

Plagiarism Policy & Procedure

Policy/Purpose:

This document deals with student plagiarism within ACDC. Plagiarism is submitting of work, created by another person, as though its your own. Plagiarism occurs anytime that material is used that is not of the student's own original creation and has not been properly cited.

Scope:

All students of ACDC.

Procedure:

	Responsibility	Steps
1	Administration Manager All trainers/assessors	Students shall be informed, orally and/or in writing, and involved in discussion about plagiarism, what it constitutes within the discipline, how to avoid it, and the penalties under ACDC's policy. Students shall be provided with information about plagiarism in the following forms: <ul style="list-style-type: none"> • Student Handbook • Orientation
2	All trainers/assessors	Students shall be instructed on the use and purpose of referencing and general citing of authorship of work
3	All trainers/assessors	Students shall be advised, both orally and in writing, that all assessment tasks may be reproduced, communicated, compared and archived for the purposes of detecting plagiarism.
4	Assessor	Where the assessor identifies minor lapses in referencing and/or use of source, whether by text matching, similar software or other means, the assessor shall treat the incident as an assessment matter, and may mark the assessment task as Not Satisfactory (NS), and/or may permit re-submission".

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5	Assessor	<p>Where plagiarism is suspected, the assessor shall document the reasons and evidence for this suspicion and refer the matter to Senior Management.</p> <p>The Assessor will complete F20 Plagiarism form.</p>
6	Assessor Compliance Manager	<p>After assessing the evidence of the case, the Assessor in consultation with the Compliance Manager shall take one of the following actions:</p> <ul style="list-style-type: none"> • If the matter can be handled informally without need of a formal hearing and the student admits to plagiarism and agrees to a penalty, the completed F20 Plagiarism form is used to record the incident and kept in the student's file; <p>or</p> <ul style="list-style-type: none"> • Depending on the severity or recurrence of plagiarism, if the student does not admit to plagiarism, given sufficient evidence to warrant it, request the student to attend a formal hearing, the purpose of which shall be to investigate and discuss the matter with the student as a means of deciding what further action, if any, should be taken.
7	Assessor Compliance Manager	<p>The student shall receive not less than ten days before the date of the hearing:</p> <p>(a) Notice in writing stating:</p> <ul style="list-style-type: none"> (i) particulars of the charge including the name of the assessor; (ii) the date of the hearing; (iii) advice regarding the assistance available to the student from ACDC. (iv) that the student has the right: <ul style="list-style-type: none"> • to be heard • to make a written submission concerning the charge; • to be accompanied at the hearing by any other person; and • to be represented by another person; • to be present throughout the hearing

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		<p>The Compliance Manager shall send a copy of the letter to Administration Manager for inclusion in the students file.</p> <p>Parties to the Hearing</p> <ul style="list-style-type: none"> • The Compliance Manager shall chair the meeting. • The assessor who has made the allegation. • The student, who may be accompanied by another student, an officer of the Training Provider or any other person.
8	Assessor Compliance Manager	<p>If the student fails to attend the hearing, and does not provide a reasonable cause for their absence, the evidence will be examined in their absence and a decision made.</p>
9	Assessor Compliance Manager	<p>If as a result of the hearing there is no case to answer, the case shall be dismissed.</p> <p>The completed F20 Plagiarism Form which includes a record of the outcome will be placed in the student's file.</p>
10	Assessor Compliance Manager	<p>If the student is found guilty of the charge of plagiarism, the penalty shall determine by taking into account:</p> <ul style="list-style-type: none"> • The extent of the plagiarism; • The seriousness of the plagiarism; • Whether it is a repeat offence; • Any mitigating circumstances in the particular case <p>One or more of the following penalties shall be applied:</p> <ul style="list-style-type: none"> • Reprimand the student; • Resubmission of any assessment task/s; • Academic failure of a particular assessment/s; • Academic failure of a particular competency or competencies; • Expulsion from ACDC (cancellation of enrolment with ADC). <p>The completed F20 Plagiarism Form which includes a record of the outcome will be placed in the student's file.</p>

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11	Administration Manager	A written notice will be sent to the student, advising of the hearing outcome and penalty (if any) and a copy included in the student file.
12	Student	The student shall have the right of appeal, as per ACDC's <i>P04 Complaints and Appeals Policy & Procedure</i> .

Related Documents/Forms/Policies:

F20 Plagiarism form

P04 Complaints and Appeals Policy & Procedure

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