

## S5: Cheating and Plagiarism Policy and Procedure

### 1.0 Policy Statement

This policy and procedure is to document that Think Academy of Business and Technology Pty Ltd (TABT) does not tolerate cheating, plagiarism, collusion or unauthorised collaboration and how TABT prevents plagiarism.

### 2.0 Definitions

2.1 **Plagiarism** - The presentation of work which has been copied in whole or in part from another person's work or from any other source such as the Internet, published books, periodicals or other students without due acknowledgement given in the text. For example, when quoting or paraphrasing material from other sources must be acknowledged in full. Plagiarism can also occur when:

- Phrases and passages are used verbatim without quotation marks and without a reference to the author
- Another student's work is copied or partly copied
- Other people's design and images are presented as the student's own work
- A piece of work has already been submitted for assessment in another unit.

2.2 **Cheating** - The use of another person's work as though it were one's own, with intent thereby to gain an unfair advantage is cheating. This includes systematic re-wording or changing key nouns and verbs, deliberate plagiarism and the taking of unauthorised material into examinations such as notes.

2.3 **Collusion** - The consent for your work to be used in plagiarism or cheating

2.4 **Unauthorised Collaboration** - The presentation of work which is in whole or in part the work of multiple persons such that an assessor is unable to use the work submitted to make a judgement of competency. It is a student's responsibility to ensure they do not submit work which is not their own work.

### 3.0 Responsibilities

3.1 Think Academy of Business and Technology Pty Ltd (TABT)

- TABT recognises its obligation to educate students in the definition, identification and avoidance of plagiarism. On enrolment students agree that

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they must abide by the code of conduct as defined in policies and procedures of TABT including that plagiarism is not acceptable in assessment.

- Students will be made aware of the policy on plagiarism and its avoidance through orientation activities for commencing students and information in unit study outlines.

### 3.2 The Student

- Students must take responsibility for their own work and should allocate sufficient time to be familiar with the issues involved

## 4.0 Process

### 4.1 Potential plagiarism, collusion, unauthorised collaboration or cheating

- At all times during this process the student will not be accused, only that there is the suspicion that plagiarism, cheating, collusion or unauthorised collaboration may have occurred. However, the onus is on the student to fully cooperate with any investigation.

### 4.2 Consequences

- Where plagiarism, cheating, collusion or unauthorised collaboration is confirmed, the student code of conduct disciplinary procedure will be brought into effect

### 4.3 Privacy

- The Training Department will retain all relevant documentation and evidence subject to the requirements of The Privacy Act 1988, as amended (esp. in 1990, 2000 and 2012)

## 5.0 Procedure

### 5.1 Assessment Cover Sheet

The student will submit items for assessment with a completed Student Declaration Form agreeing that the work is to be deemed the student's own work.

- The Student Declaration form is a declaration that the student has received, read and understood the definitions of Plagiarism, Cheating and Collusion and that they have received, read and understood the policies and procedures.
- The purpose of the Student Declaration form is for students to declare that they have not plagiarised, colluded in an unauthorised manner or cheated in the preparation of the work and have not allowed any other individual the opportunity to plagiarise, collude without authorisation or cheat from their work.

### 5.2 Potential Plagiarism

- An assessor who suspects or detects evidence of plagiarism or cheating should bring the evidence to the attention of the Chief Executive Officer
- The Chief Executive Officer will contact the student(s) to obtain the student's(s) account of the circumstances and request that the student(s) attend a meeting or supply a written submission

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- After investigation of the case and the evidence provided the Chief Executive Officer will decide
  - That a case has been established and assessment to continue as normal; or
  - Disciplinary action according the Student Code of Conduct disciplinary procedure is to occur.
- The student(s) will be advised in writing within 14 days by the Chief Executive Officer of the outcome of the investigation
- Student(s) have the option to appeal the decision in writing within 14 days of the date of the letter of outcome from the Chief Executive Officer according o he Complaints and Appeal Policy

## 6.0 What about Copyright?

You must be careful when copying the work of others. The owner of the material may take legal action against you if the owner's copyright has been infringed.

You are allowed to do a certain amount of copying for research or study purposes. Generally, 10% or one chapter of a book is acceptable, where the participant is studying with, or employed by, an educational institution.

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