

Purpose

The purpose of this policy is to ensure a systematic approach to the treatment of plagiarism at Quality Training and Hospitality College (QTHC).

QTHC has an expectation that all students produce their own independent work and comply with standard agreements for authorship. In addition, all forms of intellectual material must be used appropriately and with full acknowledgment to authors.

Contravention of this policy will result in students being penalised.

Communication of the Plagiarism Policy

The QTHC Plagiarism Policy and Procedure is addressed as part of the new staff induction process and available to all staff via the QTHC Document Management System (intranet) and the QTHC website. Students are informed of the QTHC Plagiarism Policy and Procedure during their enrolment process. Plagiarism is also referred to in the Student Information Handbook and a full copy can be accessed via the QTHC website.

Definition

Plagiarism means to closely imitate or take and use the language, thoughts, ideas, or expressions of another person and pass it as their own without authorisation or acknowledgement of the original author. This includes, but is not limited to work published or not published, printed material, information on the internet, recordings, photos, social media, TV, radio and work from other students.

Intentional Plagiarism

- Is a deliberate act of plagiarism and may include the intention to deceive.
- **Collusion:** Is the act of a student presenting work, which is the outcome of directly working with others, as his or her own.
- **Cheating:** Seeking to obtain an unfair advantage in an examination or in other written or practical work required to be submitted or completed for assessment.
- **Enabling Plagiarism:** is permitting another student to copy your work thereby contributing to plagiarism.

Unintentional Plagiarism

- This is plagiarism associated with a lack of understanding or knowledge that plagiarism had occurred, or a lack of skill in referencing / acknowledging others' work. This may include accidentally or inadvertently using other's work without acknowledgement.
- **Cooperative Learning:** Is the informal process of students interacting to enhance their learning outcomes and is instigated and encouraged by the trainer.
- **Group work:** Is the authorised collaboration of students to produce either a common assessable work or an individually assessed piece of work as part of a larger project which is instigated by the trainer.

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Obligations and Responsibilities

All training staff and students are responsible for the implementation of this policy.

QTHC:

- Develop and maintain knowledge of the legislation and policy concerning plagiarism.
- Comply with the legislation and policy relating to plagiarism.
- Provide information to students regarding their obligations and potential ramifications in relation plagiarism legislation and policy.
- Be conscientious in the detection of plagiarism.
- Ensure that students have information regarding obligations and requirements relating to plagiarism and referencing.

Trainer:

- Compare student's work against other samples / assessments.
- Look for inconsistency in writing styles / language used within a document.
- Ensure that students understand the difference between cooperative learning, group work, collusion and enabling plagiarism.
- Undertake 'spot checks' of student's work, by using online checking methods.

Student:

- To read, understand and comply with information and obligations relating to plagiarism legislation and policy.
- Apply suitable referencing.
- Appropriately acknowledge work that has been sourced from others.
- Submit all assessments with the QTHC "Assessment Coversheet" with the signed plagiarism declaration.
- Take reasonable steps to avoid work being reproduced by other students.

Procedure

The responsibility for the development and implementation of this policy at QTHC lies with the Managing Director. All staff must ensure that they remain diligent and monitor all students work for plagiarism and report any concerns of potential plagiarism.

1. Prior to enrolling students are advised of their obligation to comply with copyright requirements in the student information handbook.
2. At their induction into any qualification or unit of competence students are provided with further information regarding their obligations regarding plagiarism and the requirements for appropriate judging.
3. A trainer/assessor, who has reasonable grounds to believe that plagiarism has occurred, must report the matter to the Managing Director.
4. Where there are grounds to believe that plagiarism has occurred, the trainer/assessor must:
 - Advise the student that further investigation would be undertaken and once a decision made an appropriate disciplinary action would be determined. During this investigation the student suspected of plagiarising, colluding or cheating must be given a fair hearing and the opportunity to provide evidence of authorship.
5. If plagiarism, collusion or cheating is proven during the investigation the trainer/assessor, in conjunction with the National Training Manager, will determine the penalty, taking into account the penalty schedule listed below.
6. The student must be notified of the outcome in writing and a record of this must also be included in the students file.
7. Students have the right to appeal against the application and/or the outcomes of the above procedures. Refer to QTHC Complaints and Appeals Policy and Procedure.

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Ethos behind the imposition of penalties for plagiarism, collusion & cheating

1. All students will be given an opportunity to explain the occurrence.
2. Students who unintentionally engage in plagiarism, collusion or cheating must be given appropriate counselling and guidance so that they do not repeat the offence.
3. Any cheating or plagiarism will incur a penalty ranging from a reprimand and warning, in writing, through to dismissal from the QTHC training program.

Penalty Schedule

<p>First instance of plagiarism, collusion or cheating</p>	<ul style="list-style-type: none"> • Reprimand and warning in writing. • Student must provide a written explanation about reason for the occurrence of cheating, collusion or plagiarism to the National Training Manager. • Assessment must be re done and re submitted. • Copy of Letter of reprimand recorded on Student's File.
<p>Second instance of plagiarism, collusion or cheating</p>	<ul style="list-style-type: none"> • Written warning indicating another occurrence will result in dismissal from the QTHC training program. • Student must provide a written explanation about reason for the occurrence of cheating, collusion or plagiarism to the National Training Manager. • A "not yet competent" result will be recorded, and the student will undertake further training and assessment. Associated costs will be the responsibility of the student. • Statement of action taken recorded on Student's File.
<p>Third instance of plagiarism, collusion or cheating</p>	<ul style="list-style-type: none"> • Dismissal with no refund. • A "not competent" result recorded. • Statement of Attainment issued for other units of competency achieved. • Statement of action taken recorded on Student's File. • Student reminded of their right to appeal.