



Skilled Up
Institute

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RTO Number: 40471 | CRICOS Code: 03666M

Plagiarism and Academic Misconduct Policy and Procedure

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Plagiarism Policy and Procedure

1. Purpose

The purpose of this Policy and Procedure is to:

Set out the principles underpinning the College's approach to assessment honesty;

Identify individual responsibilities for promoting the principles of assessment honesty; and

Prescribe a transparent process for handling allegations of assessment dishonesty and plagiarism by students enrolled in award and non-award courses.

Statutory and regulatory compliance

- Standards for RTOs 2015
 - Clause 1.8
 - Clause 6.1 – 6.6
- National Code 2018
 - Standard 10 – complaints and appeals

2. Scope

The RTO Manager/Operations Manager is responsible for the implementation of this policy and procedure to ensure that staff are aware of its application and implement its requirements

The policy is applicable for all Skilled Up T/A Skilled Up Institute (SUI) Students.

3. Policy

Skilled Up Trading as Skilled Up Institute (SUI) requires all students to act honestly, ethically, and with integrity in their dealing with the College, its employees, and members of the public and other students. This policy is intended to promote honesty in learning and assessment and respect for the work of others.

Further, this policy and procedure ensures that Skilled Up Institute (SUI) is able to detect and react appropriately to all / any forms of plagiarism, collusion and assessment dishonesty that is uncovered to be occurring by students enrolled with Skilled Up Institute.

The following procedure provides a guideline to the requirements of staff within the College in uncovering such misconduct from students, ensuring that appropriate action is taken after the required processes have been followed.

It is SUI's intention to manage plagiarism and assessment dishonesty appropriately for the protection of the College's reputation and the standards of current and future students.

4. Procedure

4.1 Actions to prevent Plagiarism and Assessment Dishonesty

Students are made aware of the Plagiarism and Assessment Dishonesty Policy and Procedure through the student induction process and the Student Handbook and can access this through Student Administration Officer/SUI's website.

Trainers and Assessors are to regularly reinforce the consequences of plagiarism and Assessment Dishonesty (academic misconduct) and should provide clear guidance to the students that identify the assessment conditions.

All Learner Guides/Assessments includes information on Plagiarism and Assessment Dishonesty (Academic Misconduct). Moreover each Task contains a "Declaration" that is signed by the Student to certify that no part of the assignment has been copied from another person's work except where documents or work is listed/ referenced, and that no part of the assignment has been written for them by another person.

4.2 Monitoring and Identification of Plagiarism and Assessment Dishonesty

Trainers and Assessors are required to undertake integrity checks of students work. This will be achieved through a *sampling* process.

Such forms of identifying plagiarism and cheating may include but are not limited to tasks such as:

- Checking through Turnitin software prior to marking
- Researching quotes and references listed in the body of work
- Conducting a general internet search on the topic of the assessment
- Checking the students work against the online encyclopaedia 'Wikipedia'
- Using various plagiarism websites (such as 'dustball' and 'article checker')
- Cross referencing the work with other students assessments for the same unit

4.3 Action

Where possible Plagiarism and Assessment Dishonesty is identified through the sampling process the Trainer/Assessor is required to put the matter to the student. The Trainer / Assessor is required to clearly identify the passages or content which are alleged to be plagiarised and their source.

Where Plagiarism or Assessment Dishonesty is suspected the matter must be reported directly to the Academic Director. It is imperative that any Trainer/Assessor who suspects that they have

detected Plagiarism or another form of Assessment Dishonesty, must produce evidence (through identifying the source) to support their allegation. This evidence is to be taken to the Academic Director and a written report of the matter is to be provided.

The following procedure will take effect:

- The Trainer / Assessor will record the alleged offense in the Plagiarism Register and monitor the progress until resolution/decision has been finalised.
- Within three working days, SUI will communicate with the student via written letter (Academic Misconduct form) through email or post. The form will advise them of the alleged offence and require them to meet with the Trainer to explain/ respond to the allegation.
- The student will arrange an appointment with the RTO Manager/Operations Manager (and the Trainer/Assessor will be invited as well) within 5 working days from receipt of the letter to discuss the allegation.
- The student will be given 5 working days to provide a written response to the allegation.
- SUI will review and make a decision within 5 working days.
- Once a decision has been made, one of the following penalties may be enforced:
 - First offence – first written warning and the specific task will be marked Not Satisfactory and the student will be required to resubmit the task.
 - Second offence - second written warning and the Unit will be marked NYC and the student will be required to re-sit for all the Unit assessment tasks.
 - Third offence – third written warning and the Unit will be marked NYC and the student will be required to repeat the unit at student cost.
 - Fourth offence – cancellation of COE (student code of conduct) and written advice on the cancellation of COE
- All records of communication as to the Alleged Offence/ Offence will be retained in the Student Folder.

Please Note: Where a student enrolment is to be suspended or cancelled SUI must follow the procedures identified in Deferring, Suspending or Cancelling the Student's Enrolment Policy & Procedure to ensure all ESOS obligations are followed in terms of notification and reporting of the change to enrolment.

If the student does not agree with SUI's decision, then they are able to access the Complaints and Appeals Policy and Procedure to have the matter reviewed. This is to be submitted within 10 working days of the decision.

4.3 Plagiarism Register

A register will be maintained to record:

- Alleged Offence / Offence on Plagiarism and Assessment Dishonesty
- Warnings that have been given to students about plagiarism, even where no formal action has been taken or penalty applied;
- Penalties applied and the nature of those penalties.

Records regarding a student's involvement in alleged plagiarism will be retained for two years.

The register will be accessible only to staff authorised by the PEO and where requested, students concerned will have access to their own details in the register.

4.4 Responsibilities

Responsibilities of students

It is the responsibility of each individual student to ensure that:

- they are familiar with the expectations for assessment honesty both in general, and in the specific context of particular disciplines or courses
- work submitted for assessment is genuine and original
- appropriate acknowledgement and citation are given to the work of others
- they declare their understanding of and adherence to the principles of assessment honesty on appropriate pro-formas and cover sheets as required by the assessment area
- they do not knowingly assist other students in assessment dishonest practice.

Responsibilities of Relevant Skilled Up Institute (SUI) staff

It is the responsibility of relevant SUI staff including Trainers/Assessors to:

- provide information that enables all students taking the course to become aware of this policy
- provide information that enables all students taking the course to become aware of the expectations for assessment honesty within SUI, in the Course and in the Unit, and of the potential consequences of breaches of this policy
- take account of the disparate educational backgrounds of students, including some who will be quite unfamiliar with the normal expectations for assessment honesty. For example, students should be directed to appropriate sources of support and guidance to amplify the assessment's explanations about assessment honesty
- make regular attempts to detect assessment dishonesty in the work submitted by students by conducting integrity checks

- apply penalties in accordance with this Policy where breaches occur

Definitions

In order to have common understanding, the following definition applies in this policy:

Assessment Honesty is the principle that students' work is genuine and original, completed only with the assistance allowed according to the rules, policies and guidelines of the College. In particular, the words, ideas, scholarship and intellectual property of others used in the work must be appropriately acknowledged. *Note that "work" above includes not only written material, but in addition any oral, numerical, audio, visual or other material submitted for assessment.*

Assessment Dishonesty includes plagiarism, collusion, the fabrication or deliberate misrepresentation of data, and failure to adhere to the rules regarding examinations in such a way as to gain unfair assessment advantage.

More general forms of dishonesty, not directly related to assessment, are not covered by this policy.

Cheating means the breach of rules regarding formal examinations, or dishonest practice in informal examinations, tests or other assessments. Examples include the use of prohibited material or equipment for unfair advantage, and consultation with other persons during the course of the assessment where this is prohibited.

Collusion is the involvement of more than one individual in an instance of assessment dishonesty. All parties involved in such collusion are in breach of the principles of assessment honesty (unless there is good evidence of innocent involvement). "Collusion" needs to be distinguished from "collaboration", defined for the purposes of this document as work jointly undertaken and produced.

Fabrication is the representation of data, observation or other activity as genuine, comprehensive and/or original when it is not. This includes inventing the data, using data gathered by others without acknowledgment, or wilfully omitting data to obtain desired outcomes.

Originality For the purposes of this policy, "original" work is work that is genuinely produced by the student specifically for the particular assessment task.

Plagiarism is copying, paraphrasing or summarising, without appropriate acknowledgement, the words, ideas, scholarship and intellectual property of another person. This remains plagiarism whether or not it is with the knowledge or consent of that other person. Plagiarism has also taken place when direct use of others' words is not indicated, for example by inverted commas or indentation, in addition to appropriate citation of the source.

Each individual student is responsible for ensuring that they are fully informed about methods of acknowledgement appropriate to any piece of assessable work that they submit.

Intentional Plagiarism: is plagiarism associated with intent to deceive.

Unintentional Plagiarism: is plagiarism associated with a lack of understanding of plagiarism or a lack of skill in referencing / acknowledging others' work (still a breach of this Policy).

Recycling is the submission for assessment of works which, wholly or in large part, has been previously presented by the same student for another assessment, either at SKUP or elsewhere. In some cases, Trainers will specifically allow this practice. If no specific provision to the contrary is made, submission of work for assessment, a second or subsequent time constitutes a breach of this policy.

Student means any person who is or was enrolled in, or seeking enrolment in, a program in, or a course offered by the College.

Understanding Plagiarism

Plagiarism occurs when students fail to acknowledge that the ideas of others are being used. Specifically it occurs when:

- other people's work and/or ideas are paraphrased and presented without a reference;
- other students' work is copied or partly copied;
- other people's designs, policies or images are presented as the student's own work;
- phrases and passages are used verbatim without quotation marks and/or without a reference to the author or a web page;

class notes are reproduced without due acknowledgement

Document Control:

<i>Policy ID (Document No):</i>	PP.0016.TLP
<i>Delegate person:</i>	CEO/RTO Manager/Operations Manager
<i>Contact Officer:</i>	RTO Manager
<i>Endorsed BY:</i>	Chief Executive Officer
<i>Endorsement Date:</i>	Chief Executive Officer
<i>Implementation Date:</i>	January 2023
<i>Approved for Circulation:</i>	Chief Executive Officer
<i>Policy Circulation Date:</i>	January 2023

Version:	20230101
Version Details	<p>Date Written: March 2019</p> <p>Date Reviewed: September 2019</p> <p>Date Changed of Version: September 2019</p> <p>Last Update Version On: December 2019.</p> <p>Last updated Version on: December 2021</p> <p>Last updated version on: January 2023</p>
Next Review Date:	December 2023
Latest Change Details	Updated logo and add Turnitin checking
For Staff access Document Location	Saved on Google Drive: Academic/policy