



Student Plagiarism and Cheating

Purpose

This policy ensures that mechanisms are in place to avoid student plagiarism and cheating and outlines the strategies in place to detect and respond to such incidents.

Definitions

Cheating – seeking to obtain an unfair advantage in the assessment of any piece of work.

Plagiarism – to take and use the ideas and/or expressions and/or wording of another person or organisation and passing them off as one's own by failing to give appropriate acknowledgement. This includes material from any source such as staff, students, texts, resources and the internet, whether published or unpublished.

Policy

1. Student integrity and honesty

- 1.1 ANIB is committed to upholding standards of student integrity and honesty in regards to the assessment of their work and places value in the declarations of authenticity made by students.
- 1.2 Students are expected to act with integrity at all times and only submit work that is their own, or that has been appropriately referenced and includes acknowledgements of all texts and resource materials utilised in the development of the work.
- 1.3 Students and staff have a duty to ensure they gain the necessary understanding of how to correctly acknowledge and cite references and resources so as to minimise the incidents of plagiarism and cheating and the allegations of such.

2. Unacceptable behaviour

- 2.1 From time to time, there may be incidents of student plagiarism and cheating which ANIB is required to act upon in order to uphold the value of assessment outcomes and the reputation of the nationally recognised training provided.
- 2.2 Student plagiarism and cheating in any form are unacceptable and will be treated seriously by ANIB.

3. Avoiding and detecting

- 3.1 Upon the submission of all assessment tasks, students are required to sign a declaration of the authenticity of the work.
- 3.2 ANIB will take the necessary steps to detect plagiarism and cheating which may include:
 - a) Monitoring students in closed book written assessments;
 - b) Communication amongst other trainers;
 - c) Comparison of work against various academic assessments; and
 - d) Use of plagiarism detection software where assessment is submitted electronically
- 3.3 All staff have an obligation to identify and investigate any possibility of plagiarism or cheating.



- 3.4 A staff member who suspects that plagiarism or cheating may have occurred should first source evidence (through identification of the source) to support their allegation.
- 3.5 As general guidance, a finding of more than 25% unoriginal work will generally result in a finding of plagiarism, unless that work is properly referenced or the source is otherwise clearly attributed

4. Responding to incidents

- 4.1 A student found to have plagiarised or cheated, or who the trainer reasonably believes has plagiarised or cheated, will be given an opportunity to respond to the allegations.
- 4.2 Where, following discussion with the student, the trainer forms the view that the student has plagiarised, the trainer may take any one or more of the following action as appropriate, including:
 - a) explaining referencing guidelines,
 - b) explaining to the student that they would need to resubmit the assessment;
 - c) providing the student with another form of assessment;
 - d) issuing a failing grade in respect of the assessment in question;
 - e) issuing a failing grade to the student for the relevant unit of study; and
 - f) subject to clause 4.4 below, cancel the student's enrolment.
- 4.3 Upon a finding of plagiarism being made, the student will be referred to the student Support Officer, to discuss the matter and a warning letter will be issued to the student.
- 4.4 If:
 - a) The student is directed to resubmit the assessment and, on the second submission of the work, the work is determined to be plagiarised; or
 - b) the student has committed multiple incidences of plagiarism in different items of assessment,

the Compliance Manager may cancel the student's enrolment on the grounds of misconduct.