

AUSTRALIAN COLLEGE OF APPLIED ANIMAL STUDIES

Policy and Procedure – Plagiarism

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Section 1 – POLICY Plagiarism

STATEMENT –To provide a systemic approach to the treatment of plagiarism in academic work at the ACAAS. The policy is intended to promote honesty in learning and assessment and respect for the work of others. Contravention of this policy will result in students being penalised.

Policy

- I. To engaging enterprises/industry in developing and validating learning and assessment strategies
- II. To develop learning and assessment strategies and tools relevant to the Veterinary industry
- III. To develop learning and assessment strategies and tools that are fair and equal to all learners
- IV. To develop learning and assessment strategies and tools that provide equality and access to all learners

Intent ACAAS staff shall

- Know and consistently implement the legislation, policy and procedures concerning plagiarism;
- Provide information to students about referencing requirements
- Provide examples to students of appropriate referencing techniques and practice;
- Be vigilant in the detection of plagiarism;
- Provide transparent and consistent feedback to students about issues relating to referencing; and
- Staff should set a good example through their own practice.

SECTION 2 – PROCEDURE –

Student responsibilities

- Understand and comply with policy and procedures concerning plagiarism and seek help if unclear about their requirements;
- Be familiar with, and apply, the referencing practices acceptable to ACAAS;
- Ensure that all sources of information are appropriately acknowledged; and

- Take all reasonable precautions to ensure work cannot be copied.

Processes

Students must submit all written assessments with an Assignment cover sheet which they must sign and date indicating that they have not plagiarised and that all work is their own.

Assessors should not accept students work until this has been filled in and attached.

Students should include a list of references used at the end of their written assessments.

Students are advised to include a footer on their written assessments.

Non Compliance

- Students will be made aware of their non compliance of this policy and given a written warning and be required to resubmit work
- Students will risk severe disciplinary action if this problem reoccurs.

Students are made verbally aware of ACAAS policy on plagiarism on induction day & at briefing sessions with their coordinator.

The following information is taken from the “deadlines, plagiarism & referencing document” given at time of induction & explains ACAAS’s procedures if a student is found to be cheating &/or has plagiarized an assessment.

Plagiarism- the copying of someone else’s intellectual property, is cheating. It means that the assessor of the work accepts what you present as genuinely representing your understanding of, and ability in, the subject concerned.

ACAAS will not tolerate plagiarism or cheating, and a penalty may be imposed if you are accused of either.

It is cheating to:

- use notes or other resources without permission.
- hand in someone else’s work as your own (with or without that person’s permission)
- take work without the author’s knowledge (cutting and pasting from the Internet)
- use any part of someone else’s work without the proper acknowledgement

It is not cheating to:

- discuss assignments with lecturers or other students to understand what is being asked for
- hand in work done alone or with the help of staff
- get help to correct minor errors in spelling, grammar or syntax (sentence construction)
- discuss assignment requirements and course materials so that you can better understand the subject (this is, in fact, encouraged)
- submit one assignment from a group of students where this is explicitly permitted or required
- use other people’s ideas where they are acknowledged in the appropriate way, such as referencing using footnotes. (see ACAAS Referencing Guide)

PENALTIES

If you are suspected of cheating, your assessor will investigate to establish evidence to support the suspicion. If there is evidence to support the suspicion, the assessor will notify the Director of Training or the Compliance Officer.

These concerns will be disclosed to you in writing, requesting a time to discuss the matter. You will have the opportunity to counter the allegations made against you.

Once you have provided your information, the College may come to one of two decisions:

- 1. It is a minor or unintentional offence and you will be given the opportunity to re-submit the assessment or undergo an alternative form of assessment, such as a short oral assessment, which may involve talking about the work or questioning.*
- 2. If it is a serious offence you will fail the Unit of Competency and re-sit that Unit –completing and submitting the Units Assessments with the following Intake. This means you may be unable to graduate with your initial group. You may also be required to re-pay for that Unit of Competency.*

If you are caught cheating on more than one occasion; this will be classed as a “serious offence” & option 2 will automatically apply.

The Policy of Appeals will apply to accusations of Plagiarism.

Section 3 – Supporting Documentation

Form	Location	Document Type
Assignment cover sheet	T5/E	Form that student attaches to the front of each written assessment as declaration that the work is theirs.
Deadlines, Plagiarism & Referencing document	T5/E	Document given to students at induction, outlining ACAAS stance on plagiarism , deadlines & referencing

Section 4 – Governance

Person responsible for this policy	Director of Training
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Version Control

Version number	Approval date	Approved by	Amendment
1	2011	Elise	
2	2013	Elise	Update on processes outlining assessment cover sheets for each assessment.
3	2014	Elise	Include information from “plagiarism document”
3	2016	Elise	Minor change- “plagiarism document” is not called “deadlines, plagiarism & referencing document”- edited in policy. Otherwise review. Version # remain same