

# ELICOS Plagiarism and Cheating Policy

<b>Institution</b>	Blue Lotus College
<b>Policy Name</b>	ELICOS Plagiarism and Cheating Policy
<b>Policy Governance</b>	Academic Manager
<b>Reference to Standards</b>	ELICOS Standards 2018 – Standard P4.1C
<b>Date of Approval</b>	October 2018
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<b>Version No.</b>	1.1

## 1 PURPOSE

BLC establishes this policy and procedure to:

- 1.1 Assist in the identification and management of situations where plagiarism or cheating are suspected or proven.
- 1.2 Encourage students to conduct themselves professionally and ethically while studying at BLC

## 2 DEFINITIONS

**BLC/The College:** Blue Lotus College

**Academic misconduct:** Includes but is not restricted to: cheating, plagiarism, collusion and improper collaboration during the preparation of any prescribed assessment tasks.

**Cheating:** Dishonest act(s) by a student to gain an unfair advantage in taking an assessment or examination or test in a dishonest way. This may take several forms including:

- 2.1 Unauthorised communications with other students or unauthorised persons during an assessment;
- 2.2 Copying someone else's assessment, or using unauthorised material such as textbooks, notebook or any other written materials during an assessment;
- 2.3 Obtaining unauthorised access to assessment materials during or before the assessment;
- 2.4 Communicating material to other students in a closed book assessment by leaving answer papers exposed for other students to copy;
- 2.5 Copying another student's work and submitting it as your own;
- 2.6 Hiring or asking another person to do an assignment or attend an examination or assessment on the student's behalf;
- 2.7 Falsification or fabrication of research, lab reports or computer results.

**Plagiarism:** Is defined as presenting someone else's works which include ideas, words, images, or opinions without proper citation as if they are his or her own. Plagiarism may take several forms including:

2.8 Direct copying of someone else's work such as "phrases, paragraphs, graphs, tables or ideas" without acknowledgment, this also includes downloading of internet materials without referencing;

2.9 Minor paraphrasing of other people's work by changing words or altering phrases or paragraph order without acknowledgment;

2.10 Submitting work which has been developed fully or partly by other people as if it were their own.

**Collusion:** Is the unauthorised collaboration between a group of students in the preparation and production of work which is ultimately submitted by each in an identical or similar form as to be the product of his or her individual efforts.

## 3 POLICY

3.1 The College will inform students on the meaning of Cheating and Plagiarism at Orientation

3.2 Students will be well advised and knowledgeable before attempting any assessments

3.3 Student found cheating or plagiarising work will receive a "zero" for that particular assessment with no opportunity to resit or redo the assessment

## 4 RESPONSIBILITY

4.1 The Academic Manager is responsible for the implementation of this policy, and also ensuring that staff members and students are aware of and following this policy.

## 5 PROCEDURE

### Detection of Plagiarism

5.1 The College expects all teachers to be aware of the potential of plagiarism and cheating and apply appropriate risk management strategies. Staff are to make sure that students understand the implications of either act and both the reputational cost of undertaking in such practices.

5.2 Teachers are required take time to ensure that students understand what plagiarism and cheating are and how it is regarded in Australia.

5.3 Staff are expected to actively plan to detect plagiarism.

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- 5.4 Many tools exist on the internet to help detect plagiarism (some tools listed at: <http://www.web-miner.com/plagiarism#tools>).
- 5.5 Staff will have to exercise judgment in how to deal with each incident

## Detection of Cheating

- 5.6 Staff will need to have evidence of cheating. For example, by observation in closed book test, by comparison of two students work or through use of an appropriate tool.
- 5.7 The student(s) offending should be immediately made aware that the teacher knows and if it is a test situation, remove the student from that test.
- 5.8 If just one student is involved (e.g. obtaining answers without another student's knowledge) then that student will be marked "0" for that test.
- 5.9 If collusion is suspected, then ALL students will be declared as cheating and will be marked as "0" for their assessment