

AD1 College – Learner plagiarism Policy

Purpose: AD1 College views **plagiarism** as a serious misconduct offence of cheating.

All Learners are made aware of plagiarism at their:

- Learner Induction and provided with information on referencing information sources
- Sign a declaration on each Assessment Cover Sheet acknowledging their own assessment submission work for each unit / assessment / task.

1.0 Definition

Plagiarism is defined as “the practise of taking someone else’s work or ideas and passing them off as one’s own” (Oxford English Dictionary online)

Intentional Plagiarism applies to all work in an assessment task presentation (including media of text, images, and sound) and presenting another person’s work as if it is your own original work and may include:

- Copying the exact words, or just making very minor changes, from a source (including books, journals, articles, websites, and other sources) without using quotation marks, or referencing where it came from
- Using another person’s ideas, discussions, arguments and conclusions from a source without acknowledging the source.
- Submitting all or part of another Learner’s work under your own name

Unintentional Plagiarism, is still a serious offence but this generally occurs when Learners:

- Incorrectly or inadvertently do not reference source materials and often is a result of inexperience or tardiness
- Undertake group work, and presenting the work undertaken as the Learner’s own words, images, sounds and not in that of the group.

2.0 Discipline Process for Plagiarism

Level of Plagiarism	Discipline Actions
Unintentional Plagiarism <ul style="list-style-type: none"> - Incorrect referencing - Group Work 	<ul style="list-style-type: none"> - File Note - Assessment to be saved on file highlighting plagiarism sections and any notations - Reinforce referencing and standards - Supplementary Verbal Assessment Questions <i>may be asked</i> to ensure Learner competency
Intentional Plagiarism: 1st Offence	Level One Discipline <ul style="list-style-type: none"> - Learner / Trainer Interview - File note - Assessment to be saved on file highlighting plagiarism sections and any notations - Written Letter identifying Level 1 Discipline

	<p>Assessment Actions</p> <ul style="list-style-type: none"> - Learner marked NYC on Assessment - Assessment to be re-submitted
<p>Intentional Plagiarism: 2nd Offence</p>	<p>Level 2 Discipline</p> <ul style="list-style-type: none"> - Learner / Trainer/ Chief Trainer Interview - File Note - Assessment to be saved on file highlighting plagiarism sections and any notations - Written letter outlining offence and consequences of future offences <p>Assessment Actions</p> <ul style="list-style-type: none"> - Learner marked NYC on Assessment - Learner to undertake a Supplementary or Different Assessment for the Unit
<p>Intentional Plagiarism: 3rd Offence</p>	<p>Level 3 Discipline</p> <ul style="list-style-type: none"> - Learner / Management Interview - File Note - Assessment to be saved on file highlighting plagiarism sections and any notations - Written expulsion letter <p>Assessment Actions</p> <ul style="list-style-type: none"> - Issue Statement of Attainment for any competent units - Learner forfeits any enrolment fees already paid at the time of expulsion

3.0 Right of Appeal

Each Learner has a Right of Appeal if they have been issued with a Plagiarism Discipline Notice.

Please refer to our Complaints and Appeals Policy.