<b>Objectives</b>	<p>The objectives of the Plagiarism and Cheating Policy and procedure are to:</p> <ul style="list-style-type: none"> <li>• identify and define ethical issues in teaching and reporting; including copyright, referencing, bibliographies, citations etc;</li> <li>• assist students to achieve information literacy competence</li> <li>• provide readily accessible references and mechanisms for trainers and students to prevent and manage plagiarism and cheating.</li> <li>• provide appropriate training and induction for trainers who are responsible for implementing the Plagiarism and Cheating Policy, Assessment Policy and Student Code of Conduct Policy, including guidelines for writing and conducting assessment events, assessment of student group assignment projects, to maintain the integrity of the Institute's student data and academic records.</li> <li>• maintain the integrity of the Institute's student and academic records.</li> </ul>

<p><b>Responsibility</b></p>	<p>The CEO will have overall responsibility for ensuring that the Institute meets its obligations relating to assessment and integrity of student records and will assign roles and responsibilities to the Director of Studies, Course Coordinator, Trainers and other staff.</p>
<p><b>Definitions</b></p>	<p><b><u>Plagiarism:</u></b> Copying another's work without due care to appropriate referencing and acknowledgement of source, or copying material from another student's assignment or work, with or without that person's knowledge.</p> <p><b><u>Cheating:</u></b> any behaviour by students in relation to any item of assessment which falsely represents the student's effort or performance on the assessment. The act of cheating, whether it is intentional or unintentional, is an act of academic dishonesty. Students are expected at all times to act honestly when fulfilling their assessment requirements.</p> <p><b><u>Collusion:</u></b> <b>Unauthorised collaboration on assessable work with another person or persons.</b></p> <p><b><u>Assessment:</u></b> The process of collecting evidence and formulating a judgment as to whether competency has been achieved at a satisfactory level.</p> <p><b><u>Reassessment:</u></b> Re-assessment may be granted to any student not achieving competency on the first attempt. The purpose of re-assessment is to provide students with additional time for private study followed by the opportunity to demonstrate that the criteria for passing the course has been met. A student may apply for re-assessment of the original mark of a written assessment task worth 20% or more of the total unit assessment or for re-assessment of the final mark in a unit within 14 days of the assessment task result or final result being released.</p> <p><b><u>Academic Misconduct:</u></b> A breach of rules in relation to impeding the integrity of the assessment/examination and enabling unfair advantage or deceiving the assessor. A student may apply for re-assessment of the original mark of a written assessment task worth 20% or more of the total unit assessment or for re-assessment of the final mark in a unit within 14 days of the assessment task result or final result being released.</p> <p><b><u>Competent:</u></b> A student is assessed as satisfactorily performing all the required assessment tasks to the specified standard.</p> <p><b><u>Not Yet Competent:</u></b> A student who has not yet satisfactorily completed all prescribed tasks to the required standard.</p> <p><b><u>Appeal:</u></b> <b>Request by a student to have a matter heard and/or re-considered after receiving an unfavorable decision.</b></p> <p><b><u>Working Day:</u></b> Monday to Friday excluding public holidays in Victoria.</p>
<p><b>Legislation</b></p>	<p>Copyright Act 1968          Copyright Amendment Act 2006          Copyright Amendment (Moral rights) Act 2000.          Australian Information Literacy Standards 2001 and The Privacy Act 1988          Anti-Discrimination Act 1997          Privacy Act 1988          National Vocational Education and Training Regulator Act 2011          Standards for Registered Training Organisations (RTOs) 2015          AQTF 2007/2010</p>

PROCEDURE	PLAGIARISM
Action/Method	<p><b>1. Obligations of Institute Staff</b></p> <p><b>1.1 <u>The CEO</u> will:</b></p> <p>1.1.1 ensure, as far as reasonably practical, that the Institute meets its obligations relating to assessment and integrity of student data;</p> <p>1.1.2 delegate roles and responsibilities to managers, supervisors and employees.</p> <p>1.1.3 provide leadership and support to Training staff for the implementation of the Plagiarism and Cheating Policy;</p> <p>1.1.4 co-ordinate training and distribute relevant information to staff;</p> <p>1.1.5 review the Plagiarism and Cheating annually.</p> <p>1.1.6 ensure each student is provided with an orientation session, the International Student Handbook and information of the Institute's Policies and Procedures, including the Plagiarism and Cheating Policy.</p> <p>1.1.7 consult with the Course Coordinator and/or Trainers to determine the appropriateness of remedial or disciplinary action.</p> <p><b>1.2 <u>The Course Coordinator</u> will:</b></p> <p>1.2.1 take appropriate action in response to reported plagiarism, in accordance with MCC's Plagiarism and Cheating Policy.</p> <p>1.2.2 consult with the Director of Studies;</p> <p>1.2.3 consider the following factors when assessing the level of plagiarism:</p> <p>a) the student's academic experience</p> <p>b) the nature and extent of the plagiarism</p> <p>c) the student's intention to plagiarise (where evidence is available);</p> <p>1.2.4 seek the cooperation of all staff and encourage their input in assisting students to avoid plagiarism and cheating and report incidents as appropriate.</p> <p><b>1.3 <u>Trainers</u> will:</b></p> <p>1.3.1 apply the Plagiarism and Cheating Policy</p> <p>1.3.2 regularly inform students of their obligations regarding the submission of assessments, breaches of the Plagiarism and Cheating Policy and possible penalties;</p> <p>1.3.3 counsel students and consult with Course Co-ordinators to determine whether corrective or disciplinary action is appropriate when plagiarism breaches occur;</p> <p>1.3.4 record breaches in Institute records and systems;</p> <p>1.3.5 Arrange support services for students, such as tutoring, counselling and library sessions to assist students to achieve competency in information literacy.</p>
Action/Method (cont)	<p><b>2. Student Obligations</b></p>

- 2.1 Students are required to:
- 2.1.1 comply with the Institute's Plagiarism and Cheating Policy in relation to plagiarism, cheating and collusion;
  - 2.1.2 be aware of their responsibility in regard to Plagiarism, Cheating and Collusion in accordance with information provided to them in the International Student Handbook, at Orientation and Induction, the Institute's Assessment Policy and Student Code of Conduct Policy, Study Outlines, in class from time to time, and on the Institute's intranet;
  - 2.1.3 reference all assignments for submission appropriately;
  - 2.1.4 seek advice and support from MCC Training Staff, Student Support Services staff and the Student Counsellor, as required.

### **3. Examples of Plagiarism**

- 3.1 Copying of another student's or author's exact sentences, paragraphs, or creative products (drawings, graphics) without clearly indicating that you are making a direct quote and/or without giving a reference (includes copying from books, articles, thesis, unpublished works, working papers, seminar and conference papers, internal reports, internet, lecture notes or tapes);
- 3.2 Using other's ideas/work by changing only a few words without clearly referencing the original source;
- 3.3 Copying computer files in whole or in part without indicating their origin;
- 3.4 Copying and submitting another student's work, wholly or partially, by changing variable names in computer programs.

### **4. Examples of Student Collusion and Cheating**

- 4.1 Borrowing a classmate's assignment for the purpose of modifying it and presenting it as your own work;**
- 4.2 Allowing another student to look at your assignment so that they can copy it;**
- 4.3 Using calculators or dictionaries in exams when you have been informed that they are not allowed;**
- 4.4 Whispering answers to another student during a test/assessment;**
- 4.5 Submitting work as your own, which has been written for you by another person**
- 4.6 Copying and submitting another person's work as if it were your own.
  
- 4.7 Partners in the same class submitting the same assessment tasks.**

### **5. Penalties**

- 5.1 Penalties will be issued in accordance with the Course Coordinator's recommendations and may include the following action:
  - 5.1.1 Letter of Warning to Student (*from Course Co-ordinator*)
  - 5.1.2 Student to submit new Assignment
  - 5.1.3 Letter to Student to Disallow Work (*from Director of Studies*)
  - 5.1.3 Student's enrolment cancelled and reported to DIAC under Standard 13 'Deferring, Suspending or Cancelling a Student's Enrolment'

<b>Action/Method</b> (cont)	<b>6. Complaints and Appeals</b> 6.1 Students have the right to appeal any penalty which is imposed by the Institute for breaches of the Plagiarism and Cheating Policy, in accordance with the Institute's Complaints and Appeals Policy.
<b>Attached Documentation</b>	Flowchart for Dealing with Plagiarism and Cheating involving One Student Standard Letter of Warning to Students Disallowance of Work Letter Plagiarism and Cheating Register Commonwealth of Australia Copyright Regulations 1969
<b>Related Documentation</b>	<u><b>Policies/Procedures related to:</b></u>  Student Code of Conduct Complaints and Appeals Assessment Student Support Services Staff Code of Conduct Student Orientation and Induction Deferring, Suspending or Cancelling a Student's Enrolment Compassionate and Compelling Circumstances Privacy Records Management, Maintenance and Security  <u><b>Other:</b></u>  Staff Information Guide Study Outlines

## **VERSION CONTROL**

### **Review/ amendment history**

**Policy Approved by:** Chief Executive Officer

**Responsible Officer:** Chief Executive Officer

**Next Policy Review Date:** July 2018

<b>Version</b>	<b>Date</b>	<b>Details</b>
1.0	July 2014	Policy issued
2.0	Dec 2014	Updated to reflect Standards for Registered Training Organisations (RTOs) 2015
3.0	July 2015	No material change
4.0	July 2016	No material change
5.0	June 2017	No material change