Plagiarism and Academic Misconduct Policy

Relevant Standards	Linked Documents
SRTO 2015: 1.8 The National Code 2018: 2.1, 6.3 Student Visa Conditions	Student Handbook Student Complaints and Appeals Policy and Procedure Student Agreement Student Code of Conduct

1. Purpose

The purpose of this policy is to maintain the integrity of the assessments and provide a consistent approach in dealing with plagiarism and student misconduct issues in the academic works.

2. Scope

This policy applies to all the students of SLIT. The policy applies to all types of student misconduct including general misconduct, academic misconduct and administrative misconduct.

3. Definitions

Plagiarism: Plagiarism occurs when a student tries to pass off another person's work or ideas as their own. Plagiarism includes copying of work from internet, books, other student's work or any other published or unpublished source without appropriate citation and acknowledgement. Students commit plagiarism if they do not acknowledge the source of a direct quote, or a specific piece of writing that they have paraphrased, or even if they describe an idea or concept that they have heard or read somewhere without a reference or acknowledgement.

Examples of plagiarism include;

- Direct copying of paragraphs, sentences, a single sentence or significant parts of a sentence;
- Direct copying of paragraphs, sentences, a single sentence or significant parts of a sentence with an end reference but without quotation marks around the copied text;
- Copying ideas, concepts, research results, computer codes, statistical tables, designs, images, sounds or text or any combination of these;
- Paraphrasing, summarising or simply rearranging another person's words, ideas, etc. without changing the basic structure and/or meaning of the text;
- Offering an idea or interpretation that is not one's own without identifying whose idea or interpretation it is;
  - A 'cut and paste' of statements from multiple sources;
  - Presenting as independent, work done in collaboration with others;
  - Copying or adapting another student's original work into a submitted assessment item

Enabling plagiarism contributes to plagiarism and therefore will be treated as a form of plagiarism by SLIT. Enabling plagiarism means allowing or otherwise assisting another student to copy or otherwise plagiarise work by, for example, allowing access to a draft or completed assignment or other work.

Collusion: Collusion occurs when a student collaborates with others to complete the work but presents the same work as their own.

Misconduct: Misconduct is an act or omission committed by a student on college property or involves the use of college resources including computer resources, or otherwise involves the student's relationship with SLIT community. Misconduct includes administrative misconduct and academic misconduct.

General and Administrative Misconduct

General and Administrative Misconduct Incidents are those which in the opinion of the Academic Manager or the Campus Manager may be adequately addressed within SLIT or by the Campus Manager. The following conduct, in the absence of any circumstance of aggravation may be treated as Simple Misconduct;

- Impeding the ability of any student or member of SLIT to study or participate in any college activity
- Acting in a manner which is threatening, intimidating, disrespectful or unprofessional towards any trainer, assessor or other staff member, student or other member of SLIT community
- Breaching any State or Commonwealth laws or any college policies on privacy, internet and computer use and copyright
- Causing any member of SLIT to hold reasonable fear for their safety or physical or psychological well-being
- Committing an act or making an omission which has the capacity to endanger the safety or health of any member of SLIT community.
- Assaulting any member of SLIT community
- Wilful damage, wrongfully dealing with or interference with property of any member of SLIT community
- Tampering with a medical certificate issued in the student's name.
- Any act or omission which disrupts the peace and good order of SLIT

Serious Misconduct

The following conduct may be treated as Serious Misconduct;
- Any of the incidents in Simple Misconduct committed with a circumstance of aggravation
- Sexually harassing, discriminating against, and/or racially vilifying any member of SLIT community
- Fraudulent representation of grades or awards for prior learning including through the unauthorised use of any college name, seal or trademarks
- Making a fraudulent representation involving any medical certificate where the original certificate was stolen or not issued in favour of the student
- Breach of assessment conditions and processes
- Any other types of misconduct as deemed by SLIT to be Serious Misconduct from time to time

Academic Misconduct

The following conduct may be treated as Academic Misconduct;

- Any act or omission by a student which attempts to circumvent or pervert SLIT's assessment process
- Cheating in an examination or test including speaking or communicating with other candidates, bringing unauthorised material into the examination room including a mechanical or electronic device, or consulting any person or materials outside the confines of the examination room without permission to do so, reading or attempting to read other students' answers, leaving examination or test answer papers exposed to other student's view.
- Plagiarism
- Collusion in the preparation of a response to a piece of assessment
- Tampering with examination or assessment materials

4. Legislative Context

- National Vocational Education and Training Regulator Act 2011 (Cth)
- The ESOS Act 2000 & The National Code 2018
- ESOS Regulations 2001
- Privacy Act 1988 (Cth)

5. Policy

5.1 SLIT highly values academic honesty and integrity and places a great emphasis on ethical behaviour of its students. It does not tolerate any behaviour which diminishes the academic reputation of SLIT, impairs the ability of students to participate in any legitimate college activity or disrupts the peace or good order of SLIT and its learning environment.

5.2 Academic integrity is viewed as fundamental to the very nature of SLIT. Academic misconduct by students in examinations or in other forms of assessment is unacceptable.

5.3 SLIT investigates and deals with incidents of misconduct among its student community in a consistent manner, affording natural justice and applying penalties which are appropriate, fair and just.

5.4 SLIT treats plagiarism as cheating. Cheating and plagiarism is a serious offence and will be treated seriously. SLIT imposes severe penalties on students who cheat and plagiarise.

5.5 All the academic staff must inform the students about plagiarism policy and penalties arising from plagiarism.

5.6 All the academic staff have the responsibility to maintain integrity and fairness of the assessments and try to minimise the instances of plagiarism.

5.7 Any staff member reporting plagiarism must also produce evidence of plagiarism to support the allegation.

5.8 In the first instance when plagiarism is suspected, staff members should first determine if it is intentional or unintentional. Appropriate academic penalty must be applied to unintentional plagiarism. Where it is found that a student has plagiarised with an intention to cheat, the student must be reported for plagiarism.

5.9 Collusion will also be considered as cheating.

5.10 Any student lending his/her work to another student to copy will be considered a party to plagiarism and treated with academic penalty

5.11 SLIT recognises its obligation to educate students in the definition, identification and avoidance of plagiarism

5.12 Plagiarism offence may have an impact on student visa conditions, and the student, and SLIT will exercise utmost care and diligence in determining plagiarism cases with a focus on student welfare and wellbeing.

5.13 As an ongoing continuous improvement initiative, SLIT shall implement further quality assurance practices and measures including (but not limited to);

- Making the Plagiarism and Academic Misconduct Policy available to students during orientation, and at all times on SLIT's website;
- Articulating the academic process and plagiarism issues and precautions during student orientation;
- Asking trainers/assessor to declare and sign that they have checked student work for plagiarism, whereby enhancing academic integrity;
- Implementing third-party plagiarism checking software, such as Turn It In, and making it available to all trainer and assessors as an additional resource;
- Implementing random monitoring and auditing of student work/files by the Academic Manager or designated staff on a fixed schedule basis.

SLIT shall induct all academic staff members in the new policy initiatives through staff and faculty meetings, new staff induction process and ensure its implementation across all the faculties.

5.13 Academic Review

All students have the right to request an academic review. Where a student is dissatisfied with the outcome/result of assessment of an assignment and/or an examination, the student should discuss this informally in the first instance with their Trainer/Assessor.

If the issue cannot be resolved informally, a student may submit a request for a formal academic review in writing to the Academic Manager within twenty (20) working days of receiving the reviewed academic result. The request must outline why the student has requested a formal review of the result.

The Academic Manager will seek to resolve a formal academic review through the appointment of an independent and impartial educator to investigate and make a recommendation. The Academic Manager will make the final decision on all formal academic reviews.

All parties involved in any formal academic reviews will be advised in writing of the outcome and the reasons for the

decision within twenty (20) working days from the date the review was lodged. If a student's formal academic review is successful, the academic result will be amended.

Where a formal academic review is not upheld by the relevant Campus Manager, the student will be advised in writing of the option to access the appeals procedure.

— *Local Students/Trainees*: Where a student is dissatisfied with the assessment of practical work and/or vocational placement assessments performed in the workplace (local students), the student should discuss this informally in the first instance with their workplace mentor/supervisor. If the student remains dissatisfied, the issue should be discussed informally with their Trainer/Assessor.

5.14 Reporting of Plagiarism

5.14.1 Where the assessor identifies minor lapses in referencing and/or use of source, whether by text matching, similar software or other means, the assessor shall treat the incident as an assessment matter, and may reduce the overall mark or grade for the assessment task, and/or may permit re-submission.

5.14.2 Where plagiarism is suspected, the assessor shall document the reasons and evidence for this suspicion and refer the matter to the Academic Manager.

5.14.3 The Academic Manager, after assessing the evidence of the case, takes one of the following actions:

- If there is sufficient evidence to warrant it, request the student to attend a formal hearing, the purpose of which shall be to investigate and discuss the matter with the student as a means of deciding what further action, if any, should be taken.

- If the evidence appears to indicate a very serious breach of discipline, refer the matter to the Academic Manager for appropriate action.

5.15 Penalties for Plagiarism

If the student is found guilty of the charge of plagiarism, the Academic Manager shall determine the appropriate penalty taking into account:
- The extent of the plagiarism (e.g. which could range from minor lapses in referencing to copying substantial parts of published work including work from the Internet, or another person's work);
- The seriousness of the plagiarism (e.g. theft of another person's work; paying another person to do the assessment task)
- Whether it is a repeat offence
- Any mitigating circumstances in the case

The Academic Manager may impose one or more of the following penalties;

- Any proven plagiarism case will result in an immediate "Not Competent" (NC) result in the respective unit and the student will need to re-enrol in the unit. No re-assessments will be allowed.
- Student will be placed on the Plagiarism register which will be available to all academic staff members.
- Repeated plagiarism offences may result in review of student's enrolment in SLIT.

5.16 Penalties for Misconduct

General, Administrative and Academic Misconduct
Any of the following penalties may be applied depending on the nature, intent and severity of the incident and as deemed appropriate by the Campus Manager and/or the Academic Manager;

- Written warning with reprimand
- Order to attempt the assessment item again
- Order to attempt the assessment item again with a capped mark
- NC grade for the item of assessment
- NC grade for the course
- Mandatory counselling

- Academic probation with a requirement to attend and complete to the satisfaction of the Campus Manager and complete counselling and remedial courses on code of conduct, plagiarism and academic integrity as directed
- Withhold results for a maximum of one term
- Entering the students name on a Plagiarism and Misconduct Register
- Order for compensation or restitution on such terms as are deemed fit and proper
- Entering into a written undertaking regarding offending behaviour
- Impose any combination of these penalties

5.17 Serious Misconduct

Any of the following penalties may be applied depending on the nature, intent and severity of the incident and as deemed appropriate by the Campus Manager and/or the Academic Board;

- All the penalty options described in the General, Administrative and Academic Misconduct and;
- Entering details on the student's permanent record; or
- Suspension from SLIT; or
- Expulsion from SLIT

All Misconduct complaints, which are Academic Misconduct matters, may be investigated and finally determined by the Academic Managers, or nominee.

All Misconduct offences, which are not Academic Misconduct matters, may be investigated and finally determined alone by the Campus Manger, or nominee

All Serious Misconducts matters many be investigated and finally determined by an appropriate committee set up by the CEO or the Senior Management Committee, which will include an independent member not directly connected with the management or operations of SLIT.

5.18 Natural justice

The principle of Natural Justice underpins the duty to act fairly includes two rules: the fair dealing rule and the no bias rule. This means that all parties must be given the opportunity to present their case, be fully informed about allegations and decisions made and have the right to be represented by another person.

In addition, a decision maker must have no personal interest, beyond the scope of their role in this process and must be unbiased. If the decision maker cannot meet these requirements they must immediately withdraw from the process. The procedure shall have regard to the duration of an overseas student's stay in Australia. In order to expedite the process, students shall also have regard for this and not unduly interfere with the mediation agent or the procedure. Should interference by the student affect the normal process of events, SLIT shall not be held responsible for the consequences.

6. Appeals

The affected parties will have access to college's Complaints and Appeals processes if they think that the decisions made by appropriate authorities are not just and fair in their opinion.

7. Responsibility

SLIT is responsible for;

- Making this policy available to all the academic staff members and students
- Ensuring that its academic and administrative staff members know how to deal with plagiarism and misconduct issues
- Providing students with an opportunity to appeal any decision arising from plagiarism or misconduct cases

The Academic Manger is responsible for;

- Ensuring that all academic staff, including trainers and assessors are aware of this policy, new policy initiatives being introduced (as in 5.13 above), and their implementation across all the faculties;
- Establishing and operating the plagiarism software once available; and training academic staff in its operations;
- Ensuring trainers and assessors are checking for and reporting plagiarism instances as and when found in accordance with this policy;
- Conducting random student work/file audit and reporting any inconsistencies.

The academic staff are responsible for;

- Advising students on plagiarism policy and penalties for plagiarism;
- Providing appropriate information on referencing requirements to all the students;
- Providing examples of referencing techniques;
- Distinguishing between intentional and unintentional plagiarism and providing a candid feedback to the students;
- Informing students on plagiarism software, when in use, and ensuring that all student work is submitted after due checking;
- Operating and managing plagiarism software when available and in use;
- Reporting instances of plagiarism to the Academic Manager.

Students are responsible for;

- Maintaining academic integrity and produce their own work which is appropriately referenced;
- Using plagiarism software provided by the college to check their work and obtain report prior to submitting for marking/grading;
- Maintain an ethical behaviour;
- Protecting their own work and not allowing another student to copy;
- Understanding the implications of plagiarism and misconduct and its impact on their academic; performance;
- Asking the academic staff for help if they are not sure about appropriate use and referencing requirements of information from other sources.

The Campus Manager is responsible for effective implementation and management of this policy as well as provision of information on ways to resolve complaints of breaches of this policy.

The Academic Manager is responsible for maintenance of this policy in their respective academic areas.

The CEO has overall responsibility for the implementation and review of this policy. Any complaints or breaches in relation to this policy should be reported to the Chief Executive Officer in person or by email to: ceo@slit.edu.au