1.0 PURPOSE

This policy and procedure ensures that the Institute is able to detect and react appropriately to all / any forms of plagiarism and cheating that is uncovered to be occurring by students enrolled.

The following procedure provides a guideline to the requirements of staff within the RTO in uncovering such misconduct from students, ensuring that appropriate action is taken after the required processes have been followed.

It is the Institute’s intention to manage plagiarism appropriately for the protection of the reputation and the standards of current and future students.

All students enrolled in programs or using the services of the Institute are required to maintain appropriate standards of academic conduct at all times. Where behavior is deemed to be improper or inappropriate as outlined below, the Institute will take action in accordance to MITP06 Disciplinary Policy and Procedure.
2.0 DEFINITIONS & KEY WORDS

2.1 “The Institute” refers to Menzies Institute of Technology.

2.2 “Plagiarism” is the act of presenting another person’s work as your own, and failing to acknowledging that the thought, ideas or writings are of another person.

Specifically it occurs when:
- other people’s work and/or ideas are paraphrased and presented without a reference;
- other students’ work is copied or partly copied;
- phrases and passages are used verbatim without quotation marks and/or without a reference to the author or a web page;
- Plagiarism is considered academic dishonesty and is a form of cheating.

2.3 “Cheating” is to act dishonestly or unfairly in connection to an assessment conducted by the Institute.

3.0 PROCEDURE

3.1 Actions to prevent plagiarism

Students are made aware of the Plagiarism and Cheating Policy and Procedure through the MITP40 - Student Orientation Policy and the Student Orientation Guide. This orientation guide is given to all students on their first day and also can be accessed from the Institute’s administration office.

Trainers/Assessors/Teachers are to regularly reinforce the consequences of plagiarism and cheating and should provide clear guidance to the students that identify the assessment conditions.

All assignments done outside of classroom hours are to include a MFT07-Assignment Cover Sheet that is signed by the student to certify that no part of the assignment has been copied from another person’s work (except where documents or work is listed/referenced, and that no part of the assignment has been written for them by another person.

In addition, vocational students are given the Unit Learning Guide for each new unit commenced. This outlines the definitions and actions against plagiarism and cheating.
3.2 Monitoring and Identification of Plagiarism and/or Cheating

Trainers/Assessors/Teachers are required to undertake checks of students work for any plagiarised content or cheating that has occurred.

Such forms of identifying plagiarism and cheating may include but are not limited to tasks such as:
- Researching quotes and references listed in the body of work
- Conducting a general internet search on the topic of the assessment
- Checking the students work against the online encyclopaedia ‘Wikipedia’
- Using various plagiarism websites (such as ‘dustball’ and ‘article checker’)
- Cross referencing the work with other students assessments for the same unit

3.3 Disciplinary Procedure

The disciplinary procedure for academic misconduct as stated in this policy is accordance to the MITP06 Disciplinary Policy and Procedure.

3.4 Complaints and Appeals Procedure

The Complaints and Appeals process is outlined in MITP07 Complaints and Appeals Policy and Procedure

4.0 RESPONSIBILITIES

- Trainers/Assessors/Teachers are required to undertake checks of students work for any plagiarised content or cheating that has occurred and report to the incident to the relevant Course Coordinator.