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Plagiarism, Collusion and Cheating Policy & Procedures

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Purpose

Clinton Institute provides a systematic approach to the management of plagiarism, collusion and cheating in academic work and assessment

Definitions

ASQA means Australian Skills Quality Authority, the national VET regulator and the RTO's registering body
Appeal means a request for a decision made by Clinton Institute to be reviewed
DET means Department of Education and Training
Complaint means a person's formal expression of dissatisfaction with any product or service provided by Clinton Institute.
PRISMS means Provider Registration and International Students Management System
Overseas Student means someone who is studying in Australia on a student visa. An overseas student is also called an international student.
Services means training, assessment, related educational and support services and/or activities related to the recruitment of prospective learners. It does not include services such as student counselling, mediation or ICT support
Standards means the Standards for Registered Training Organisations (RTOs) 2015 from the VET Quality Framework
Plagiarism means denotes any work taking and using another person's ideas and/or manner of expressing them and passing them off as one's own by failing to provide appropriate acknowledgment, including the use of material from any source, staff, students or the Internet, published and unpublished works.
Collusion refers to the unauthorised act of a student presenting work, which is the outcome of directly working with others, as his or her own.
Cheating means seeking to obtain an unfair advantage in an examination or written, oral or practical work required to be submitted or completed for assessment in a course or unit of study, including the resubmission of work that has already been assessed in another unit.

Policy

1. Student Plagiarism, Collusion and Cheating

While cooperative effort and the sharing of information are encouraged, student must ensure your assignments and assessments are representative of own effort, knowledge and skills. Students must not take the work of others and present it as own. Plagiarism, collusion and cheating may result in the assignment/assessment being deemed to be “not yet satisfactory” or “not yet competent” by the assessor and the Director of Studies considering what other actions may be appropriate.

- Quoting from a book or an article without acknowledging the source.
- Handing in someone else’s work as your own.
- Stealing and passing off another person’s words or ideas and claiming them as your own.
- Giving incorrect information about the source of a quotation or idea.
- Downloading information from the internet without acknowledging the source.
- Copying a section of a book or article and submitting it as one’s own work.
- Accessing a copy of the Assessor Marking guide and using this to formulate responses.
- Presenting something as a new and original idea or producing something which was derived from an existing source.

2. Referencing Materials

If students are unfamiliar with how to reference, we recommend that students review http://www.citethisforme.com/harvard-referencing. Two types of citations are included:

- In-text citations are used when directly quoting or paraphrasing a source. They are located in the body of the work and contain a fragment of the full citation. Depending on the source type, some Harvard Reference in-text citations may look something like this:
    - "After that I lived like a young rajah in all the capitals of Europe…" (Fitzgerald, 2004).
- Reference lists are located at the end of the work and display full citations for sources used in the assignment. Here is an example of a full citation for a book found in a Harvard Reference list:
- Fitzgerald, F. (2004). The Great Gatsby. New York: Scribner.*
- It is preferred that students utilises Harvard Style referencing. Generally, Harvard Reference List citations follow this format:
    - Books: Last name, First Initial. (Year published). Title. City: Publisher, Page(s).
    - Journals/publication: Last name, First initial. (Year published). Article title. Journal, Volume (Issue), Page(s).
    - Websites: Website name, (Year published). Page title. [Online] Available at: URL [Accessed Day Mo. Year].

3. Plagiarism Detection Software-Turnitin

Clinton Institute continue improving in the high-quality Standards in student work and assessment submission and thus maintain the use of technologies to ensure utmost standards of quality are maintained by staff and students at all times.

To promote academic integrity, deter opportunities for plagiarism, streamline the assessment and feedback mechanisms and improve student outcomes, access to the Turnitin system will be provided to all students to check their own work prior to formally submitting their assessment work.

Students can access Turnitin via MS Team which has been set up after enrolment for each student. Students will be provided access to a video explaining how to use the system, in addition to being provided with a hard copy set of instructions.

4. Assessor Responsibilities

Assessors must ensure that students tick all of the boxes on the student declaration before commencing marking. Every Assessor working for Clinton Institute is required to check every completed assessment item submitted to them for plagiarism and any other form of cheating. Where a Trainer Assessor identifies instances of plagiarism, the students work must be marked as Not Yet Satisfactory or Not Yet Competent and the matter must be reported to the Director of Studies who will decide the most appropriate course of action to be taken. The Assessor must coordinate the opportunity for re-assessment, after the Director of Studies has determined the most appropriate course of action, unless the students' course enrollment is cancelled.

5. Reporting and investigation

All staff and students must report any suspected instances of plagiarism, collusion or cheating to the respective trainer/staff who in turn will advise the Director of Studies. All trainers and assessors must remind students that plagiarism, collusion or cheating is not accepted.

Upon receiving a report of suspected plagiarism, collusion or cheating, the Director of Studies must investigate the matter promptly and determine whether the allegations are correct. This investigation must include an interview with the participant and relevant trainer as well as, in the case of allegations of plagiarism, a review of the alleged copied material and the participant's classwork. The student has the right to have a support person present during any interview and to make submissions.

The Director of Studies will advise the participant in writing of the outcome of their investigation within five (5) business days of receiving the report of alleged cheating, collusion and/or plagiarism.

6. Consequences of Plagiarism, Collusion and Cheating

At the conclusion of investigating the circumstances around a students' alleged plagiarism or cheating, the Director of Studies will determine the most appropriate consequence for the student. The nature of the consequence will vary depending on the scale and scope of the misconduct. Where it appears that a student has unknowingly plagiarized or cheated, the types of consequences could include warning letters and mandated plagiarism training, and the like. If it appears that the student has deliberately plagiarized, colluded or cheated, the Director of Studies may decide that a more adverse consequence ais appropriate which could include additional monitoring throughout assessment, charging the student for the re-assessment activity, through to course cancellation.

Students found to have plagiarized or cheated more than once are at significant risk of being cancelled from their course. All consequences are to be decided by the sole discretion of the Clinton Institute Director of Studies.

Assessors are responsible for ensuring that students never have access (either electronically, in hard copy or verbally), to the Assessor Marking Guide for any unit of competence. Where an Assessor has been found not executing this responsibility and a student has accessed an Assessor Marking Guide, Clinton will fully investigate the matter and make a determination as to the most appropriate consequence (this could be from an official warning, through to cancellation of the employment contract). This will occur irrespective of whether the breach occurred by design or inadvertently.

7. External review

Clinton Institute takes the prevention and detection of plagiarism very seriously. To this end Clinton Institute has contracted an external consultant to review a sample students completed assessment items for two (2) days each month.

The external consultant will be looking for any signs of plagiarism, collusion, cheating and lack of referencing and formally reporting all findings to Clinton Institutes CEO.

Any students found to be plagiarizing, colluding, cheating or failing to reference appropriately, will be reported to the Director of Studies who will determine the most appropriate course of action for the student (as detailed in section 5 above).

Any Assessors found not to have properly checked completed student assessment items for plagiarism, collusion, cheating and a lack of referencing, will be reported to the CEO, who will consider the most appropriate course of action. Clinton Institute tolerance for Assessors not properly checking students work is very low and adverse consequences are the likely outcome for Assessor found to be not doing their jobs.

8. Appeal

Students have the right to appeal against an assessment decision by following the Complaints and Appeals Policy and Procedure.

9. Record keeping

Clinton Institute will comply with the requirements of the ESOS Act in relation to record keeping. This means that assessment records will be kept on file for at least two (2) years after the assessment decision has been made. See VET, and CRICOS Regulation & Legislation Policy & Procedures.

Procedures

1. Assessment submission and assessing

Procedure	Responsibility
A. Students acknowledgment • During Orientation, Assessment submission will be part of Powerpoint of Orientation, ensure students understand the: - plagiarism collusion and cheating policy and procedure - Referencing Materials - Use Turnitin to check their works prior to formally submitting their assessment works. • Within one day after Orientation finished, students will receive the video of the Turnitin guide, a soft copy set of instructions, together with an MS account/ college email and timetable.	Student Support Officer
B. Students assessment submission • All students request to submit their assessment work via the MS team. Once upload the work, students request to view the Similarity report generated from Turnitin in MS Team. • Students need to amend the similarity answers found by the report (excluded the assessment templates). In addition, if reference materials are conducted, accurate source references need to be provided. • Students undo the 'Turn in' unlimited time to improve the quality of works until they satisfy the similarity finding before formal submission. • Each Assessment Task should be submitted by the student with a signed and completed Assessment Task Cover Sheet	Students
C. Assessor assessing the submission • Assessors must ensure that students tick all of the boxes on the student declaration before commencing marking. • Every Assessor working for Clinton Institute must check every completed assessment item submitted to them for plagiarism and any other form of cheating. Where a Trainer Assessor identifies instances of plagiarism, the students work must be marked as Not Yet Satisfactory or Not Yet Competent and the matter must be reported to the Director of Studies, who will decide the most appropriate course of action to be taken.—go to procedure part 2. • Provide students with written feedback on the Assessment Task Cover Sheet when appropriate. A copy of the cover sheet will be kept on the student's file with the assessment tasks, and the original cover sheet will be returned to the student.	Assessor

2. Reporting, Investigation and Consequences of Plagiarism, Collusion and Cheating.

Procedure	Responsibility
D. Reporting and Investigation	Director of Studies Trainer and Assessor

Procedure	Responsibility
• All staff and students, at any time, can report the report any suspected instances of plagiarism, collusion or cheating to the respective trainer/staff who in turn will advise the Director of Studies. Email contact: dos@clinton.edu.au • Upon receiving a plagiarism report, collusion or cheating, the Director of Studies must investigate the matter promptly within three [3] business days. Information assessing included but was not limited to -Assessor Marking Guide, -Turnitin similarity report and source of similarity. - Using an alternative form of assessment to determine the student's understanding • Based on the investigation and determine whether the allegations are correct. It also included the interview with the participant and relevant trainer and, in the case of allegations of plagiarism, a review of the alleged copied material and the participant's classwork. The student has the right to have a support person present during an interview and to make submissions. • The Director of Studies will advise the participant in writing of the outcome of their investigation within five [5] business of receiving the report of alleged cheating, collusion and/or plagiarism.	Students
E. Consequences of Plagiarism, Collusion and Cheating. Depend on the nature of Plagiarism, Collusion and Cheating. Students will be informed of one or more of below sanction: - Warning letter and training via intervention - Re-assessment - More intense monitoring of future assessment submissions - Advise student withdraw from the course and COE Cancellation	Director of Studies, Trainer and Assessor

3. External Review.

Procedure	Responsibility
F. External Review • Admin provided the students data who completed the units within the last month and sent them to an external consultant. Consultant random select the students with units for review • The external consultant provides the report to Clinton Institute CEO with action recommendations as part of continuous improvement.	External Consultant CEO

4. Records of Assessment.

Procedure	Responsibility
G. Keep records of assessment • Records of assessment will be kept for a period of at least two (2) years from the time the assessment judgement was made.	Administration

Document Approval

Policy & Procedure approved by:	Jing Qin
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Signature:	
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