

Ringwood Training

Plagiarism Policy & Procedure

Plagiarism

Plagiarism is the copying of another person's ideas or expressions without appropriate acknowledgement and presenting these ideas as your own. It includes not only written works, but data or images that may be presented in tables, diagrams, designs, photographs, film, music, formulae, web sites and computer programs. Plagiarism is defined as to act dishonestly or unfairly in order to gain advantage.

Ringwood Training regards plagiarism as using material, in contravention of the assessment rules, to gain unfair advantage. Plagiarism is an extremely serious offence. The penalties for plagiarism are severe and can range from cancelling all results for the specific assessment or for the entire unit through to exclusion from the course.

The penalty will depend on the severity of the plagiarism, whether the student is a repeat offender, whether there is evidence of deliberate deceit and whether another student has been coerced into participating in the plagiarism and cheating.

Ringwood Training's strategy for the prevention of plagiarism is to inform students and staff of the policy and of the importance of students submitting their own work. This will be discussed during the induction process, and also reinforced by teaching staff during course delivery.

Procedure for cases of suspected plagiarism and cheating

If a trainer or assessor suspects plagiarism or cheating, this should be reported to the Centre Manager, Ringwood Training. The Centre Manager must decide whether the plagiarism amounts to cheating i.e. it must be determined whether it is more likely than not that the plagiarism was done with the intention of gaining an unfair advantage.

The procedures will be as follows:

- Where the Ringwood Training Centre Manager decides there was no plagiarism or cheating:
 - If it is decided that it is a case of unsatisfactory assessment and not cheating the work will then be assessed appropriately.
 - In some cases, the Centre Manager may require the student to attend a meeting to discuss the issue of plagiarism and cheating. If this occurs the Centre Manager should then send a Student- Plagiarism and Cheating Warning Letter to the student. A copy of this letter is to be placed in the student's personal file.
- Centre Manager Ringwood Training decides there is a possible case of Plagiarism and Cheating:
 - If the Centre Manager reaches the conclusion that there is evidence that the student intended to obtain an unfair advantage, the Centre Manager must give the student an opportunity to respond before making a final determination.
 - In addition to more obvious cases of plagiarism, the situation could arise where two students, contrary to instructions, submit substantially the same work.
- Ringwood Training decides that plagiarism and cheating has occurred:
 - If after giving the student an opportunity to respond it is decided that the student has acted with an intention to obtain an unfair advantage, the following will occur:
 - Disallow a competency for that unit of competence. Inform the student by letter that the assessment has been disallowed and advise the student that they have a

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right to appeal as per Complaints and Appeals procedure and place a copy of the letter on the students personal file.

- Where cheating has occurred the student must be graded as “not yet competent” and will be required to retake the unit at their expense. They must be notified in writing of their right to appeal.
 - Centre Manager, Ringwood Training decides that plagiarism and cheating has occurred based on evidence.
 - If having heard the student’s explanation, the Centre Manager decides that the students conduct did not amount to plagiarism and cheating the Centre Manager may counsel the student regarding the rules relating to plagiarism and cheating.

Trainers are responsible for keeping students informed of the seriousness of plagiarism/cheating.