

Plagiarism and Cheating

Objective

To formalise Cire Training approach to address plagiarism and the management of alleged cases. This policy provides a clear definition of plagiarism, cheating and collusion, so that there can be no misunderstanding as to a student's roles and responsibilities with regard to their academic conduct whilst studying at Cire Training.

This policy addresses the issue of suspected and/or proven misconduct with respect to the ownership or authorship of intellectual property, or the failure to provide due acknowledgement of the ownership or authorship of the intellectual property of others. This policy is consistent with expectations of ethical conduct.

Scope

- All Cire Training Students and Trainees
- RTO Manager
- Cire Training Tutors, Trainers and Assessors

Policy

Cire Training requires that work submitted by students for assessment as part of their studies must be their own work. Where work submitted by a student for assessment incorporates material from other secondary sources in order to support their research/arguments, the reference to these sources should be clear and unambiguous.

It is essential that:

- Students do not copy other student's answers in a test or assessment task.
- Students do not allow other students to copy answers in a test or assessment task.
- Students do not inappropriately obtain prior knowledge of an assignment's expected answers/content.
- Quotations from published and unpublished sources are indicated and acknowledged clearly.
- Sources of illustrations, photographs, maps and statistics are clearly acknowledged.
- Web-based materials are not directly downloaded into an assessment and are fully referenced like any other source material.
- Students do not incorporate materials purchased or acquired from internet sites or commissioned from sources that write assignments for payment.
- Paraphrasing of material from others is referenced clearly.
- Students do not incorporate materials that have been previously submitted for assessment, without so stating. If inclusion of previous work is warranted it should be fully referenced.
- Students produce work which is uniquely their own and sign a declaration on their *Assessment Cover Sheet* obtained from their tutor.

Students will be referred to appropriate sources of information on good practice in the production of assessments, and the information on Authenticity of Work in their student handbook.

All personnel within the scope of this Policy will be informed of their responsibilities in relation to detection, investigation and management of plagiarism and collusion through the Trainer & Assessor/Tutor Handbook.

Definitions

Cheating

Acting dishonestly or unfairly to gain an advantage.

Collusion

Unauthorised collaboration on assessable work with another person or persons.

Plagiarism

To take and use another person's ideas and methods of expressing them and claiming them as one's own by failing to give proper acknowledgement. This includes published books or periodicals, another student's work, and information from websites.

Academic Misconduct: overarching term that refers to cheating, collusion or plagiarism

Related Documents

- Student Discipline Policy
- Student Complaints and Appeals Policy
- Assessment Cover Sheet and Feedback Form
- Student Handbook
- Trainer & Assessor Handbook
- Tutor Handbook

Related Legislation

- Standards for Registered Training Organisations 2015

Area of Compliance

- Standards for Registered Training Organisations 2015 Clause 1.8 (b)

Organisational Area

Cire Training and Community Hubs

Approved by

The Board

Signature:

A handwritten signature in black ink, appearing to be 'ABS'.

Date: October 2021

Operative Date

December 2018

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Review Date

October 2023