

# Plagiarism, Collusion and Cheating Policy and Procedure

## 1 Background

Menzies Institute of Technology (hereinafter known as the 'Institute') acknowledge the fundamental basis of training and assessment and that the assessment of fair and accurate competency relies on the ability of the assessors to assess the capabilities of individual students. Accordingly, certain expectations have been uniformly adopted to ensure that students are accurately assessed on their abilities, rather than their willingness to circumvent rules or exploit the trust of their assessors.

## 2 Purpose

This policy and procedure ensures that the Institute is able to detect and react appropriately to all/any forms of plagiarism, collusion and cheating that is uncovered to be occurring by students enrolled. This policy and procedure provides a guideline to the requirements of staff within the Institute in uncovering such misconduct from students, ensuring that appropriate action is taken after the required processes have been followed.

It is the Institute's intention to manage plagiarism, collusion and cheating appropriately for the protection of the reputation and the standards of current and future students. All students enrolled in programs or using the services of the Institute are required to maintain appropriate standards of academic conduct at all times. Where behaviour is deemed to be improper or inappropriate as outlined below, the Institute will take action in accordance to disciplinary provision outlined in this policy and procedure.

## 3 Audience

This policy applies to all students, Institute staff members and third parties, providing a service on behalf of the Institute.

## 4 Definitions

For the purposes of this policy, the following terms are defined:

Plagiarism as taking someone's words, ideas or other materials and present them as your own.

Collusion as an understanding or agreement between two or more people to intentionally cooperate and gain an unfair advantage in assessment and may include.

- unauthorised and unacknowledged joint authorship in an assessment task
- unauthorised and unacknowledged copying or use of material prepared by another person for use in assessment

Cheating as seeking to obtain an unfair advantage in an examination or assessment.

## 5 Policy

5.1. The Institute will establish practices to ensure that students do not gain unfair advantage by plagiarising, colluding or cheating at any time during their training program. A list of explicit forms of plagiarism, collusion and cheating is available in *Appendix A*.

5.2. Plagiarism means knowingly presenting the work or property of another person as if it were one's own without appropriate acknowledgement or referencing. It includes:

- word for word copying of sentences or paragraphs from one or more sources which are the work or data of other persons (including books, article's themes, unpublished works, working papers, seminar and conference papers, internal reports, lecture notes, tapes or works of creative arts);
- closely paraphrasing sentences, paragraphs or themes;
- using another person's ideas, work or research data without due acknowledgment;
- submitting work which has been produced by someone else on the student's behalf as if it were the work of the student;
- submitting one's own previously assessed or published work for assessment or publication elsewhere, without appropriate acknowledgement;
- copying or submitting computer files in whole or in part without indicating their origin in the case of collaborative projects, falsely representing the individual

contributions of the collaborating students where individual contributions are to be identified.

Plagiarism can involve:

- copying any material from books, journals, study notes or tapes, the internet, the work of other students, or any other source without indicating this by quotation marks or by indentation, italics or spacing and without acknowledging that source by footnote or citations
- re-phrasing ideas from books, journals, study notes or tapes, the internet, the work of other students, or any other source without acknowledging the source of those ideas by footnotes or citations. This could include material copied from a source and acknowledged, but presented as the student's own paraphrasing.
- words quoted directly from another source without acknowledgement.

- 5.3. Collusion as an understanding or agreement between two or more people to intentionally cooperate and gain an unfair advantage in assessment. Colluding students need not benefit from the act of collusion, though collusion is often manifested in a reciprocal fashion whereby, multiple students attempt to gain an advantage.

Collusion can involve:

- working with one or more people to prepare and produce work
- allows others to copy your work or share your answer to an assessment task
- allows someone else to write or edit your work
- writing or editing work for another student
- offering to complete work or seek payment for completing academic work for other students.

- 5.4. Cheating is an attempt to give or obtain assistance in a formal assessment or examination. Cheating can involve:

- submitting another student's assignment as your own or paying someone to write your assignment for you, or buying a paper and submitting it as your own work (contract cheating)
- using parts of a past student's assignment in your assignment without acknowledgment
- using the structure, argument and research sources from another student's answer.

- 5.5. The Institute will establish practices that recognise and counter plagiarism, collusion and cheating in order to quality assure the assessment protocols.

All text-based or written work that is submitted for assessment needs to be passed through text-matching or similarity-detection software. This software may also be used for other assessment items, such as presentations or programming code.

### **Turnitin**

The main software used for text-based items is Turnitin. This checks the student's work for originality or similarity against a range of sources including:

- work previously submitted for the same assignment, or archived in one of Turnitin's databases
- professional publications such as scholarly journals, specialist periodicals and news media
- internet sources, including government and company websites, blogs and some social media sites.

Once Turnitin has scanned the work, it produces an originality report that relevant Teachers/Trainers will consider. Students would not have access to this report.

Turnitin helps Trainers/Assessors identify similarities between student's work and other sources. There is no 'score' that constitutes plagiarism – this is up to the Trainer/Assessor's academic judgement. Similar text may be the result of quotations or references, which is not plagiarism. However, plagiarism may occur where ideas are copied and not acknowledged even though the text isn't copied.

- 5.6. A comprehensive communication strategy will be in place to ensure that students are fully informed of plagiarism, collusion and cheating, and relevant prevention, detection and management strategies.
- 5.7. Allegations of plagiarism, collusion and cheating will be investigated and managed with due process and according to the principles of natural justice. Students confirmed with plagiarism, collusion and cheating incidents will be subject to disciplinary actions outlined in clause 5.8.
- 5.8. Levels of plagiarism, collusion and cheating & disciplinary actions

5.8.1 Informal notice

In the first instance a student is identified of plagiarism, collusion and cheating, throughout the assessment process, the Assessor need to ensure the level of plagiarism, collusion and cheating. If the assessor is of the opinion that the breach is not intentional or reckless, is to issue a warning to the student. The assessor is to ensure that the student understand the seriousness of the offence and provide the student with guidance in avoiding plagiarism, collusion and cheating in the future. However, if the assessor is of the opinion that the breach is intentional or reckless, the assessor is to identify the student to be of Level 1 of plagiarism, collusion and cheating.

### 5.8.2 Level 1

If a student is identified conducting plagiarism, collusion and cheating and if the assessor is of the opinion that the breach is intentional or reckless, the Assessor is to identify the student to be of Level 1 of plagiarism, collusion and cheating.

Once identified and confirmed the Assessor is to complete the *Plagiarism, Collusion and Cheating Detection Form* to include:

- record the findings of plagiarism, collusion and cheating (date, time and the specific incident)
- attach evidence (cheat sheets, document proofs, plagiarism checker score, etc.) and
- outline the relevant disciplinary actions.

Following are the disciplinary actions for a Level 1 notification:

- Assessment task to be marked as Not Satisfactory (NS) and commence reassessment of the assessment task as per the *MITP13 Assessment and Reassessment Policy and Procedure*.
- Issue a warning letter including potential actions for future breach of policy and a copy of the *Plagiarism, Collusion and Cheating Detection Form*

### 5.8.3 Level 2

If a Level 1 student is identified conducting plagiarism, collusion and cheating, the assessor is to confirm the student to be of Level 2 of plagiarism, collusion and cheating. A Level 2 classification is to be confirmed by the Assessor and Course Coordinator.

Once identified and confirmed, the Assessor is to complete the *Plagiarism, Collusion and Cheating Detection Form* to include:

- record the findings of plagiarism, collusion and cheating (date, time and the specific incident)
- attach evidence (cheat sheets, document proofs, plagiarism checker score, etc.) and
- outline the relevant disciplinary actions.

Following are the disciplinary actions for a Level 2 notification:

- Assessment task to be marked as Not Satisfactory (NS)
- The relevant unit of competency to be marked as Not Yet Competent (NYC) commence reassessment of the unit as per the *MITP13 Assessment and Reassessment Policy and Procedure*.
- Issue a warning letter including potential actions for future breach of policy and a copy of the *Plagiarism, Collusion and Cheating Detection Form*.

#### 5.8.4 Level 3

If a Level 2 student is identified conducting plagiarism, collusion and cheating, the assessor is to confirm the student to be of Level 3 of plagiarism, collusion and cheating. A Level 3 classification is to be confirmed by the Assessor, Course Coordinator and Campus Manager.

Once identified and confirmed, the Assessor is to complete the *Plagiarism, Collusion and Cheating Detection Form* to include:

- record the findings of plagiarism, collusion and cheating (date, time and the specific incident)
- attach evidence (cheat sheets, document proofs, plagiarism checker score, etc.) and
- outline the relevant disciplinary actions.

Following are the disciplinary actions for a Level 3 notification:

- Assessment task to be marked as Not Satisfactory (NS)
- The relevant unit of competency to be marked as Not Yet Competent (NYC)
- Issue a letter of termination and a copy of the *Plagiarism, Collusion and Cheating Detection Form*
- Letter of termination to be as per the *MITP08 Deferrals, Suspension and Cancellations Policy and Procedure*.

- 5.9. Documentation related to the investigation and management of plagiarism, collusion and cheating will be sufficiently clear and comprehensive to render decisions transparent and capable of effective review.
- 5.10. Students confirmed with plagiarism, collusion and cheating incidents have the right to appeal against the decisions as per the guidelines outlined in the *MITP07 Complaints and Appeals Policy and Procedure*.

## 6 Procedures

### 6.1 Informing student of plagiarism, collusion and cheating

Procedure	Responsibility
Communicate about plagiarism, collusion and cheating policy and procedure in the orientation program and ensure that students clearly understand plagiarism, collusion and cheating.	Course Coordinators
Educate students through a training session on plagiarism, collusion and cheating in the orientation and ensure that students clearly understand plagiarism, collusion and cheating.	Trainer and Assessor
Include plagiarism, collusion and cheating statement on all assessment materials and unit outlines.	Trainer and Assessor
Inform students about plagiarism, collusion and cheating before commencement of each unit.	Trainer and Assessor

### 6.2 Management of plagiarism, collusion and cheating incidents

Procedure	Responsibility
<b>Informal Process</b>	
In the first instance a student is identified of plagiarism, collusion and cheating, throughout the assessment process	Assessor
Assessor need to determine the level of plagiarism, collusion and cheating. If the assessor is of the opinion that the breach is not intentional or reckless, is to issue a warning to the student. The assessor is to ensure that the student understand the seriousness of the offence and provide the student with guidance in avoiding plagiarism, collusion and cheating in the future.	Assessor

<b>Level 1</b>	
If the assessor is of the opinion that the breach is intentional or reckless, the assessor is to identify the student to be of Level 1 of plagiarism, collusion and cheating.	Assessor
Once identified and confirmed the Assessor is to complete the <i>Plagiarism, Collusion and Cheating Detection Form</i> to record the findings of plagiarism, collusion and cheating (date, time and the specific incident) and attach evidence (cheat sheets, document proofs, plagiarism checker score, etc.)	Assessor
Conduct an interview with the student to confirm the Level 1 classification and discuss disciplinary actions.	Assessor
Assessment task to be marked as Not Satisfactory (NS)	Assessor
Inform the Student Services Officer of the NS grade, submit the completed <i>Plagiarism, Collusion and Cheating Detection Form</i> .	Assessor
Issue a warning letter including potential actions for future breach of policy and include copy of the <i>Plagiarism, Collusion and Cheating Detection Form</i> and notify the Course Coordinator of the action.	Student Services Manager
Commence the reassessment for the assessment task according to the reassessment process as per the <i>MITP13 Assessment and Reassessment Policy and Procedure</i>	Assessor
<b>Level 2</b>	
If a Level 1 student is identified conducting plagiarism, collusion and cheating, the assessor confirm the student to be of Level 2 of plagiarism, collusion and cheating.	Assessor
Once identified and confirmed the Assessor is to complete the <i>Plagiarism, Collusion and Cheating Detection Form</i> to record the findings of plagiarism, collusion and cheating (date, time and the specific incident) and attach evidence (cheat sheets, document proofs, plagiarism checker score, etc.)	Assessor
Conduct an interview with the student and the Course Coordinator to confirm the Level 2 classification and discuss disciplinary actions.	Assessor/ Course Coordinator
Assessment task to be marked as Not Satisfactory (NS)	Assessor
The relevant unit of competency to be marked as Not Yet Competent (NYC)	Assessor
Inform the Student Services Officer of the NS grade and NYC grade.	Assessor
Issue a warning letter including potential actions for future breach of policy and include copy of the <i>Plagiarism, Collusion and Cheating Detection Form</i> .	Student Services Manager



Commence the reassessment for the unit according to the reassessment process as per the <i>MITP13 Assessment and Reassessment Policy and Procedure</i>	Assessor
<b>Level 3</b>	
If a Level 2 student is identified conducting plagiarism, collusion and cheating, the assessor confirm the student to be of Level 3 of plagiarism, collusion and cheating.	Assessor
Once identified and confirmed the Assessor is to complete the <i>Plagiarism, Collusion and Cheating Detection Form</i> to record the findings of plagiarism, collusion and cheating (date, time and the specific incident) and attach evidence (cheat sheets, document proofs, plagiarism checker score, etc.)	Assessor
Conduct an interview with the student, Course Coordinator and Campus Manger to confirm the Level 3 classification and discuss disciplinary actions.	Assessor/ Course Coordinator/ Training Manager
Assessment task to be marked as Not Satisfactory (NS)	Assessor
The relevant unit of competency to be marked as Not Yet Competent (NYC)	Assessor
Inform the Student Services Officer of the NS grade and NYC grade.	Assessor
Issue a termination letter and include copy of the <i>Plagiarism, Collusion and Cheating Detection Form</i> . Letter of termination to be as per the <i>MIT08 Deferrals, Suspension and Cancellations Policy and Procedure</i> .	Student Services Manager

### 6.3 Plagiarism, collusion and cheating prevention methods and strategies

Procedure	Responsibility
For all assessment tasks, the <i>Assessment Task – Student Information</i> contains detailed explanation of plagiarism, collusion and cheating and the consequences. Students are required to read this and sign prior to commencing the assessment. The Trainer and Assessor is to also clarify and verify by signature that this has been explained and understood by the students prior to commencing. Furthermore, in all written based assessment tasks, students will also sign at the end of the written assessment task to attest that the work submitted is their own and that they are aware of the relevant Institute policy and procedure on plagiarism, collusion and cheating.	Trainer and Assessor
Where possible assessment items are rotated.	Trainer and Assessor
Assessors are to ensure that assessment tasks are contextualised to vocational scenarios to generate authentic responses which demonstrate vocational competencies.	Trainer and Assessor
Assessments are reviewed prior to submission to detect any minor level policy breaches and to educate students on avoiding plagiarism, collusion and cheating.	Trainer and Assessor

### 6.4 Appeal against plagiarism, collusion and cheating decisions

Procedure	Responsibility
Students who are dissatisfied with the decision may appeal against the decisions as per the guidelines outlined in the <i>MITP07 Complaints and Appeals Policy and Procedure</i> .	Student

## 7 Review

This policy will be subjected to a review and update at intervals of three years from the approval date. Exceptions to frequency of review can be made if necessary. Any person who wishes to enter a complaint concerning this policy may do so in accordance with the appropriate policies.

<b>RTO Code:</b>	21834
<b>CRICOS Code:</b>	02815M

<b>Document Title:</b>	Plagiarism, Collusion and Cheating Policy & Procedure	
<b>Document Number:</b>	MITP23	
<b>Version:</b>	Version 08	
<b>Relevant Standards:</b>	Standards for RTOs 2015: Clause 1.8	
<b>Related Policies/Documents:</b>	MITP13 Assessment and Reassessment Policy and Procedure MITP08 Deferrals, Suspension and Cancellations Policy and Procedure. MITP07 Complaints and Appeals Policy and Procedure MFTxx Plagiarism, Collusion and Cheating Detection Form MFTxx Assessment Task – Student Information MFTxx Assessment Task – Assessor Information & Marking Guide	
<b>Responsibility:</b>	Student Services Manager, Training Manager, Course Coordinators	
<b>Approved By:</b>	PEO	
<b>Date Approved:</b>	2/6/2021	
<b>Next Review Date:</b>	June 2023	
<b>Version Control and Change History:</b>		
<b>Version Number</b>	<b>Approval Date</b>	<b>Amendment</b>
1	14/07/2010	Creation of policy
2	27/09/2010	Review and update next review date
3	01/06/2012	Review and update next review date
4	01/09/2016	Review and update next review date
5	01/09/2017	Review and update next review date
6	18/5/2018	Updated policy name to Plagiarism, Collusion and Cheating Policy and Procedure. Updated policy and procedure sections to include disciplinary action for breaches of the policy.
7	24/4/2019	Updated clause 6.3 of the first procedure and explained further on the pre-assessment and post-assessment declaration that is made by students and verified by trainer and assessor on this policy.
8	2/6/2021	Reviewed and added clause 5.5

## 8 Appendix 1 –Explicit forms of plagiarism, collusion and cheating.

Many forms of plagiarism, collusion and cheating are possible, including some that are yet to be enabled by technological innovations and the ingenuity of dishonest students. This list is intended to be as complete as possible, providing a firm policy basis for the discrimination between academic misconduct and acceptable behaviour.

- Copying of assessment task responses from another student.
- Looking at the exam answers or notes of another student during an examination.
- Wilful sharing of answers with another student, either verbally or by intentionally permitting another student to see one's own answers.
- Any communication among students during an examination or any other assessment.
- Presenting an assessment completed by another student as one's own.
- Wilfully completing an assessment for another student.
- Plagiarism of any sort, including unintentional plagiarism and self-plagiarism.
- Use of electronic or hardcopy aids, such as textbooks and notes, during a closed-book examination or the completion of any other assessment in which such aids are not permitted.
- The intentional or unintentional violation of rules made explicit by an Assessor.
- Planting materials in a classroom for later use in cheating during an examination.
- Unapproved possession of assessor's marking guide, official course notes or assessor versions of the course textbook.
- Dissemination or possession of graded course assessment from previous times a course was taught.
- Using lavatory or toilet breaks during an examination as an opportunity to consult forbidden assessment aids.
- Use of a "cheat sheet" or any hidden, cryptic, short form of course notes during a closed book examination, as well as possession of any apparent "cheat sheets".
- Purchasing written or creative works from another (contract cheating) for the sake of false submission as original work.
- Selling written or creative work to a student for the sake of false submission as original work.
- Working with one or more people to prepare and produce work
- Allows others to copy your work or share your answer to an assessment task
- Allows someone else to write or edit your work
- Writing or editing work for another student
- Offering to complete work or seek payment for completing academic work for other students

Plagiarism, collusion and cheating is constituted by carrying out any of these activities or any related activities, as either an active cheater or colluder.