

Plagiarism

Scope

This policy applies to all accredited training that Arthritis & Osteoporosis Tasmania (AOT) delivers, and to provide guidance to trainers and assessors:

- to assist them in minimizing plagiarism
- in managing it in a consistent and equitable manner
- to manage plagiarism appropriately for the protection of AOT's reputation and standards for current and future students

Definitions

- ***Cheating*** means seeking to obtain an unfair advantage in an examination, in written or practical work required to be submitted or completed for assessment.
- ***Collusion*** means unauthorized collaboration with another person or person on assessable work.
- ***Plagiarism*** means to take and use another person's ideas or manner of expressing them and pass them off as one's own by failing to give appropriate acknowledgement.

Details

AOT is committed to upholding the highest standard of training integrity and honesty. This applies to both the skill and knowledge components of any training provided. Plagiarism in any form is unacceptable and will be treated seriously by AOT.

Application of policy

1. Students will be advised at the beginning of their training about this policy and procedures that may be brought into play if plagiarism is detected.
2. Everyone must adhere to the approved definitions of plagiarism collusion and cheating.
3. Students and staff (including contractors) have a duty to ensure they gain the necessary understanding to minimize incidents of plagiarism and cheating.
4. Trainers and assessors must take all reasonable steps to ensure all students are aware of this policy and educated as necessary in the appropriate skills and knowledge to avoid plagiarism.

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Procedure

All students are expected to understand that plagiarism is wrong. They will be required to sign or confirm by submitting their Assessment Cover Sheets that their work is their own. Wherever possible, records of Assessment Outcome Forms should be used to specify that work submitted for assessment is their own work. Work submitted online will ask students to confirm that their work is their own and the system is protected by user names and password which students are not allowed to give out.

What happens if someone is caught cheating?

1. A student suspected of plagiarism will be provided with the opportunity to respond
2. An assessor who suspects that plagiarism has occurred must produce evidence (through identifying the source) to support their allegation. The Chief Executive Officer (or their delegate) must decide whether or not they believe that plagiarism was likely to have been intention or unintentional
3. If the student is unable to provide a satisfactory explanation of the correspondence between their work and the sources identified by the assessor, the CEO, or their delegate, may infer that plagiarism was done with the intention to cheat
4. If the failure to acknowledge the ideas of others was not intentional, the only offence the student has committed is the academic misdemeanor of failing to reference a source correctly. The assessor in this case may, if they form the opinion that the student is competent notwithstanding the misdemeanor, agree to assess the student as competent
5. If the CEO, or their delegate, is reasonably satisfied that the plagiarism was, more likely than not, done with the intention to obtain an unfair advantage in assessment, the matter must be reported as to the CEO (in the case of the delegate forming the opinion) and the CEO will make the final decision as to the outcome of the assessment
6. Collusion (unauthorized collaboration) also constitutes cheating and will be dealt with under as per the section
7. Plagiarism offences will be recorded in the student file

Revision History

Version	Date	Description of Modifications
V1.0	18/08/2016	Original

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