



## **Pol-035 Plagiarism Policy**

### **Purpose of the policy:**

This policy aims to ensure Canberra Valley Institute is delivering the most current outcomes to students and to ensure Canberra Valley Institute actively manages its scope of registration.

### **Training Package Transition**

At Canberra Valley Institute we acknowledge our obligation to remain informed of changes to training packages and to establish transition arrangements for existing students and those students who may be enrolled during a transition period.

Our obligation is underpinned by Clause 1.26 of Standards for Registered Training Organizations requiring RTOs to manage their scope of registration to transition from superseded Training Packages within 12 months of their publication on the national register to only deliver currently endorsed Training Packages and currently accredited courses.

### **Scope**

#### **This policy applies to:**

- Canberra Valley Institute Campuses
- Students

### **Definitions:**

Plagiarism is the act of misrepresenting as one's 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 These include published and unpublished documents, designs, music, sounds, images, photographs, computer codes and ideas gained through working in a group.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.

### **Academic integrity**

One of the core functions of Canberra Valley Institute is to develop students' 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.

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

### **Referencing:**

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

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<b>Document No:</b>	Version No: 3.0 Jan 2025	<b>Last Modified Date:</b>	10/01/2025
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## Responsibilities

- Trainer / Assessor
- Chief Executive Officer (CEO)

## Policy Statement:

Canberra Valley Institute policy seeks to encourage ethical conduct and to inform staff and students about Canberra Valley Institute standards of academic behavior. Students have a responsibility to maintain the highest standards of academic integrity in their work. Students must not cheat in assessment and must ensure that they do not plagiarize.

Students should understand that assignment and project work submitted for assessment must consist of the 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 following are examples of plagiarism where a student intentionally does not acknowledge 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, summarizing 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 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 Canberra Valley Institute, 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 student's work. This information is:

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- the name of the author or authors.
- the year of publication.
- the page numbers.

#### 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 italicized. 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 the 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)

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That the “Bunyip” is a man-eating Australian animal that lives in waterholes, swamps, and creeks (accepted folklore)

### Cheating

Cheating is defined as “a form of deceit to gain an advantage for the cheat.” At Canberra Valley Institute, cheating is usually related to taking unauthorized material into assessments. Canberra Valley Institute Trainers have a responsibility to explain expectations related to any assessment, what constitutes cheating, and to promote a climate of honesty in students.

### Dealing with Plagiarism

In the case of suspected plagiarism, the trainer/assessor will report the incident to the CEO). The CEO, in consultation with the trainer/assessor, will determine if plagiarism has resulted from poor academic practice or was intentional. This preliminary step may involve an informal interview with the student.

The CEO and trainer/assessor will:

- consider the extent of the plagiarism (noting that the more extensive the plagiarism, the more likely it was intentional).
- review the course profile and other information provided to students by the Trainer to determine if adequate information has been given.
- identify if the student has been previously warned of plagiarism.
- determine whether the student is new to adult vocational education and training (it would be expected that continuing students would be more likely to understand plagiarism and its consequences).

If the above factors have been considered and it has been determined that plagiarism has arisen from poor academic practice, the student is to be requested to revise the work and resubmit it for the assessment.

If, after consideration of the above factors it is determined that plagiarism was intentional, the student’s work is not to be accepted, and the student is to be issued with an alternative assessment assignment to complete. The student is to be given a formal warning (in writing) by the AM explaining the seriousness of the incident and the consequences if the student is found to plagiarize again. Students who commit plagiarism after being formally warned are to be cancelled on Academic Misconduct from the program they are enrolled in. Appeals against decisions regarding plagiarism will be managed as per the compliant and appeals policy of Canberra Valley Institute.

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## Development & Approval Information

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<b>Policy Owner:</b>	CEO
<b>Approval Body:</b>	CEO
<b>Policy Status:</b>	<input type="checkbox"/> New Draft   <input type="checkbox"/> Updated Draft   <input checked="" type="checkbox"/> Current
<b>Key Stakeholders:</b>	CEO
<b>Date Approved:</b>	January 2025
<b>Approved by:</b>	CEO
<b>Date of next review:</b>	April 2025

Version History		
Version	Date	Details
1.0	15/06/2023	Original Draft
2.0	15/06/2024	Updated
3.0	10/01/2025	Approved by CEO

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# CANBERRA VALLEY INSTITUTE

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