

Plagiarism Policy

Purpose

- Students at KIA are expected to conduct their studies honestly, ethically and in harmony with the accepted academic standards. Any form of non-compliance to such standards can result in penalties, which may have an impact on the student's academic future and for international students, their student visa and/or domestic enrolment.
- The aim of this policy is to nurture cultures and practices and monitoring processes that ensure assessments reflect individual knowledge and effort and to encourage KIA's students to conduct themselves professionally and ethically while studying and when they enter the work force.
- All training and assessment staff are expected to be familiar with this policy and incorporate its principles in their management and communication in relation to all assessments.
- To assist in the identification and management of situations where plagiarism or cheating are suspected or proven.
- To provide an appropriate process for investigating situations where plagiarism or cheating are suspected.
- To provide outcomes if the student is found guilty of plagiarism or cheating. KIA will record the assessment out-come as NC and student will lose their right to re-sit the assessment. They will have to re-sit the whole unit (including all assessments) and pay the appropriate fees (if applicable). Repeat offenders will be deemed to have breached the Student Code of Behavior and will be dealt with under that policy.

Responsibility

Training Manager

Definitions

Academic misconduct includes but is not restricted to: cheating, plagiarism, collusion and improper collaboration during the preparation of any prescribed assessment tasks. Student Academic Misconduct is prohibited at KIA and any violations of KIA's misconduct policy by students may result in academic penalties.

Cheating: Dishonest act(s) by a student to gain an unfair advantage in taking an assessment or examination or test in a dishonest way. This may take several forms including:

- Unauthorised communications with other students or unauthorised persons during an assessment;
- Copying someone else's assessment, or using unauthorised material such as textbooks, notebook or any other written materials during an assessment;
- Obtaining unauthorised access to assessment materials during or before the assessment;
- Communicating material to other students in a closed book assessment by leaving answer papers exposed for other students to copy;
- Copying another student's work and submitting it as your own;
- Hiring or asking another person to do an assignment or attend an examination or assessment on the student's behalf;
- Falsification or fabrication of research, lab reports or computer results.

Plagiarism: is defined as presenting someone else's works, which include ideas, words, images, or opinions without proper citation as if they are his or she own. Plagiarism may take several forms:

- Direct copying of someone else's work such as "phrases, paragraphs, graphs, tables or ideas" without acknowledgment, this also includes downloading of internet materials without referencing;
- Minor paraphrasing of other people's work by changing words or altering phrases or

paragraph order without acknowledgment;

- Submitting work, which has been developed fully or partly by other people as if it were their own.

Collusion: is the unauthorised collaboration between a group of students in the preparation and production of work which is ultimately submitted by each in an identical or similar form as to be the product of his or her individual efforts. (Note: Collaboration in learning is encouraged for all students; however they need to submit assignments based on their own work and creation.

Requirements / Process

Student & Staff Understanding

- Students are expected to read, comprehend, respect and comply with this policy and procedures regarding plagiarism, collusion and cheating. Students should also seek assistance from teaching staff if students are not sure about the proper way of gathering and using data or references.
- KIA expects all assessors to be aware of the potential of plagiarism and cheating and apply appropriate risk management strategies.
- Staff is to make sure that students understand the implications of either act and both the reputational and financial cost of undertaking in such practices.
- Staff is required take time, especially at the beginning of a qualification to ensure that students understand what plagiarism and cheating are and how it is regarded in Australia. Importantly staff should take time to explain to students how to reference correctly. An excellent example of reference is Harvard Referencing. It is suggested that staff learn and understand this and communicate the principles to their students
- Students and staff will have notices about improper use of material in their respective handbooks, websites and on the Course or unit outlines of every course or unit. All staff that develops course materials is expected to design assessments that do not lend themselves to plagiarism, copying or collusion.

Detection of Plagiarism

- All staff is expected to actively plan to detect plagiarism.
- If a staff member, when assessing a piece of work, suspects plagiarism they must subject the piece of work to a test or do sufficient research to satisfy themselves of the extent of the plagiarism (if any).
- Many tools exist on the Internet to help detect plagiarism. Staff should be aware of the tools favored by KIA – information available from the Compliance Manager.
- Plagiarism can vary in scale from incorrect referencing to blatant copying of large chunks of information.
- Staff will have to exercise judgment in how to deal with each incident
- Comments may be made in terms of the assessment (minor infringement) and a reminder of how to reference correctly
- A formal warning may be issued and the student requiring them to be re-assessed
- The student will be marked as failing their assessment - See Actions below.

Detection of Cheating

- Staff will need to have evidence of cheating – for example - by observation in closed book test, by comparison of two students work or through use of an appropriate tool.
- The student(s) offending should be immediately made aware that the assessor knows and if it is a test situation, remove the student from that test.
- If just one student is involved (e.g. obtaining answers without another student's knowledge) then that student will be marked as "unsatisfactory" or "Not Competent" and will lose the right

to repeat the assessment under the Assessment Policy.

- If collusion is suspected then. All students will be declared as cheating and will be marked as failing their assessment - See Actions below.

Actions

- The assessor will inform the Head of Department and Training Manager using the form. The form is to be filled out and signed by the student, trainer and a witness.
- Head of Department will then review and investigate allegations. If allegations are found to be true, the students found to have cheated or plagiarised work will not be entitled to repeat the assessments – see below.
- A meeting will be arranged within 10 working days to inform the student of the course of action taken and provide counselling where necessary.
- The student will receive a formal letter confirming the decision and informing them of their right to appeal under the Complaints and Appeals Policy.

Assessment Failure

- Students found to have cheated or plagiarised work will lose the right under the Assessment Policy to take a repeat.
- Student will be required to repeat the unit and pay the appropriate repeat fee.

*References:
RTOs Std. 1.8*