



## P25 Plagiarism and Cheating Policy

# BRIGHTON INSTITUTE OF TECHNOLOGY

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### Purpose

Academic integrity is an essential component of teaching and learning. The ideas and work of others must be acknowledged rather than claimed as one's own.

The purpose of this policy is to outline:

- Brighton Institute of Technology's (BIT) commitment to high standards of academic integrity
- The issues associated with plagiarism and collusion/cheating and their effect on student learning
- The principles under which preventing, detecting and dealing with cases of plagiarism and collusion and related forms of cheating are managed.

Brighton Institute of Technology (BIT) is committed to ensuring a great learning experience for its students. It aims to provide a learning environment that fosters the qualities of independent learning and academic integrity.

This policy seeks to encourage ethical conduct and to inform staff and students about the BIT standards of academic behaviour. Students have a responsibility to maintain the highest standards of academic integrity in their work. Students must not cheat in their assessment and must ensure that they do not plagiarise another's work claiming it as their own.

### Scope

This policy applies to all BIT students and staff involved in academic assessment tasks and scholarly work.

### Responsibility

The CEO of BIT is responsible for the implementation and monitoring of this policy and procedure

### Definitions

*Plagiarism:* Plagiarism is the act of misrepresenting as one's own original work the ideas, interpretations, words, or creative works of another. These include published and unpublished documents, designs, music, sounds, images, photographs, computer codes and ideas gained through working in a group. These ideas, interpretations, words, or works may be found in print and/or electronic media<sup>1</sup>.

*Academic integrity:* One of the core functions of BIT is to develop student's ability to apply critical reasoning to assessment activities through independent thought and to make decisions that reflect the student's considerations of the task or workplace requirement.

BIT acknowledges that to develop this ability, the student will study the work of others via issued textbooks, learning material or through their own research. However, it is important that students in their learning acknowledge, through appropriate referencing, earlier work from which they have drawn information.

*Attribution:* Acknowledging the author or artist of words, music, computer code, artistic works, designs, or ideas.

*Citation:* Directly quoting or paraphrasing another person's text, work, or idea, and giving credit to the author by referencing it.

*Collaboration:* An academic activity involving more than one person.

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<sup>1</sup> Merriam-Webster Online Dictionary  
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**Collusion:** Another person assisting in the production of an assessment submission without the express requirement, consent, or knowledge of the assessor.

**Cheating:** Cheating is defined as “a form of deceit with a view to gaining an advantage for the cheat.” At BIT, cheating is usually related to taking unauthorised material into assessments. BIT Trainers have a responsibility to explain clearly expectations related to any assessment, what constitutes cheating, and to promote a climate of honesty in students.

**Copyright:** The legal right granted to an author, artist, publisher, or distributor to exclusive publication, production, sale, or distribution of a literary, musical, dramatic, or artistic work.

**Paraphrasing:** Repeating a section of text using different words which retain the original meaning.

**Quotation:** Placing an excerpt from an original source into a paper using either quotation marks or indentation, with the source cited, using an approved referencing system to give credit to the original author

**Referencing:** Referencing demonstrates that the student has read the issued material or has undertaken their own research in other sources. Failure to reference appropriately is considered unethical academic behaviour and will result in a student’s work not being accepted.

Students should understand that assignment and project work submitted for assessment must consist of original effort. It is insufficient to simply copy work from other sources and submit it, even if those sources are appropriately acknowledged. Work submitted by a student must have an original component.

### **The Policy**

1. Plagiarism, collusion and other forms of cheating are expressly forbidden under the BIT Rules for Assessment, which state that:
  - No student will submit for assessment any piece of work that is not entirely the student's own, except where either:
    - The use of the words, designs, computer code, creative works or ideas of others is appropriate and duly acknowledged, or
    - The assessor has given prior permission for joint or collaborative work to be submitted.
  - No student will assist any candidate in any piece of assessed individual work, and no student shall accept assistance in such a piece of assessed individual work, except in accordance with approved study and assessment schemes.
  - No student will submit the same piece of work for assessment in two different courses, except in accordance with approved study and assessment schemes.
2. BIT regards all plagiarism as unacceptable. At the very least, unintentional plagiarism is a lowering of the standards of academic integrity and an impediment to student learning. Where plagiarism is intentional and/or systematic, it is cheating.
3. To maintain high standards of academic integrity it is the obligation of every member of BIT (trainers and students) to know and respect the rules concerning plagiarism, and to seek and foster a learning environment that encourages the development of academic skills that are appropriate for each discipline.
4. To pro-actively address the issue of cheating and plagiarism, an academic committee is formed to identify the cases of cheating, plagiarism, collusion by means of random sampling.



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- a. The committee is comprised of the Training Manager, Administration Manager, and 1-2 trainers.
  - b. The committee randomly selects a sample size of at least 50 percent of an active group. This sampling is done qualification wise.
  - c. This activity is conducted bi-monthly.
  - d. A record is maintained by the Training Manager.
5. Plagiarism is always unacceptable but can occur because of inadequate understanding of the procedures of appropriate referencing or because of a lack of skills in academic writing.
6. Types of Plagiarism that will Incur Penalties

Plagiarism that will incur penalties can take several forms:

- a. Presenting works in any format, without appropriate attribution to the original source.
  - b. Paraphrasing sentences or whole paragraphs without due acknowledgement by reference to the original work.
  - c. Submitting assessment work with the intention to deceive the assessor as to the contribution made by the student submitting the work.
  - d. Students separately submitting the same piece of work with the intention to deceive the assessor as to the contribution they have made to the assessment task.
  - e. A student submitting the same piece of his or her own work, or significant parts of that work, for two (or more) different courses, without the assessor's permission.
7. Consequences of Plagiarism and Collusion
- a. All plagiarism is unacceptable, and each case of plagiarism should be treated on its own merits. Educational procedures should be in place to assist students to avoid submitting assessment work that does not meet the required standards of evidence-based writing.
  - b. All assessment work submitted by a student should be assessed in accordance with its academic merit. If a student receives a reduced grade or fails an assessment task because of the absence of appropriate citations and references it may be a consequence of the student failing to meet the stated criteria for the task, rather than as a punishment for plagiarism.
  - c. Inappropriate practices in the use of referencing, citations, quotations, or attributions for formative assessment may be dealt with by the assessor, who may refer students to appropriate resources to improve their academic skills. Suspected incidents of plagiarism involving summative assessments must be dealt with according to the guidelines of this policy.
8. The penalties associated with plagiarism are designed to impose sanctions that reflect the seriousness of the BIT's commitment to academic integrity. Penalties may include revising and resubmitting assessment work, receiving a result of zero for the assessment task, failing the course, expulsion and/or the imposition of a financial penalty.
9. Cost of re-assessment for Plagiarism
- a. The first case of plagiarism or cheating by a student will result in review of the competency granted. The student will be required to re-sit the assessment in case they wish to get their Competency revised. There will be no charge at this first instance.
  - b. A second incident of plagiarism and cheating will incur a cost of AUD 200.
  - c. Multiple occurrences will result in expulsion / suspension of the student.
10. Acceptable Plagiarism levels (worked submitted electronically and passed through a Plagiarism filter)



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BIT will accept a 20% level of plagiarism, where the student has done and submitted the work electronically. BIT accepts that when doing work electronically, it is possible to miss a reference or for a student to forget to do so. The student will be questioned about the plagiarised work and if in the opinion of the trainer it was unintentional the 20% amount will be accepted. Any work showing more than 20% will be rejected and all other parts of this policy will be followed.

**Examples of plagiarism-** The following are examples of plagiarism where a student intentionally does not acknowledgement or reference an author or source:

- Direct copying of paragraphs, sentences, a single sentence, or significant parts of a sentence
- Direct copying of paragraphs, sentences, a single sentence, or significant parts of a sentence with an end reference but without quotation marks around the copied text
- Copying ideas, concepts, research results, computer codes, statistical tables, designs, images, sounds or text or any combination of these
- Paraphrasing, summarising or simply rearranging another person's words, ideas, etc., without reference or explanation
- Offering an idea or interpretation that is not one's own without identifying whose idea or interpretation it is
- A 'cut and paste' of statements from multiple sources
- Presenting as independent, work done in collaboration with others
- Copying or adapting another student's original work into a submitted assessment item
- Copying or adapting a student's own work submitted in a previous essay or assessment
- Alternatively, there will be instances when a student unintentionally fails to cite sources or to do so adequately

Careless or inadequate referencing or failure to reference will be considered poor practice. Where careless referencing is identified, the student will be required to correct the error and resubmit an assignment.

### How to reference

At BIT, students are to be encouraged to apply the Harvard Referencing System in-text citation. This approach requires three pieces of information about a source within the text of the students work. This information is:

- the name of the author or authors
- the year of publication
- the page number/s

### Examples

Citations may be placed at the end of a sentence (before the concluding punctuation) in brackets, e.g.:

- To succeed, the team will rely on both task process and group process (Dwyer, Hopwood 2010, p. 239)

A reference may be placed in the text to integrate the author's surname into the sentence, followed by the year of publication and page number, in brackets, e.g.:

- Dwyer and Hopwood (2010, p. 239) identify that to succeed, the team will rely on both task process and group process.

### Reference List

At the end of the students work, a List of References must be included. This should include all the books, journal articles and other sources of information you have used to research your assignment. The reference list should be laid out alphabetically and the title of the source should be italicised. Each reference must include:

- the name of the author or authors



- the year of publication
- the title of the publication
- the edition of publication
- the publisher
- place of publication

Example

- Dwyer, J and Hopwood, N, 2010, *Management Strategies and Skills*, Sydney, McGraw Hill Australia

**Common Knowledge**

In every field, there is a body of knowledge and material that has become part of the public domain and which can be drawn on without specific acknowledgment. Common knowledge includes facts that are generally known, such as common facts of history, common-sense information, accepted folklore and aphorisms that have been adopted as part of common English language.

As examples, it would not be necessary to reference the following:

- That John Howard was the Prime Minister of Australia (common fact of history)
- That humans need food and water for survival (common-sense observation)
- That the “Bunyip” is a man-eating Australian animal that lives in waterholes, swamps and creeks (accepted folklore)

**Procedure**

**A. Trainer/Staff Member initiated**

1. The trainer/assessor or a staff member who comes across an incident of plagiarism, cheating or any other misconduct shall report the incident to the Training Manager.

**B. Academic Committee Initiated**

2. Upon identification of plagiarism by the academic committee, the incident (s) are reported to the Training Manager for further action.
3. The Training Manager will keep a record of all suspected incidents of plagiarism brought to his attention by the teachers or staff members. He will review the procedural aspects of these records to ensure that they have been dealt with according to the appropriate BIT Policies and Guidelines.
4. The Training Manager discusses the misconduct with the student and arrives at a conclusion (depending on the severity) to either issue warning to student or suspend the student from his/her course.
5. Student will be notified via email/post about the BIT decision on the review. The student will also be invited to re-sit the assessment.
6. In the first instance of occurrence of plagiarism, the student will be required to re-sit the assessment if the student wishes to revise the competency decision. There will be no charge at this first instance.
7. Re-assessment attempt for a second incident of plagiarism will incur a charge of AUD 200 to the student.
8. If a student has committed multiple and/or systematic acts of plagiarism, or admits to, or is found to have committed, conduct that prejudices the interests of other students or the integrity of an assessment scheme itself, then the case will be dealt with as a complaint of student misconduct under the Student Code of Behaviour at BIT, and a further penalty may be imposed.
9. The penalty imposed could include suspension from the course, student granted no competency in the unit of competency, and BIT initiated student’s withdrawal from the course.
10. The outcome of the decision is reported to the Administration Staff. If it is advised that the student be either suspended / withdrawn, the Administration team then issues an intention to report for Breach of Student Code of Conduct. (20 working days to access internal complaints and appeal) In either outcome, the decision report/meeting records/ evidence are placed in the student’s file.



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11. Appeals - A student who wishes to appeal against a ruling may do so in writing under the Complaints and Appeals Process. Students will be informed of this right.

### Plagiarism Checker

To make it more difficult for a learner to pass off plagiarised work as their own, all project/essay work at the diploma (AQF level 5) or above will need to be put through either PaperRater.com or Turnitin.com. Both these websites will do a complete check of the work and allow the trainer to concentrate on the contents without needing to worry about the identity of the writer.

The methodology to be used is as follows:

1. All students are to submit their work to one of the above-mentioned websites.
2. All students are to attach the websites analysis to the work before handing it to the trainer.
3. The trainer will only accept work that is over 95% original unless all copied material is correctly referenced using the Harvard referencing system.