

# Plagiarism Policy and Procedures

## 1. Policy Purpose

The purpose of this policy is to ensure a systematic approach to the treatment of plagiarism/excessive collaboration at the training organisation. Contravention of this policy will result in participants being penalised.

## 2. Definition

Plagiarism/cheating means to copy information and research from another source and present it as their own work.

Some examples of cheating may include but is not limited to:

- Submitting someone else's assessment as their own
- Submitting an author's work without proper referencing/acknowledgement
- Allowing someone else to submit the students work as theirs
- Sharing your own assessments with other students whether directly or via course tutoring websites. If you have shared your assessment with another student and they have uploaded it to a social media group or course tutoring website you will still be held accountable as this is classed as excessive collaboration which allows the other students to cheat via plagiarism.

## 3. Obligations and responsibilities

AAMC Training must be proactive in informing all participants and staff of their obligations in relation to this policy.

Staff obligations and responsibilities:

- Develop and maintain knowledge of the legislation and policy concerning plagiarism
- Comply with the legislation and policy relating to plagiarism and demonstrate compliance through own actions
- Provide information to participants regarding their obligations and potential ramifications in relation plagiarism legislation and policy
- Be diligent in the detection of plagiarism
- Ensure that participants have information regarding obligations and requirements relating to plagiarism and referencing
- Ensure participants are aware of the requirements to their own assessments, working independently of other participants

Participant obligations and responsibilities:

- To read, understand and comply with information and obligations relating to plagiarism and excessive collaboration legislation and policy
- Apply suitable referencing
- Appropriately acknowledge work that has been sourced from others
- Take reasonable steps to avoid work being reproduced by other participants

#### 4. Procedures

All staff must ensure that they remain diligent and monitor all participants work for plagiarism/ over collaboration report any concerns of potential plagiarism.

1. Prior to enrolling participants are advised of their obligation to comply with copyright requirements in the student information on the website.
2. Following enrolment into any qualification or unit of competence participants are provided with further information regarding their obligations regarding plagiarism and the requirements for appropriate referencing.
3. A trainer/assessor, who has reasonable grounds to believe that plagiarism has occurred, must report the matter to the Compliance Manager.
4. Where there are grounds to believe that plagiarism has occurred, the trainer/assessor must:
  - Advise the participant that further investigation would be undertaken and once a decision made an appropriate disciplinary action would be determined. During this investigation the participant will be given an opportunity to respond.
  - The trainer/assessor must notify the RTO Manager of the registered training organisation, in writing that the assessment is not being accepted and steps taken to establish if plagiarism has occurred. A record of this must also be included in the participant's file.

Discipline may include:

- A reprimand and caution (warning)
  - An appropriate period of suspension
  - Exclusion of re-enrolment and receiving results
  - Permanently banned from training with AAMC Training Group
5. Assessments that have been shown to be in breach of this policy will not be accepted and a fee of \$147 may be applied for resubmission of assessments.
  6. The participant will be advised of their right to appeal in writing within 21 days of the work being disallowed. Participants may choose to appeal for a number of reasons including but not limited to the participants belief:
    - the penalty is excessive on the facts
    - new evidence of a substantive nature is now available
  7. There are degrees of disciplinary action taken depending upon the severity of the breach.

Penalties that may be imposed for misconduct are:

- A reprimand and caution (warning)
- An appropriate period of suspension
- Exclusion of re-enrolment and receiving results
- Re-submit work with possible fee of \$147
- Academic counselling
- Permanently banned from training with AAMC Training Group

8. AAMC TRAINING Management reserves the right to revoke AQF qualifications or statements of attainment that it has issued in the following instances:
- Where incorrect information has been included in its testamurs
  - Where acts of plagiarism by a student have been proven.