



OXFORD COLLEGE OF BUSINESS RTO No. 21442 (CRICOS: 02573B)

Plagiarism and Cheating Policy and Procedures

1. Purpose

This policy establishes a framework for the definition of and processes for preventing and dealing with instances of cheating and plagiarism.

2. Rationale

The purpose is to develop student awareness of cheating and plagiarism and list the preventative and corrections procedures Ozford undertakes in dealing with the most common form of academic cheating which is plagiarism.

2. Scope

This policy and procedures apply to all Ozford staff and students

3. Definitions

- 3.1 Cheating is an attempt to give or obtain assistance in a formal academic exercise or examination without due acknowledgment.
- 3.2 Plagiarism means knowingly presenting the work or property of another person as if it were one's own without appropriate acknowledgement or referencing. It includes:
- word for word copying of sentences or paragraphs from one or more sources which are the work or data of other persons (including books, article's themes, unpublished works, working papers, seminar and conference papers, internal reports, lecture notes, tapes or works of creative arts);
 - closely paraphrasing sentences, paragraphs or themes;
 - using another person's ideas, work or research data without due acknowledgment;
 - submitting work which has been produced by someone else on the student's behalf as if it were the work of the student;
 - submitting one's own previously assessed or published work for assessment or publication elsewhere, without appropriate acknowledgement;
 - copying or submitting computer files in whole or in part without indicating their origin
 - in the case of collaborative projects, falsely representing the individual contributions of the collaborating students where individual contributions are to be identified.
- 3.3 Plagiarism can involve:
- copying any material from books, journals, study notes or tapes, the web, the work of other students, or any other source without indicating this by quotation marks or by indentation, italics or spacing and without acknowledging that source by footnote or citations
 - re-phrasing ideas from books, journals, study notes or tapes, the web, the work of other students, or any other source without acknowledging the source of those ideas by footnotes or citations. This could include material copied from a source and acknowledged, but presented as the student's own paraphrasing.
 - words quoted directly from another source without acknowledgement
 - submitting another student's assignment as your own or paying someone to write your assignment for you, or buying a paper and submitting it as your own work

- using parts of a past student's assignment in your assignment without acknowledgment
- using the structure, argument and research sources from another student's answer.

Levels of Plagiarism at Ozford

Level I plagiarism (low level) is identified and dealt with at the unit/course level. The student will be required to undertake a remedial / learning exercise and given the option to revise and resubmit their work. No mark penalty is imposed.

Level II plagiarism (substantial level) is confirmed and dealt with at the school/department level. The student may be interviewed. A penalty will be imposed for confirmed incidents, and the student may also be required to undertake a learning exercise.

Level III plagiarism (intentional level) is confirmed and dealt with at the school level through a Faculty Hearing or a Board of Discipline. A significant penalty may be imposed if the student is subsequently found guilty

4. Policy

- 4.1 Plagiarism means that students are not demonstrating their own understanding and learning in assessment, and can be gaining unfair advantage over other students by submitting work not their own.
- 4.2 The level of intent to deceive and the extent of the plagiarism should be the criteria for determining penalties.
- 4.3 Offences of plagiarism will attract penalties which may vary from counselling and a warning, the deduction of all marks for the assignment, to failure in the subject. The penalty will depend upon the extent of the plagiarism, whether it is a first or repeated offence, whether there is evidence of deliberate deceit and whether advantage has been taken of another student.

5. Procedures in Preventing Cheating and Plagiarism

- 5.1 All staff involved in training/assessing will assist in providing a learning and teaching environment that upholds academic integrity. It is the trainer/assessor's responsibility to:
 - provide clear instructions regarding assessment requirements
 - provide appropriate training and support to assist students to learn the academic required for their assessment tasks
 - provide marking criteria and an "Assessment Cover Sheet" for assessment tasks and require the signature of the student declaring that all cited works have been acknowledged.
 - take all reasonable steps to detect plagiarism and/or cheating
 - investigate the incident according to the procedure if a suspected plagiarism incident is brought to the attention
 - explain the consequences of plagiarism to students of Ozford who are not aware that plagiarism is a serious academic offence
 - Introduce the students to Turnitin, the anti-plagiarism software, and provide instruction on how to use it.
- 5.2 All students have a responsibility to prevent cheating and plagiarism by:
 - ensuring that they have a sound knowledge of what cheating and plagiarism is
 - produce original work with appropriate and correct citations of the work, information, ideas that are taken from any source.
 - take careful notes of ideas or information are sourced;

- acknowledge others' work correctly (phrases, quotations, ideas, graphics, diagrams, charts, tables and figures);
- ask questions to clear any doubts that you may have on cheating and plagiarism
- clarify/check what actions could be interpreted as cheating and plagiarism
- explain the consequences of plagiarism to students of Ozford who are not aware that plagiarism is a serious academic offence.
- Using Turnitin software to submit and check originality of written work.

6. Procedures in Managing and Dealing with Cheating and Plagiarism

- 6.1 As part of cheating and plagiarism management procedures, The VET Coordinator will ensure that comparable penalties are applied for equivalent acts of cheating and plagiarism. The following procedures must be adhered to when managing alleged cheating and plagiarism at Ozford.
- 6.2 On detecting possible plagiarism, a staff member will report the incident, together with relevant evidence, to the VET Coordinator.
- 6.3 On receiving details of alleged cheating and plagiarism, the VET Coordinator, together with the staff member reporting it, will decide whether or not plagiarism has occurred, and if it has occurred, use the "Plagiarism Level Assessment" to assess the level of seriousness. Staff who suspect plagiarism should always consult with the VET Coordinator.
- 6.4 If plagiarism has not occurred, there should be no further action.
- 6.5 If Level I cheating or plagiarism has occurred; the VET Coordinator should provide appropriate educational or remedial advice to the students. Students will be:
- given written notification of the nature of the fault in their work,
 - provided with the opportunity to learn from their mistakes and correct their work, and
 - given the opportunity to re-submit the assessment (or part thereof) for remarking.
- 6.6 If Level II cheating or plagiarism has occurred, the VET Coordinator will provide the student with written details of the complaint and access to copies of relevant evidence. The student will be allowed ten (10) working days to respond. They may choose to explain or defend their actions in writing and/or to attend an interview with the VET Coordinator.
- If cheating or plagiarism *is confirmed*, the VET Coordinator and then impose an appropriate penalty and then notify the student, in writing, of the decision. Educational or remedial advice may also be offered.
 - If plagiarism *is not* confirmed, there should be no further action.
 - When the matter is concluded, a record of the incident will be forwarded to the VET Coordinator.
- 6.7 If Level III cheating or plagiarism has occurred, the VET Coordinator will review the evidence and then may conduct an Appeal meeting to investigate the alleged plagiarism. The VET Coordinator will ensure appropriate records are maintained and as necessary, notify other academic staff members responsible for the student's progress.
- 6.8 Alleged cheating or plagiarism reported by an external supervisor/examiner should be referred directly to the VET Coordinator who will manage the cheating and plagiarism accordingly.

7. Maintaining Records

- 7.1 Secure and effective storage of records of confirmed incidents of plagiarism will be maintained in student file.
- 7.2 Access to students' file/records must be made through the VET Coordinator.
- 7.3 If an accusation of cheating or plagiarism is dismissed, no details will be lodged on the student's record.

8. Annual review

The VET Coordinator will conduct an annual review of the effectiveness of the Ozford's plagiarism management procedures, including a review of the recording system, number and types of offences committed, and penalties imposed.

9. Appeals

A student who is not satisfied with the application of this policy can lodge an appeal, using the complaints and appeals policy.

Notification of Level I Cheating or Plagiarism

Student Name _____

Student ID _____

Unit Name _____

Course _____

Teacher _____

Date of Incident: _____

Your trainer has expressed concern about the originality of your work. We are satisfied that there is clear evidence of plagiarism, as described below.

Inadequate referencing Clear Copy and Paste Poor paraphrasing

We have taken into account that you have admitted the fault in your work and are satisfied that you did not intend to deceive. You are therefore being given the opportunity to resubmit your work for marking.

It is your responsibility to take active steps to improve your academic skills and to demonstrate this in the re-submitted assessment.

Final date for resubmission of work _____

Date: _____

Agreement between Teacher and Student

To be completed by student

I agree to revise my work and to resubmit it by the due date.

Signature of student:

Date:

Compliance

The student's work has been re-submitted.

The students work has not been submitted by agreed due date

I am satisfied that this student has complied with the educational advice given.

I am not satisfied with work re-submitted and notice of failure has been written

Signature of teacher:

Date:

Notification of Level II Cheating or Plagiarism

Student Name: _____

Student ID: _____

Unit Name: _____

Course: _____

Teacher: _____

Date of Offence: _____

Date of Warning Letter/ Report: _____

Details of offence (please tick)

It was alleged that the work which you submitted for assessment:

was plagiarised (Level II plagiarism)

was copied from another student without permission

was copied from the internet without reference

other _____

Factors considered in generating this report (tick as many as apply)

Experience of student

first six months

second - third year

other:

first year of course

final year

Assessment Item

tutorial work

assignment

draft

group work

major assignment

other:

Extent of plagiarism

two or more paragraphs

numerous faults

% copied:

other - details: _____

Penalty imposed

Student will need to re-enrol for this unit

Student needs to attend Academic Counselling

Student needs to write a letter of apology to the VET Coordinator

Signature of VET Coordinator: _____ Date: _____

Notification of Level III Cheating or Plagiarism

Student Name: _____

Student ID: _____

Unit Name: _____

Course: _____

Teacher: _____

Date of Offence: _____

Date of Warning Letter/ Report: _____

Details of offence (please tick)

It was alleged that the work which you submitted for assessment:

- was plagiarised (Level III plagiarism)
- was copied from another student with / without permission (please circle)
- was copied from the internet without reference
- other _____

Factors considered in generating this report (tick as many as apply)

Experience of student

- first six months
- first year of course
- second - third year
- final year
- other:

Assessment Item

- tutorial work
- group work
- assignment
- major assignment
- draft
- other:

Extent of plagiarism

- two or more paragraphs
 - other - details:
 - numerous faults
 - % copied:
-

Penalty imposed

- Student will need to re-enrol for this unit of competency
- Student needs to attend Academic Counselling
- Student needs to write a letter of apology to the Vet department

Signature of Vet Coordinator: _____ Date: _____

Cheating and Plagiarism Level Assessment

Place a tick at the appropriate place on each continuum. Make an overall judgement about the level of seriousness. Final level above Level I must be ratified either by the VET Coordinator.

Name of student: _____ Unit/Code: _____ Date: _____			
Staff member: _____ Course Coordinator: _____			
Criteria	LOW LEVEL	MEDIUM LEVEL	HIGH LEVEL
Experience of the student Relates to your expectation that the student should be aware of the seriousness of their actions.	← For example: First year student or first semester of course Cultural considerations/mitigating circumstances e.g. no prior instruction or unclear instructions given students: in pre-candidacy draft	For example: Students after first semester of course but before final year After completion of known instruction in avoiding plagiarism students: in candidacy or early to in mid-course thesis drafts	→ For example: Final year, experienced student Where student is expected to fully understand and exhibit academic integrity students: in final thesis drafts or submitted thesis
Nature of plagiarism Nature of the breach of academic scholarship.	← For example: Referencing or attribution of work is not clear or adequate, or has numerous errors Inappropriate paraphrasing	For example: Failure to reference and/or cite adequately Copying segments of other students' assignment work False indication of contribution to group work Copying fragments of material from websites, book or other publications / Recycling parts of previous assignments	→ For example: Fabricated references or citations Whole works copied (from students or other sources) Purchased assignment Stealing others' work
Extent of plagiarism Amount or proportion of assessment item or work that is not the student's own. Extent to which the assessment process is compromised.	← For example: Few sentences, one paragraph, one (minor) graphic Few elements of computer source code	For example: Two or three paragraphs or a segment of the work Segments of computer source code	→ For example: More than 10% of the work is copied Significant appropriation of ideas or artistic work Multiple pages or sections of text or graphics copied
Intent of student to cheat by way of plagiarism Intentionality of the act of plagiarism and intent to cheat by way of plagiarism.	← For example: Plagiarism appears unintentional or due to lack of knowledge Intent to cheat is unlikely or doubtful	For example: Plagiarism appears intentional or the result of negligence Intent to cheat is probable but cannot be clearly substantiated Two or more students involved	→ For example: Plagiarism appears deliberate and planned Actions contravene clear instructions Intent to cheat is evident and can be substantiated
Decision	LEVEL I	LEVEL II	LEVEL III