

## **PLAGIARISM AND CHEATING POLICY**

### **SCOPE**

Applies to all students, staff and contractors.

### **POLICY STATEMENT**

LIBERTY INSTITUTE OF HEALTH AND EDUCATION will not tolerate misrepresentation with respect to the ownership of intellectual property, or the failure to acknowledge the intellectual property of others

### **PURPOSE**

The purpose of this policy is to:

- Outline the LIBERTY INSTITUTE OF HEALTH AND EDUCATION's approach to managing plagiarism

### **PRINCIPLES AND DEFINITIONS**

The following definitions apply when used in this policy:

Cheating

- The intentional use of doing anything to gain an unfair advantage.

Plagiarism/

- The intentional use of the language and thoughts of another author and the representation of them as one's own work.
- The failure to reference or acknowledge work taken from another source.
- Duplication or copying of someone's work.
- Presenting a piece of assessment as independent work when it was completed with the assistance of others.

### **CONSEQUENCES OF NON-COMPLIANCE WITH POLICY**

Any breach of this policy by a staff member or contractor could impact on the RTO's registration and will be managed in accordance with Human Resources Policy. Any breach of this policy by a student will result in disciplinary measures as outlined in this policy.

## PROCEDURES

PREVENTING	PLAGIARISM
<b>RTO/Training Manager</b>	<ul style="list-style-type: none"> <li>• Provide an Assessment Cover Sheet to each student that requires participants to sign a declaration that states they will not cheat or plagiarise.</li> <li>• Clearly explain cheating and plagiarism policy to each participant at the beginning of each unit of study.</li> <li>• Teach participants how to use appropriate referencing conventions.</li> </ul>
<b>RTO/Training Manager/trainers and assessors</b>	<ol style="list-style-type: none"> <li>1. If suspected, interview participant and ask participant to provide draft notes or evidence that submitted work is their own work</li> <li>2. If work is shown to be participant's own work, assistance in addressing issues such as correct referencing will be provided.</li> <li>3. If plagiarism or cheating has occurred provide counselling and communicate clearly that this behavior is not acceptable.</li> <li>4. Clarify the expectations of the assessment task and ensure participant is ready for reassessment</li> <li>5. Provide an opportunity for participant to resubmit an assessment task or resit an assessment exam.</li> <li>6. If this behaviour is repeated, record a result of NYC for the participant for that unit of competency. They will be required to repeat the unit of competency. RTO may charge a fee.</li> <li>7. Continued offences will result in the student being expelled from the RTO with no refund.</li> </ol>
<b>Student</b>	<ul style="list-style-type: none"> <li>• If you disagree with an assessment decision you can appeal the decision using the Complaints and Assessment Appeals policy</li> </ul>

## RELATED POLICIES & DOCUMENTS

- Complaints and Assessment Appeals policy
- Student Complaints and Appeals form