
Plagiarism Policy & Procedure



HIC Policy Number
STUD017

CRICOS Number 02790D
Provider Number 21838

Hays International College

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1. Purpose of policy

This policy ensures establishing the standards required for all international students while they are enrolled with HIC. The code is designed to explain to students their obligations and responsibilities, and convey principles that will enhance their learning experience when studying at HIC. Plagiarism is a form of cheating and is a serious academic offence. This policy aims to:

- ensure that students are informed that breaching the plagiarism code is unacceptable.
- minimise the opportunity for students to plagiarise.
- ensure that the approach to plagiarism is fair and consistent.
- ensure that the penalties for plagiarism are clear.

2. Responsibility

The PEO is responsible for the implementation of this Policy and procedure and to ensure that all staff are aware of its application and implementation requirements. Students are also informed of this policy and procedure at their pre-enrolment, enrolment and orientation.

3. Key Features

This policy relates to what is considered Plagiarism by Hays International College (HIC) in order to promote honesty in learning and assessment and respect for the work of others. HIC employs a procedural approach in treating plagiarism and/or cheating irrespective of any situation.

What is plagiarism?

Plagiarism is the presentation of the thoughts, ideas or work of another person's as your own.

Plagiarism practices include:

- Cheating in an exam by copying other students' work or using unauthorised notes and other aids;
- Submitting work that another student has completed;
- Downloading information, text, computer code, artworks, graphics or other material from the internet and present it as your own work without acknowledging the author;
- Quoting and paraphrasing material from a source without acknowledgement;
 - ▶ Quoting/using a direct quote is when you copy the exact words of another text (using someone else's words)

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- ▶ Paraphrasing means taking another person's work or ideas and rewriting them in your own words, keeping the meaning of the original
- Piecing together sections of the work of others into your work and presenting this as your own;
- Preparing a correctly cited and referenced assignment from individual research and then handing part of, or all of that work in twice in different units/subjects;
- Copying material or ideas from other members while working in a group;
- Contributing less, little or nothing to a group assignment and then claiming equal share of the marks.

Provisions

To reduce plagiarism:

- Training staff will be trained on plagiarism.
- Training staff shall monitor and review the plagiarism process as part of the HIC continuous improvement strategy.
- Increase the engagement of the students to gain confidence in their own work.

Plagiarism shall be explained clearly and in a way it is easily understood to:

- All new staff.
- Students at orientation and commencement of a unit of competence to ensure students obtain the same information consistently.

When plagiarism is found, it shall be addressed by:

- Offering a process of stages for management
- Treating all students in the same way
- Being consistent against the information that the student provides
- Ensuring that all incidence of plagiarism is reported and recorded on the student academic file and in the Register

Trainers and assessors will:

- Remind students that plagiarism is not accepted.
- Refer students to the HIC Student Handbook – Plagiarism
- Be clear on what they expect in their assessments, especially the standard expected (the student handout will assist in conveying this)
- Ensure students know that each assignment must have a cover sheet with a signed declaration that the work that they submitted is their own

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- Refer students to the Student Code of Conduct Policy about misbehaviour
- Ensure students know that plagiarism is misbehaviour that can lead to suspension and finally to cancellation of enrolment
- Refer students to the academic intervention strategy and student services

If staff suspect that plagiarism has occurred they will document it on the student file. The responsibility of the Course Coordinator and/ or PEO is to assess and determine what action needs to be taken.

Procedures

Procedural Fairness

HIC is committed to dealing with student plagiarism in accordance with the principles of procedural fairness, including the right of a student to:

- Be informed of the allegations in sufficient detail to be able to respond appropriately;
- Have a reasonable period of time within which to respond to the allegations;
- Have the matter resolved in a timely manner;
- Be informed of their rights under this policy;
- Invite a support person or student representative to attend any meeting regarding alleged plagiarism;
- Impartiality in the investigation and decision-making process.

This does not preclude penalties being imposed if detection occurs at a time after assessments have been returned or after results have been issued.

First breach - Negligent Plagiarism

- If the student breaches the Plagiarism code for the first time, the student should be educated about ways to avoid plagiarism. A warning will be given about the penalties for future breaches. The trainer should note the warning, and a note should be to be placed in the student's file.
- An appropriate grade 'Not Satisfactory', determined by the trainer in consultation with the Course Coordinator, will be given to the student.
- Subsequent negligent breaches will be dealt with as outlined under the next section 'Dishonest Plagiarism'.

Subsequent breach - Dishonest Plagiarism

Instances of Plagiarism that follow the first warning (refer to 'First Breach') will be

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considered 'Dishonest Plagiarism' and will be referred to the Course Coordinator, unless the Course Coordinator, considers the allegation to be serious enough to warrant formal review by the PEO.

Advising the student

Within ten working days of receipt of the allegation, the Course Coordinator will advise the student in writing of the nature of the allegation and the processes that will follow. The PEO will arrange to meet with the student within ten working days to discuss the allegation.

If the student advises in writing that the allegation is accepted, the Course Coordinator will determine the appropriate penalty, in accordance with this policy.

If the student wishes to attend a meeting, he/she must, within ten working days of posting of the letter advising of the allegation, confirm their attendance either in writing or by telephone.

The Meeting

The student is permitted to invite a support person or student representative to any meeting regarding alleged plagiarism. The Course Coordinator may invite another nominated officer/s of the HIC to the meeting.

Penalties

For a first breach involving Dishonest Plagiarism, the following penalties may be applied:

- A warning given and no further action taken;
- The student be required to resubmit the item of work;
- The student be required to complete a new assessment task;
- Award NYC for the assessment item
- Any combination of the above.

For subsequent breaches involving Dishonest Plagiarism, in addition to the penalties outlined above, the PEO may, with the consensus of the Course Coordinator, impose one or more of the following penalties:

- Suspending the student for a period of time (to be determined by PEO);
- Such other penalty as is deemed appropriate

4. Definitions

Collusion: is the unauthorised act of a student presenting work, which is the outcome of directly working with others, as his or her own.

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Cooperative Learning: is the informal process of students interacting to enhance their learning outcomes and is encouraged.

Group work: is the authorised act of a group of students producing either a common assessable work or an individually assessed piece of work as part of a larger project.

Plagiarism: is the presentation of the works of another person / other persons as though they are one's own by failing to properly acknowledge that person / those persons.

Dishonest or Intentional Plagiarism: is plagiarism associated with intent to deceive.

Negligent Plagiarism: is plagiarism associated with a lack of understanding of plagiarism or a lack of skill in referencing / acknowledging others' work.

5. APPEALS

Appeals against decisions regarding plagiarism will be handled through the HIC Complaints and Appeals procedures

RELATED DOCUMENTS			
ESOS	National Code Standard 6, 8, 10		
Standards for Registered Training Organisations 2015	Standard 1.8-2, 3.6, 6		
POLICIES	Complaints and Appeals; Course completion within expected duration ; Course Progress Policy and Procedure ; DHA Notification Policy and procedure; Code of Conduct (Student) Policy and procedure		
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