

PLAGIARISM

VERSION: 1.1

POLICY

Australian Workplace Training is obligated to uphold rules regarding academic honesty and intellectual property by helping students produce correctly documented text.

Acts of plagiarism are counterproductive to learning. If a facilitator believes that a student has used intellectual property belonging to another (words, phrases and/or ideas) without appropriate documentation, the facilitator will inform the student of this problem and recommend solutions. We realise that there are many documentation styles and that they can be confusing. We are happy to help students resolve this confusion.

If a facilitator believes that working with a student will compromise their responsibility to uphold academic honesty, they are obligated to end the conference and inform the student of the reason for doing so. In some cases, the Director of Studies may deem it necessary to take further action. For example, after consultation with the students they insist it is their intellectual property, an investigation must be made to ascertain who the original author is, and if the author allowed another student to plagiarise the work, in which case both will be penalised.

Plagiarism includes the following acts:

- **Definition:** Using the words of another without indicating that these words belong to another.
- **Solution:** Enclose the words in quotation marks and include a reference to the author's name and the page number of the source where the quotation can be located.

- **Definition:** Summarizing the words of another without indicating that the summary has been derived from another author.
- **Solution:** Refer to the author's name and the page number of the source or the name and date of publication.

- **Definition:** Using the ideas of another without indicating that these ideas belong to another.

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- **Solution:** Attribute ideas to the author in the text and include a reference to the author's name and the page number of the source or the name and date of publication.
- **Definition:** Engaging another writer, whether professional, friend, or family member to write a document which the student writer is expected to be solely responsible for writing. Stealing, copying, or "borrowing" the writing of another for the purpose of submitting this work as the writer's own.
- **Solution:** Trust your writing abilities. If you are worried about your ability to produce text, visit your tutor early in your composing process to learn strategies for writing.

PROCEDURE

If a facilitator believes that a student has used intellectual property belonging to another (words, phrases and/or ideas) without appropriate documentation, the facilitator will inform the student of the problem and recommend solutions to the plagiarism (see policy on plagiarism under definitions). The facilitator will investigate further if the student insists it is their original work. The facilitator will remind the student's that allowing work to be plagiarised brings a penalty as follows:

The following steps are a guide to the procedure on plagiarism.

Confront the student with the information and evidence that has formed the basis of your view. The student should be given an opportunity to respond. Taking the student's response into account, indicate to him/her what action you will take and that the matter will be reported to the Director of studies. If end of the course time constraints do not permit such a session, contact the student in writing, outlining the problem and the actions that will follow, providing a deadline if they want to contact you. You should make and retain copies of questionable exams/assignments to assist in reporting.

1st Offense

1. When a student has plagiarised, the facilitator will go over with that student what has constituted the Plagiarism, and then the student may have the following options:
 - a. Rewrites the paper within one week's time;
 - b. Writes an entirely different paper within one week's time;
 - c. Receives a 'not yet competent' on the paper.
2. When it is found that a student has passed in a paper that did not originate with them, that student will receive a 'not yet competent' for the paper.

Subsequent offenses

When a student has plagiarised on a subsequent paper-whether it is in the same unit or accumulative in a student's course (a file will be kept in an administrator's office for any and all writings found to be plagiarised)-the student will receive a 'Not Yet Competent' for the paper, and then the student may have the following options:

- Student will redo the unit
- Student will redo the course

Appeals

All students have the right of appeal. Students are to be informed that all appeals are to be made in writing to the Director of Studies of such cases within three (3) days of notification of the plagiarism offense.

Note: If a facilitator believes that working with a student will compromise their responsibility to uphold academic honesty, they are obligated to end the conference and inform the student of the reason for doing so.