



Global Business College of Australia Pty Ltd

trading as

Global Business College of Australia (GBCA)

Plagiarism and Cheating

Policy & Procedure 4

337-339 La Trobe Street, Melbourne VIC 3000

DOCUMENT CONTROL

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|--|---|--|---------------------|----------------------------|--------------------------|
| Department | GBCA Student Support GBCA Training & Learning | | Author(s) | RTO Student Administration | |
| Quality Controlled Policy No. & Title | 4 | Plagiarism and Cheating Policy and Procedure | Approved | RTO Compliance | |
| Version | Version no 1.0, Dec 15 2015 | | Authorised | College Manager | |
| Standards | Standards for Registered Training Organisations (RTOs) 2015 – Standard 1 (1.7, 1.8) | | Distribution | Internal | RTO Manager RTO Staff |
| | | | | External | GBCA Students |

REVISION RECORD

| Date | Version | Revision description |
|-------------|----------------|--|
| Dec 15 2015 | 1.0 | This policy is created to reflect current practices in Plagiarism and Cheating |

1.0 Purpose

- 1.1 The purpose of this policy and procedure is to outline the system used for GBCA's staff dealing with all matters dealing with plagiarism and cheating.

2.0 Responsibility

- 2.1 The Training Manager is responsible for the implementation of this procedure and to ensure that staff and students are aware of its application and implement its requirements.

3.0 Requirements

- 3.1 Students are informed of GBCA's plagiarism and cheating policy.
- 3.2 GBCA's staff is to implement the GBCA's plagiarism and cheating policy to when dealing with plagiarism and cheating matters.

4.0 Policy

- 4.1 It is GBCA's policy to promote honesty and integrity of learning and assessment. It is expected that each GBCA student to accept her/his responsibility to maintain honesty and integrity in all endeavours inside and outside of GBCA's classroom.
- 4.2 Disciplinary actions will be taken by the Training Manager when a student is proven to be involved in cheating or plagiarism behaviour during their enrolment with GBCA.
- 4.3 Cheating is the actual or attempted practice of fraudulent or deceptive acts for the purpose of improving one's grade or obtaining course credit; such acts also include assisting another student to do so.
- 4.4 Inappropriate behaviour reasonably interpreted as evidence of the intent to cheat and is also interpreted as cheating for the purpose of this policy. Typically, such acts occur in relation to assessment. However, it is the intent of this definition that the term "cheating" not be limited to examination situations only, but that it includes any and all actions by a student that are intended to gain an unearned academic advantage by fraudulent or deceptive means. Examples of Cheating can be found in Appendix A of this policy.
- 4.5 Plagiarism is a specific form of cheating which consists of the misuse of the published and/or unpublished works of others by misrepresenting the material (i.e., their intellectual property) so used as one's own work.
- 4.6 GBCA regards cheating plagiarism as an extremely serious academic offence and they will be dealt with in accordance with the procedures below.

5.0 Method

- 5.1 Students are required to submit a Plagiarism Declaration Form for their submitted assessment and work.
- 5.2 The responsible trainer will compare the submitted work of all students and check for similarities. This will be at the discretion of the trainer.
- 5.3 Where a student is suspected of plagiarism or cheating, the trainer will report to the Training Manager.
- 5.4 The Training Manager must decide whether the plagiarism amounts to cheating. In other words, the Training Manager must determine whether it is more likely than not that the plagiarism was done with the intention of gaining an unfair advantage.

- a The Training Manager decides there was no Plagiarism/ Cheating
 - o If the Training Manager decides that it is a case of unsatisfactory assessment and not cheating, the Training Manager will then ask an assessor to mark the work appropriately.
- b The Training Manager decides there is a possible case of Plagiarism and Cheating.
 - o If the Training Manager reaches the conclusion that there is evidence that the student intended to obtain an unfair advantage, the Training Manager must give the student an opportunity to respond before making a final determination. In addition to more obvious cases of plagiarism (eg copying large of information from the Internet), this situation would arise where two students, contrary to instructions, submit substantially the same work.
- c The Training Manager decides that Plagiarism and Cheating has occurred:
 - o If after giving the student an opportunity to respond, the Training Manager decides that the student has acted with an intention to obtain an unfair advantage, the Training Manager will disallow a Satisfactory (S) outcome for that assessment task and
 - o Inform the student in writing (Letter of Advice: Cheating and Plagiarism) that the result has been disallowed and advise the student that he/she has a right to appeal as per our Complaints and Appeals procedures; and
 - o Ask the Administration staff to place a copy of the Letter of Advice: Cheating and Plagiarism; in the students personal file.

5.5 The Training Manager decides that Plagiarism and Cheating has not occurred

- If, having heard the student's explanation, the Training Manager decides that the student's conduct did not amount to Plagiarism and Cheating, the Training Manager:
- Will treat the case as one of unsatisfactory academic work and ask an assessor to mark the assessment appropriately (ie Not Satisfactory (NS) or not yet competent (NYC)); and
- May, if it is deemed necessary, advise and counsels the student about the rules relating to plagiarism cheating.
- If it occurs, the Training Manager should consider whether it is necessary to send a warning letter to the student. If a Student – Plagiarism and Cheating Warning Letter is sent to the student, the Training Manager will ask the Administration Staff to place a copy on the students' individual file.

6. Penalties of Cheating and Plagiarism

- 6.1 Students who are found cheating or guilty of plagiarism on any form of assessment will be deemed Not Satisfactory for the relevant assessment task. The student will then need to re-submit, resit assessment.
- 6.2 Students who are found cheating or guilty of plagiarism for a second time will need to re-enrol and repeat the entire Unit of Competence and pay applicable fees.
- 6.3 Students who are found cheating or guilty of plagiarism for a third time, the matter will be referred to the College Manager.

- 6.4 Students will also be issued an official written warning which will be placed in the students file.
- 6.5 Students who are found cheating or guilty of plagiarism for forth or subsequence time may be expelled from the institute and their enrolment may be cancelled.

Relevant Files

Plagiarism Declaration (Form SA018)

Appendix:

Examples of Cheating

The following examples of Cheating are intended to be representative, but not all inclusive.

1. Seeking Unfair Advantage to Oneself

a) Written Tests

- Looking at another student's test during a test period.
- Copying from another student's test paper.
- Employing signals to obtain answers from others.
- Stealing or arranging for the theft of test paper.
- Knowingly reviewing an unauthorized copy of a test.
- Using material or textbooks during a test when prohibited.
- Possessing crib notes at the location and during the time of the test.
- Having someone else take a test in your place.
- Feigning illness or telling falsehoods to avoid taking a test at the scheduled time.
- Storing, receiving, and/or accessing course subject matter in a calculator, pager, cellular telephone, computer, or other electronic device that can be used during a test period without assessor authorization.
- Utilizing a calculator and/or other learning aids not expressly allowed by the assessor.
- Obtaining assistance in answering questions on a take-home test, when such action is specifically prohibited.
- Attempting to bias an assessor's grading after a test.
- Using bribery or threats to obtain an undeserved grade.
- Changing an answer on a graded test and claiming the student's response to the question was incorrectly marked wrong.
- Other similar activities

b) Papers/Reports/Written Project

- Copying the work of other students in whole or in part and submitting it as your own.
- Submitting a report purchased from a commercial service selling research/term papers.
- Hiring a ghost writer to compose a paper for you.
- Claiming an assigned share of a team report, toward which insufficient or no contribution was made.
- Lying about the reason for not submitting a report on time.
- Pretending to have submitted a paper to an assessor.
- Stealing another student's report and submitting it as one's own work.
- Other similar activities

c. Practical tasks

- Depending upon others to perform practical task when assessors call for independent performance.

- Other similar activities

2. Giving Unfair Advantage to Others.

a. Written Tests

- Allowing another student to copy from your test paper.
- Employing signals to indicate answers on a test to others.
- Taking a test in place of someone else.
- Sharing test questions with students in another section of the course.
- Giving your returned test paper to another student preparing to take a makeup test.
- Transmitting electronically to another student information stored in or sent via a calculator, pager, cellular telephone, computer or other electronic device during a test period without instructor authorization.
- Helping others answer questions on take-home exams when such assistance is specifically prohibited.
- Other similar activities

b. Papers/Reports/Written Project

- Permitting another student to copy your work.
- Writing a paper for another student.
- Providing substantial research assistance to another student for writing a report.
- Other similar activities

c. Practical tasks

- Assisting others to perform practical task when assessors call for independent performance.
- Other similar activities

Examples of Plagiarism

The following examples of Plagiarism are intended to be representative, but not all inclusive.

- Failing to give credit for ideas and concepts, date and information, statements and phrases, and/or interpretations and conclusions derived by another.
- Failing to use quotation marks when quoting directly from another, whether it be a paragraph, a sentence, or any part thereof.
- Minimally paraphrasing the expressions of thought by others without appropriate quotation marks or attribution.
- Assembling parts from various works and submitting the synthesis or single paper as your own creation.
- Including references in the bibliography that were not examined by the student.
- Including bogus references in the bibliography.
- Falsely citing bibliographic references in footnotes.
- Other similar activities.