

P61 Plagiarism and Cheating Policy

1.0 **Purpose**

- 1.1 Academic integrity is an essential component of teaching and learning. The ideas and work of others must be acknowledged rather than claimed as one's own. This policy operates in conjunction with the P07 Student Code of Behaviour Policy.

2.0 **Scope**

- 2.1 This policy applies to all CMI students and staff involved in academic assessment tasks and scholarly work.

3.0 **Responsibility**

- 3.1 The Training Manager is responsible for the implementation of this procedure and to ensure that staff and students are aware of its application and implement its requirements.

4.0 **Definitions**

- 4.1 *Plagiarism:* Plagiarism is the act of misrepresenting as one's own original work the ideas, interpretations, words or creative works of another. These include published and unpublished documents, designs, music, sounds, images, photographs, computer codes and ideas gained through working in a group. These ideas, interpretations, words or works may be found in print and/or electronic media.
- 4.2 *Academic integrity:* One of the core functions of CMI is to develop student's ability to apply critical reasoning to assessment activities through independent thought and to make decisions that reflect the student's considerations of the task or workplace requirement.
- 4.3 *Attribution:* Acknowledging the author or artist of words, music, computer code, artistic works, designs or ideas.
- 4.4 *Citation:* Directly quoting or paraphrasing another person's text, work or idea, and giving credit to the author by referencing it.
- 4.5 *Collaboration:* An academic activity involving more than one person.
- 4.6 *Collusion:* Another person assisting in the production of an assessment submission without the express requirement, consent or knowledge of the assessor.
- 4.7 *Cheating:* Cheating is defined as "a form of deceit with a view to gaining an advantage for the cheat." At CMI, cheating is usually related to taking unauthorised material into assessments. CMI Trainers have a responsibility to explain clearly expectations related to any assessment, what constitutes cheating, and to promote a climate of honesty in students.
- 4.8 *Copyright:* The legal right granted to an author, artist, publisher, or distributor to exclusive publication, production, sale, or distribution of a literary, musical, dramatic, or artistic work.
- 4.9 *Paraphrasing:* Repeating a section of text using different words which retain the original meaning.
- 4.10 *Quotation:* Placing an excerpt from an original source into a paper using either quotation marks or indentation, with the source cited, using an approved referencing system to give credit to the original author
- 4.11 *Referencing:* Referencing demonstrates that the student has read the issued material or has undertaken their own research in other sources. Failure to reference appropriately is considered unethical academic behaviour and will result in a student work not being accepted.

5.0 Requirements

- 5.1 Students should understand that assignment and project work submitted for assessment must consist of original effort. It is insufficient to simply copy work from other sources and submit it, even if those sources are appropriately acknowledged. Work submitted by a student must have an original component.
- 5.2 Plagiarism, collusion and other forms of cheating are expressly forbidden under the CMI Rules for Assessment, which state that:
- No student will submit for assessment any piece of work that is not entirely the student's own, except where either:
 - the use of the words, designs, computer code, creative works or ideas of others is appropriate and duly acknowledged, or
 - The assessor has given prior permission for joint or collaborative work to be submitted.
 - No student will assist any candidate in any piece of assessed individual work, and no student shall accept assistance in such a piece of assessed individual work, except in accordance with approved study and assessment schemes.
 - No student will submit the same piece of work for assessment in two different courses, except in accordance with approved study and assessment schemes.
- 5.3 CMI regards all plagiarism as unacceptable. At the very least, unintentional plagiarism is a lowering of the standards of academic integrity and an impediment to student learning. Where plagiarism is intentional and/or systematic, it is cheating.
- 5.4 In order to maintain high standards of academic integrity it is the obligation of every member of CMI to know and respect the rules concerning plagiarism, and to seek and foster a learning environment that encourages the development of academic skills that are appropriate for each discipline.
- 5.5 To pro-actively address the issue of cheating and plagiarism, an academic committee is formed to identify the cases of cheating, plagiarism, collusion by means of random sampling.
- The committee is comprised of the Training Manager, Administration Manager, and 1-2 trainers.
 - The committee randomly selects a sample size of at least 50 percent of an active group. This sampling is done qualification wise.
 - This activity is conducted bi-monthly.
 - A record is maintained by the Training Manager in the ' ' to include the sampling done and the outcome.
- 5.6 Plagiarism is always unacceptable but can occur as a result of inadequate understanding of the procedures of appropriate referencing or because of a lack of skills in academic writing.
- 5.7 Types of Plagiarism that will Incur Penalties
- Presenting works in any format, without appropriate attribution to the original source.
 - Paraphrasing sentences or whole paragraphs without due acknowledgement by reference to the original work.
 - Submitting assessment work with the intention to deceive the assessor as to the contribution made by the student submitting the work.
 - Students separately submitting the same piece of work with the intention to deceive the assessor as to the contribution they have made to the assessment task.
 - A student submitting the same piece of his or her own work, or significant parts of that work, for two (or more) different courses, without the assessor's permission.
 - Consequences of Plagiarism and Collusion

- All plagiarism is unacceptable, and each case of plagiarism should be treated on its own merits. Educational procedures should be in place to assist students to avoid submitting assessment work that does not meet the required standards of evidence-based writing.
 - All assessment work submitted by a student should be assessed in accordance with its academic merit. If a student receives a reduced grade or fails an assessment task because of the absence of appropriate citations and references it may be a consequence of the student failing to meet the stated criteria for the task, rather than as a punishment for plagiarism.
 - Inappropriate practices in the use of referencing, citations, quotations or attributions for formative assessment may be dealt with by the assessor, who may refer students to appropriate resources to improve their academic skills. Suspected incidents of plagiarism involving summative assessments must be dealt with according to the guidelines of this policy.
- 5.8 The penalties associated with plagiarism are designed to impose sanctions that reflect the seriousness of the CMI's commitment to academic integrity. Penalties may include revising and resubmitting assessment work, receiving a result of zero for the assessment task, failing the course, expulsion and/or the imposition of a financial penalty.
- 5.9 Cost of re-assessment for Plagiarism
- The first case of plagiarism or cheating by a student will result in review of the competency granted. The student will be required to re-sit the assessment in case they wish to get their Competency revised. There will be no charge at this first instance.
 - A second incident of plagiarism and cheating will incur a cost of AUD 200.
 - Multiple occurrences will result in expulsion / suspension of the student.

6.0 Method

A. Trainer/Staff Member initiated

- 6.1 The trainer/assessor or a staff member who comes across an incident of plagiarism, cheating or any other misconduct shall report the incident to the Training Manager.

B. Academic Committee Initiated

- 6.2 Academic Committee conducts an internal audit of sample of assessments submitted by the student.
- 6.3 The internal audit is conducted every 3 months.
- 6.4 Upon identification of plagiarism by the academic committee during the sampling of assessment, the incident (s) are reported to the Training Manager for further action.
- 6.5 The Training Manager will keep a record of all suspected incidents of plagiarism brought to his attention by the teachers or staff members. The record is maintained in the Academic Register for Plagiarism He will review the procedural aspects of these records to ensure that they have been dealt with according to the appropriate CMI Policies and Guidelines.
- 6.6 The Training Manager discusses the misconduct with the student and arrives at a conclusion (depending on the severity) to either issue warning to student or suspend the student from his/her course.
- 6.7 Student will be notified via email/post about the CMI decision on the review and outcome of decision. The student will also be invited to re-sit the assessment.

- 6.8 In the first instance of occurrence of plagiarism, the student will be required to re-sit the assessment if the student wishes to revise the competency decision. There will be no charge at this first instance.
- 6.9 Re-assessment attempt for a second incident of plagiarism will incur a charge of AUD 200 to the student.
- 6.10 If a student has committed multiple and/or systematic acts of plagiarism, or admits to, or is found to have committed, conduct that prejudices the interests of other students or the integrity of an assessment scheme itself, then the case will be dealt with as a complaint of student misconduct under the Student Code of Behaviour at CMI, and a further penalty may be imposed.
- 6.11 The penalty imposed could include suspension from the course, student granted no competency in the unit of competency, and CMI initiated student's withdrawal from the course.
- 6.12 The outcome of the decision is reported to the Administration Staff. If it is advised that the student be either suspended / withdrawn, the Administration team then issues an intention to report for Breach of Student Code of Conduct. (20 working days to access internal complaints and appeal) In either other outcome, the decision report/meeting records/ evidence are placed in the student's file.
- 6.13 Appeals - A student who wishes to appeal against a ruling may do so in writing under the Complaints and Appeals Process. Students will be informed of this right in the notification of an investigation.