

Academic Misconduct and Plagiarism Policy

Academic misconduct or plagiarism occurs when a student reproduce someone else's words, ideas, or findings and present them as their own without proper acknowledgment. It includes attempts by students to cheat or act dishonestly in an examination, test, assignment, essay, or any other assessment task.

There are many forms of academic misconduct or plagiarism, including the following:

- Direct copying of sentences, paragraphs or other extracts from someone else's published work (including on the Internet and in software) without acknowledging the source;
- Paraphrasing someone else's words without acknowledging the source;
- Using facts and information derived from a source without acknowledging the source;
- Using ideas directly derived from an identifiable author without acknowledging the source;
- Producing assignments that should be their own independent work in collaboration with and/or using the work of other people (e.g. a student or tutor);
- Using the work of other members of a group project without acknowledging who contributed the work;
- Copying from another student's and / or their work;
- Submitting someone else's work as their own;
- Using a diagram from another text or the Internet as a basis for your diagram without acknowledging the source;
- Taking statistics from another source and using them in a new table or figure without acknowledgement;
- Buying an essay from the Internet or another student and submitting it as their own work;
- Making up fake quotes or sources.

Process

Students who are found cheating or guilty of plagiarism in any form of assessment will be deemed **Not Yet Competent** for the relevant Unit of Competency on confirmation of the breach. All confirmed cases of cheating or plagiarism these are recorded on the student's file.

Students will be disciplined as per the Students Disciplinary Policy.

Students found cheating will receive a formal written warning from the CEO advising that a second breach will result in the student being asked to leave the course with no refund. Plagiarism, either intentional or unintentional, is a practice which contradicts King's values of effort, excellence and integrity. There is an expectation that students will prepare and submit work that is their own, and where appropriate, acknowledge the work of others.

The academic work at King's requires the use of recognised referencing styles. Those styles acceptable to King's are detailed in the King's Referencing Guide. The trainers and assessors are expected to provide the referencing requirements to the students.

If the student fails to adhere to these requirements with respect to referencing, they may be considered to have:

- I. poorly referenced, in which case the Course Coordinator/assessors may apply marking/grading penalties;
- II. unintentionally plagiarised, and needs to be educated and/or penalised in accordance with the Management of Unintentional Plagiarism section of this policy and procedures;
- III. plagiarised, and be penalised in accordance with this policy and procedures.

It will be the responsibility of King's to:

- Provide processes for students to appeal decisions arising from plagiarism;
- Provide appropriate education for all students in how to correctly research, present and reference their work in the Australian educational environment;
- Provide International students with cultural education and practical training in relation to expectations and referencing practices in the Australian educational environment;
- Provide information to students on acceptable referencing practice, including the required referencing style.
- Creating awareness of King's's commitment to academic honesty;
- Advice to students on protecting their own work from theft/copying.

It will be the responsibility of the student to:

- Make every effort to reference correctly and not plagiarise;
- Understand and comply with the procedures of King's regarding plagiarism and seek help if unclear about the requirements;
- Be familiar with, and apply, the relevant and acceptable referencing style;
- Ensure that all sources of information are appropriately acknowledged;
- Take responsibility for the work that is submitted which includes taking precautions to ensure work cannot be copied, in whole or part; and

- Actively engage and seek academic support or self-educate based on feedback provided by staff.

Plagiarism Determination

- The general principle when enforcing plagiarism policy and procedures is to ensure fairness and students' well-being as much as possible. The aim is to educate and foster stronger learning environments, not to blindly punish.
- Prior to reporting plagiarism, the assessor, in discussions with the Academic Manager/CEO, needs to consider issues such as:
 - I. the magnitude/seriousness of the plagiarism;
 - II. the likely intent of the student(s) plagiarising;
 - III. potential for educating the student(s) involved;
 - IV. detrimental impacts should the student(s) be reported, such as stress or other studies;
 - V. fairness for both the student(s) that have plagiarised and those that have not;
 - VI. when regarding referencing, students should be considered as novice learners if they are enrolled in their first year of studies and/or have not been in a learning environment for some time.

Appeals

If the student is not satisfied with any decision relating to the incidents of Plagiarism and Collusion, the student has the right to appeal the decision in accordance with the Complaints and Appeals Process Policy and Procedures.

An appeal must be lodged in writing to the Student Support Manager/CEO within 20 working days from the date of the decision was taken.

Students may make an appointment with the Student Support Manager/CEO for assistance with their request relating to this Policy and its related Procedures.

Related documents

- Student code of conduct
- Student disciplinary policy
- Access and equity policy
- Monitoring course progress policy and procedures
- Complaints and appeals policy and procedures
- Completion within expected duration policy and procedures
- King's-Referencing guide

References and Legislation

- Education Services for Overseas Students Act 2000 (Cth);
- Education Services for Overseas Students Regulations 2001;

- National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018.
- Standards for Registered Training Organisations (RTOs) 2015.