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| Policy Title | Plagiarism, Collusion and Academic Misconduct Policy and Procedure | | |
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1. POLICY

ANIT Australia Pty Ltd T/A Albright Institute of Business and Language implements a formal approach to deal with all types of student misconduct including general misconduct, academic misconduct and administrative misconduct.

2. PURPOSE

The purpose of this policy is to maintain the integrity of the assessments and provide a consistent approach in dealing with plagiarism, collusion and student misconduct issues in academic works.

3. SCOPE

This policy applies to all the Albright's students and related staff.

4. DEFINITIONS

Plagiarism: Plagiarism occurs when a student tries to pass off another person's work or ideas as their own. Plagiarism includes copying of work from internet, books, other student's work or any other published or unpublished source without appropriate citation and acknowledgement. Students plagiarise if they do not acknowledge the source of a direct quote, or a specific piece of writing that they have paraphrased, or even if they describe an idea or concept that they have heard or read somewhere without a reference or acknowledgement.

Examples of plagiarism include;

- 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 changing the basic structure and/or meaning of the text;
- 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

Enabling plagiarism contributes to plagiarism and therefore will be treated as a form of plagiarism by Albright. Enabling plagiarism means allowing or otherwise assisting another student to copy or otherwise plagiarise work by, for example, allowing access to a draft or completed assignment or other work.

Collusion: Collusion is the unauthorized collaboration between a group of students in the preparation and production of work which is ultimately submitted by each in an identical or similar form as to be the product of his or her individual efforts. (Note: Collaboration in learning is encouraged for all students; however, they need to submit assignments based on their own work and creation.)

Misconduct: Misconduct is an act or omission committed by a student on Institute's property or involves the use of college resources including computer resources, or otherwise involves the student's relationship with Albright Institute's community. Misconduct includes administrative misconduct and academic misconduct.

General and Administrative Misconduct: General and Administrative Misconduct Incidents are those which in the opinion of the Chief Operating Officer may be adequately addressed within the Institute.

The following conduct, in the absence of any circumstance of aggravation may be treated as Simple Misconduct;

- Impeding the ability of any student or member of Albright Institute to study or participate in any Albright Institute's activity;
- Acting in a manner which is threatening, intimidating, disrespectful or unprofessional towards any trainer, assessor or other staff member, student or other member of Albright Institute;
- Breaching any State or Commonwealth laws or any Albright Institute's policies on privacy, internet and computer use and copyright;
- Causing any member of the Institute to hold reasonable fear for their safety or physical or psychological well-being;
- Committing an act or making an omission which has the capacity to endanger the safety or health of any member of Albright Institute;
- Assaulting any member of Albright Institute;
- Wilful damage, wrongfully dealing with or interference with property of any member of Albright Institute;
- Tampering with a medical certificate issued in the student's name;
- Any act or omission which disrupts the peace and good order of Albright Institute.

Serious Misconduct: The following conduct may be treated as Serious Misconduct;

- Any of the incidents in Simple Misconduct committed with a circumstance of aggravation;
- Sexually harassing, discriminating against, and/or racially vilifying any member of Albright Institute;
- Fraudulent representation of grades or awards for prior learning including through the unauthorised use of any Institute name, seal or trademarks;
- Making a fraudulent representation involving any medical certificate where the original certificate was stolen or not issued in favour of the student;
- Breach of assessment conditions and processes;
- Any other types of misconduct as deemed by Albright Institute to be Serious Misconduct from time to time.

Academic Misconduct: The following conduct may be treated as Academic Misconduct;

- Any act or omission by a student which attempts to circumvent or pervert the Albright Institute's assessment process;
- Plagiarism;
- Collusion in the preparation of a response to a piece of assessment;
- Tampering with examination or assessment materials.

5. REQUIREMENT, PROCESS AND PROCEDURE

5.1 Plagiarism

1. Albright Institute highly values academic honesty and integrity and places a great emphasis on ethical behaviour of its students. It does not tolerate any behaviour which diminishes the academic reputation of the Institute, impairs the ability of students to participate in any legitimate Institute activity or disrupts the peace or good order of the Institute and its learning environment.
2. Academic integrity is viewed as fundamental to the very nature of the Institute. Academic misconduct by students in examinations or in other forms of assessment is unacceptable.
3. Albright Institute has its own plagiarism tool built in the system LMS for collusion detection & plagiarism reporting.
4. Albright Institute investigates and deals with incidents of misconduct among its student in a consistent manner, affording natural justice and applying penalties which are appropriate, fair and just.
5. Albright Institute treats plagiarism as cheating. Cheating and plagiarism is a serious offence and will be dealt seriously. The Institute imposes severe penalties on students who cheat and plagiarise.
6. All the academic staff must inform the students about plagiarism policy and penalties arising from plagiarism.
7. All the academic staff have the responsibility to maintain integrity and fairness of the assessments and try to minimise the instances of plagiarism.
8. Any staff member reporting plagiarism must also produce evidence of plagiarism to support the allegation.
9. In the first instance when plagiarism is suspected, staff members should first determine if it is intentional or unintentional. Appropriate academic penalty must be applied to unintentional plagiarism. Where it is found that a student has plagiarised with an intention to cheat, the student must be reported for plagiarism.
10. Collusion will also be considered as cheating.
11. Any student lending his/her work to another student to copy will be considered a party to plagiarism and treated with academic penalty
12. Albright Institute recognises its obligation to educate students in the definition, identification and avoidance of plagiarism.
13. Plagiarism offence may have an impact on student visa conditions, and the student, and the Institute will exercise utmost care and diligence in determining plagiarism cases with a focus on student welfare and wellbeing.

5.2 Reporting of Plagiarism

1. Where the assessor identifies minor lapses in referencing and/or use of source, whether by text matching, similar software or other means, the assessor shall treat the incident as an assessment matter and may explain the grades for the assessment task, and/or may permit re-submission.
2. Where plagiarism is suspected, the assessor shall document the reasons and evidence for this suspicion and refer the matter to the VET Coordinator.
3. The VET Coordinator, after assessing the evidence of the case, refers the matter to the Head of VET to take one of the following actions:
 - a. If there is sufficient evidence to warrant it, request the student to attend a formal hearing, the purpose of which shall be to investigate and discuss the matter with the student as a means of deciding what further action, if any, should be taken.
 - b. If the evidence appears to indicate a very serious breach of discipline, refer the matter to the Chief Operating Officer for appropriate action.

5.3 Penalties for Plagiarism

1. If the student is found guilty of plagiarised work, the VET Coordinator shall determine the appropriate penalty taking into account:

- The extent of the plagiarism (e.g. which could range from minor lapses in referencing to copying substantial parts of published work including work from the Internet, or another person's work);
- The seriousness of the plagiarism (e.g. theft of another person's work; paying another person to do the assessment task);
- Whether it is a repeat offence;
- Any mitigating circumstances in the case.

2. The VET Coordinator may impose one or more of the following penalties;

- Any proven plagiarism case will result in an immediate "Not Yet Competent" (NYC) result in the respective unit and the student will need to re-enrol in the unit. There will not be re-assessments allowed.
- Repeated plagiarism offences may result in review of student's enrolment and may lead to re-enrolment of the unit/course at a cost in Albright Institute.

5.4 Penalties for Misconduct

1. General, Administrative and Academic Misconduct

Any of the following penalties may be applied depending on the nature, intent and severity of the incident and as deemed appropriate by the Operations;

- Written warning with reprimand;
- Order to attempt the assessment item again;
- Not satisfactory for the item of assessment;
- NYC grade for the course;
- Mandatory counselling;
- Academic probation with a requirement to attend and complete to the satisfaction of the VET Coordinator and complete counselling and remedial courses on code of conduct, plagiarism and academic integrity as directed;
- Order for compensation or restitution on such terms as are deemed fit and proper;
- Entering a written undertaking regarding offending behaviour;
- Impose any combination of these penalties.

2. Serious Misconduct

Any of the following penalties may be applied depending on the nature, intent and severity of the incident and as deemed appropriate by the Head of VET;

All the penalty options described in the General, Administrative and Academic Misconduct and;

- Entering details on the student's permanent record; or
- Suspension from the Institute; or
- Expulsion from the Institute

All Misconduct complaints which are Academic Misconduct matters may be investigated and finally determined by the Head of VET, or nominee.

All Serious Misconducts matters may be investigated and finally determined by an appropriate committee set up by the Head of VET/COO/Director Academic and Business Development or the Academic Board, which will include an independent member not directly connected with the management or operations of Albright Institute.

6. APPEAL

Students have the right to appeal any decision made by Albright administration under this policy.

Students must lodge their appeal within 14 days of the decision being made. The affected parties will have access to Albright Institute's Complaints and Appeals processes if they think that the decisions made by appropriate authorities are not just and fair in their opinion

7. RESPONSIBILITY

Albright Institute is responsible for;

- Making this policy available to all the academic and administrative staff members and students;
- Ensuring that its academic and administrative staff members know how to deal with plagiarism and misconduct issues;
- Providing students with an opportunity to appeal any decision arising from plagiarism or misconduct cases.

The academic staff are responsible for;

- Advising students on plagiarism policy and penalties for plagiarism;
- Providing appropriate information on referencing requirements to all the students;
- Providing examples of referencing techniques;
- Distinguishing between intentional and unintentional plagiarism and providing candid feedback to the students;
- Reporting instances of plagiarism to the VET Coordinator.

Students are responsible for;

- Maintaining academic integrity and produce their own work which is appropriately referenced;
- Maintain an ethical behaviour;
- Protecting their own work and not allowing another student to copy;
- Understanding the implications of plagiarism and misconduct and its impact on their academic performance;
- Asking the academic staffs for help if they are not sure about appropriate use and referencing requirements of information from other sources.

The COO/ CEO is responsible for effective implementation and management of this policy as well as provision of information on ways to resolve complaints of breaches of this policy.

Head of VET and VET Coordinator is responsible for maintenance of this policy in the respective academic areas.

The CEO has overall responsibility for the implementation and review of this policy.

8. RELATED DOCUMENTS

Related Documents

- Student Handbook
- PP Complaints and Appeals Policy and Procedure
- PP Assessment Policy and Procedure