



PLAGIARISED AND DISHONEST ASSESSMENTS POLICY AND PROCEDURE

PREAMBLE

The College requires its students to apply academic honesty in all their work submitted during their study and it does not tolerate plagiarism. The College will educate its students in how to properly reference their work and to support and guide them in producing work that is genuine and original.

This Policy sets out the measures the College will implement in the event a student submits work being identified as either plagiarised or dishonest.

DEFINITIONS AND ACRONYMS

“**AAM VET**” means Assistant Academic Manager VET.

“**APC**” means Australian Pacific College.

“**College**” means Australian Pacific College, English Unlimited and APC Design School.

“**HIP**” means the Holiday Intervention Program.

“**LMS**” means a Learning Management System, which is any software application used by the College for the administration, documentation, tracking, reporting, and delivery of educational courses, training programs, or learning and development programs.

“**PD VET**” means the Program Director VET.

“**Policy**” means this Plagiarism Policy and Procedure.

“**VET**” means vocational education and training.

PLAGIARISM

- 1.1 The College does not tolerate plagiarism and requires students to submit work that is genuine and original. All sources used in assessments must be acknowledged in a clear manner in accordance with accepted practice.
- 1.2 The College uses plagiarism software embedded in its LMS that the students are able to access and check their assessments before submitting them. College staff may also use this software to determine if there is evidence of plagiarism or may use other means to determine if work is plagiarised.



- 1.3 In the event of a student being found to have plagiarised or cheated in some way in an assessment task, that student will be given a zero mark in that part of the assessment task which was plagiarised. The AAM VET will implement this Policy for dealing with cases of plagiarism.
- 1.4 Where a student has properly referenced quotes from other sources, this is not plagiarism. However, at least 75% of the assessment should be in the student's own words. This means that no more than 25% of the assessment can be quotes from the workbook and other sources. Only 10% of an assessment can be quotes from the subject workbook.
- 1.5 The AAM VET at each campus will deal with any plagiarism, copying and cheating in assessments at the first instance and the PD VET will be the final arbiter when necessary.

2. DISHONEST ASSESSMENTS

- 2.1 These include:
 - a) deliberate copying or attempting to copy the work of other students with or without their consent
 - b) deceitful conduct by submitting the work of another student (as their own).
 - c) using or attempting to use information that the trainer, college or industry has prohibited from use in that sort of assessment or that is prohibited by law.
 - d) plagiarism (i.e. taking and using as their own, the thoughts and writings of another with the intent to claim the work as their own)
 - e) submitting an assessment that has been purchased from an assessment-writing company.
- 2.2 Students involved in any of the above will be set a new assessment and will be counselled by the AAM VET on their campus. Further academic misconduct will be recorded in the student's file and further action such as suspension/ dismissal will be at the discretion of the PD VET and as per the College's Conditions of Enrolment.

3. WHAT HAPPENS IF A STUDENT SUBMITS PLAGIARISED OR DISHONEST ASSESSMENT WORK?

- 3.1 If a trainer identifies a student that has plagiarised their assessment work they will notify the AAM using VETplagiarism@apc.edu.au. In the event of a student being identified as submitting plagiarised or dishonest assessment work, the following measures will be implemented.
- 3.2 **First offence:** In the event that a trainer identifies a student that has plagiarised their assessment work, the following will take place:



- a) The student's name will be added to the APC Plagiarism Register
- b) The student will:
 - i) be issued with a written warning for their offence which they are to acknowledge by signing and instructed to speak with their trainer to understand the offence and how to reference appropriately. (The signed warning will be placed on the student's file)
 - ii) have an academic misconduct recorded in their student file.
 - iii) receive a not yet satisfactory result for the assessment task.
 - iv) need to attend the HIP at their own cost to resubmit the corrected assessment work.
- c) Consideration on a case by case basis may be given by AAM on compelling and/or compassionate grounds for a victim of plagiarism. For example, an assessment is stolen or taken without a student knowing in which case the student would not be added to the register however a note would be recorded in the student's file.

3.3 Second offence: In the event that a trainer identifies that a student already on the plagiarism register, has plagiarised their assessment work for a second time, the following will take place:

- a) The Student will:
 - i) be issued with a second and final written warning which they are to acknowledge in writing for their offence and instructed to speak with an Assistant Academic Manager to discuss the offence (the signed warning will be placed on the student's file).
 - ii) be notified that further academic misconduct will result in suspension/dismissal at the discretion of the Principal Academic Director as per the College's Conditions of Enrolment. Academic misconduct will be recorded in the student's file and student identified as non genuine.
 - iii) receive a Not Yet Satisfactory result for the Assessment Task.
 - iv) need to attend the HIP at their own cost to resubmit the corrected assessment work.

3.4 Third offence: In the event that a trainer identifies that a student already on the plagiarism register has plagiarised their assessment work for a third time, the following will take place:

- a) The Student will:
 - i) be removed from all enrolled classes.
 - ii) be issued with a written notice of suspension/dismissal at the discretion of the Principal Academic Director as per the College's



Conditions of Enrolment. Academic misconduct will be recorded in the student's file and the student identified as non genuine.

- 3.5 Only one formal written warning per term cycle (including HIP) will be issued allowing students time to understand their academic misconduct. Students may fail multiple subjects in one term if they commit plagiarism or dishonest assessment in each subject. In such a case, students have the opportunity to resubmit the corrected assessment work during HIP at their own cost.
- 3.6 Students that have been issued a notice of suspension/dismissal due to their academic misconduct and that wish to appeal the decision will be directed to the College's Student Complaints and Appeals Policy.

POLICY REVIEW

This Policy will be reviewed as part of the College three yearly review cycle.

RELATED POLICIES AND PROCEDURES

This document references the following College policies and/or procedures:

Related Policies and Procedures	
Policies	Student Complaints and Appeals Policy APC, EU and APC Design School Conditions of Enrolment Student Assessment Policy (VET) Student Orientation Handbook

KEYWORDS

Keywords	Plagiarism, dishonest assessments
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POLICY OWNER

Owner	Learning Innovation Unit
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POLICY/PROCEDURE HISTORY

Policy History			
Current version	Current version release date	Author	Description of changes
Plagiarised and Dishonest Assessments Policy and Procedure v1.0R(APC/EU/APC Design School)	August 2020	Sara Gaudry	Original document