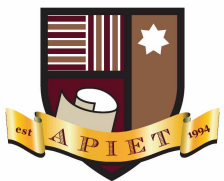


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|---------------------|-------------------------------|---|
| <b>DIVISION</b>     | RTO                           |  |
| <b>POLICY</b>       | <b>Plagiarism Policy</b>      |   |
| <b>FIRST ISSUED</b> | 23 July 2007                  |   |
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| <b>APPROVED BY</b>  | Quality and Policy Department |   |
| <b>PAGE</b>         | Page 1 of 3                   |   |

## Plagiarism Policy

### 1. Purpose

Jarrah HR Consulting is committed to maintaining academic standards that require the awarding of student grades where the student demonstrates that work submitted for written assessment or their participation in examinations is in accordance with the guidelines set down for those assessments and examinations.

### 2. Scope

This policy applies to all Jarrah HR Consulting's students and staff involved in academic assessment tasks.

### 3. Policy Elements

#### 3.1. Definitions:

3.1.1. **Plagiarism** means the inclusion of another person's work and representing it as your own. Any of the following acts constitutes plagiarism unless the source of each quotation or piece of borrowed material is clearly acknowledged. This can include failing to adequately reference the work of others; copying part or all of another person's work; submitting work that in part or in its entirety has been copied from written material or electronic material including the Internet.

3.1.2. **Cheating** means wilfully and deliberately using or gaining an unfair advantage over fellow students by flouting the rules and guidelines set down for examinations and other assessments.

#### 3.2. Plagiarism

In many cases suspected cases of plagiarism may be the result of ignorance on behalf of the student being unfamiliar with proper referencing procedures when submitting written work. A guide to writing assignments that includes referencing can be made available to students upon request. Teaching staff need to satisfy themselves that the student genuinely made an error.

The student's work is not to be awarded a grade until after the case of alleged academic misconduct has been properly investigated and any appeal process has concluded.

### **3.3. Penalties for Academic Misconduct**

The penalties for academic misconduct include:

- The awarding of a zero mark for an assessment
- The awarding of a failing grade for a course unit
- Suspension from the course
- Exclusion from Jarrah HR Consulting

### **3.4. Anti-plagiarism strategy**

Jarrah HR Consulting has put into place and will use the following strategies to counter the incidence of plagiarism:

- Routinely change the assessments used throughout the course and have the changes reviewed by the National Manager APIET;
- Ensure a tight control over the distribution of assessment materials by academic staff;
- Make arrangements with other educational institutions for the screening of random samples of student assessments by anti-plagiarism software;
- Where incidents of suspected plagiarism arise refer such matters to the National Manager APIET for review and action.

## **4. Related Documents**

## **5. Division Responsibility for Implementation**

The National Manger of Jarrah HR Consulting is ultimately responsible for the implementation of this policy.

The National Manager is also responsible for:

- ensuring the most up to date version of this policy is available to all staff,
- ensuring, via the annual internal audit, that this policy is being implemented, and
- updating this policy on the Jarrah HR Consulting Intranet when applicable.
- ensuring that all facilitators are inducted into the polices and procedures necessary to fulfil their role;

Facilitators are responsible for:

- Ensuring that cases of plagiarism and cheating are properly dealt with according to this policy and the associated procedure

## **6. CONTINUOUS RENEWAL CLAUSE**

This policy shall be assessed in 1 year from its effective date to determine its effectiveness and appropriateness. This policy may be assessed before that time to reflect substantive change or restructure.