



Institution	Mercury Institute of Victoria
Policy Name	Plagiarism Policy and Procedure
Policy Governance	Compliance Manager
Reference to Standards	Standards for RTO 2015 – Standard 1 Clause 1.8, Standard 6 Clause 6.1 – 6.6 National Code 2018 - Standard 10 Complaints and appeals
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PURPOSE

This policy provides a systematic approach to plagiarism and cheating at Mercury Institute of Victoria and has been made to complement the SRTOs and the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

This policy will ensure that students, and staff, are aware of what plagiarism is, and assist Mercury Institute of Victoria in maintaining a commitment to managing this issue for present and future students.

The purpose of this policy is to establish the rules related to all forms of plagiarism and guide faculties within Mercury Institute of Victoria in minimising plagiarism. This policy will provide procedures to manage any detected plagiarism in a consistent, transparent, equitable, and timely manner.

This policy will also inform students on the nature of plagiarism, and the consequences of being found to have plagiarised any assessment task, or part of an assessment task.

To ensure that the penalties for both plagiarism and cheating are clear.



Mercury Institute of Victoria establishes this policy and procedure to:

- Comply with the requirements of Standards for RTO 2015 – Standard 1 Clause 1.8, Standard 6 Clause 6.1 – 6.6
- Comply with the requirements of the National Code 2018 – Standard 10 Complaints and appeals

SCOPE

This policy applies to all areas offered in the Mercury Institute of Victoria scope of registration.

1. POLICY

There are a number of ways that students may breach academic integrity and engage in academic misconduct, including interfering with other's learning, cheating on exams and plagiarism.

Mercury Institute of Victoria is committed to upholding academic standards, and requires integrity and honesty from its students and staff. Plagiarism is unacceptable, and the Mercury Institute of Victoria will treat it seriously.

1) Plagiarism

In academic work, ideas and words are seen as belonging to the person who first created or wrote them. Plagiarism is when you copy someone else's work and don't acknowledge the author or the source.

Plagiarizing someone's work equates to failing to comply with the basic standards of academic integrity.

Plagiarism occurs when students do not acknowledge that they have used the ideas and/or work of others in the completion of a task/s that are submitted as their own



for assessment. The trainer can only accept Plagiarized work up to 20%, more than this limit is not acceptable.

This includes submitting work and claiming authorship when:

- Other people's work and/or ideas are paraphrased and presented as the student's own without the appropriate referencing of the source of work/idea that has been used
- Other student's work is copied or partly copied
- Other people's designs, or images are presented as the student's own work
- Phrases or passages are used verbatim without the appropriate quotation marks, and/or without a reference to the original author, and publication details (for a book) or a web page (for an internet source)
- Trainer/Assessor notes are reproduced without acknowledgement
- A student has contracted another person to do the work
- A student has purchasing work from another source.

A claim from students that the rules are different in their country of origin and that they didn't know the rules regarding plagiarism in Australia will not be regarded as an acceptable excuse.

2) Collusion

Collusion is deemed to be when two or more people make an agreement to act with the intention to deceive an assessor as to who is responsible for producing the submitted work.

3) Equal Liability

The sharing of assignments or other form of work over the internet by social media or other means of networking between students may be viewed as collusion and equal liability will apply. Students are responsible for their own work and not sharing it with others.



4) Group Assessment

In group assessments ALL members of the group are responsible for an equal contribution in the group assignment and for signing the assessment coversheets. Doing someone else's work for them means that you have agreed to collude and as such you are equally liable. In this instance ALL members will be penalised.

5) Self-Plagiarism

Repeating students are not permitted to re-submit pieces of assessment that have already been submitted and marked for a previous instance of a Unit. Re-submitting work without referencing is deemed to be self-plagiarism as recycling work in this manner involves an element of deception.

6) Referencing

Students must reference the following types of information:

- Ideas, theories or definitions
- Research

2. PROCEDURE

Trainer/Assessor require students to complete and submit the Unit Summary Sheet. This Unit Summary Sheet requires the student to complete and sign a non- plagiarism declaration.

Plagiarism shall be explained to:

- All new staff.
- Students at orientation and commencement of a unit of competence.

Procedural Fairness

Mercury Institute of Victoria is committed to dealing with student plagiarism in accordance with the principles of procedural fairness, including the right of a student to:



- Be informed of the allegations in sufficient detail to be able to respond appropriately;
- Have a reasonable period of time within which to respond to the allegations;
- Have the matter resolved in a timely manner;
- Be informed of their rights under this policy;
- Invite a support person or student representative to attend any meeting regarding alleged plagiarism;
- Impartiality in the investigation and decision-making process.

This does not preclude penalties being imposed if detection occurs at a time after assessments have been returned or after results have been issued.

Trainers and Assessors shall:

- Remind students that plagiarism is not accepted.
- Refer students to the Mercury Institute of Victoria *Student Handbook* or Mercury Institute of Victoria website/Administration Manager for *Plagiarism Policy and Procedure*.
- Be clear on what they expect in their assessments, especially the standard expected (the student handout will assist in conveying this).
- Ensure students know that each assignment must have a Unit Summary Sheet with a signed declaration that the work that they submitted is their own
- Refer students to the *Code of Conduct Policy and Procedure* about misbehavior.
- Ensure students know that plagiarism is misbehavior that can lead to suspension and finally to cancellation of enrolment

A Student Will Be Guilty of Plagiarism:

If they do any of the following in an assignment or, in any piece of work which is to be assessed, without clearly acknowledging their source(s) for each quotation or piece of borrowed material:

- Copy out part(s) of any document or audio-visual material, including computer-based material;



- Use or extract someone else's concepts or experimental results or conclusions, even if they put them in your words;
- Copy out or take ideas from the work of another student, even if they put the borrowed material in their own words;
- Submit substantially the same final version of any material as a fellow student. Student encouraged preparing their work and their final form of the assignment must be their own independent endeavor.

Detecting plagiarism and cheating:

- Staff will be trained on plagiarism, trainer need to check student assignment in the software installed on their desktop.
- Compare a sample of students finished assessment after completion of every unit for any instances of cheating and collusion.
- Trainer/Assessor shall monitor and review the plagiarism process as part of the Mercury Institute of Victoria continuous improvement strategy.
- Increase the engagement of the students to gain confidence in their ownwork.

When plagiarism is found, it shall be addressed by:

a) On detecting the first instances of plagiarism, cheating or collusion:

- 1.1 The student or all the students involved shall be marked Not Satisfactory for the plagiarised task. **(Assessor)**
- 2.1 Student(s) will be asked to re-attempt the task. **(Assessor)**
- 3.1 Inform the Administration Manager of the misconduct. **(Assessor)**
- 4.1 The student(s) will be provided with a first written Warning of the misconduct. **(Administration Manager)**
- 5.1 No re-attempt fee shall be charged to the student.
- 6.1 Record maintained in the *Student Misconduct Register* **(Administration Manager)**, Academic file **(Assessor)** and Administration file **(Administration Manager)** and on the Student Management System **(Administration Manager)**



b) On detecting the second instance of plagiarism, cheating or collusion:

- 1.1 The student or all the students involved shall be marked Not Satisfactory for the plagiarised task. **(Assessor)**
- 2.1 Student(s) will be asked to re-attempt the task. **(Assessor)**
- 3.1 The student(s) will be provided with a second written Warning of the misconduct. **(Administration Manager)**
- 4.1 Fee for re-attempt shall be charged to the student. (Refer *Fees, Charges and Refund Policy*) **(Administration Manager)**
- 5.1 Record maintained in the *Student Misconduct Register* **(Administration Manager)**, Academic file **(Assessor)** and Administration file **(Administration Manager)** and on the Student Management System **(Administration Manager)**

c) On detecting the third instance of plagiarism, cheating or collusion:

- 1.1 The student or all the students involved shall be marked Not Satisfactory for the Task and NYC for the unit. **(Assessor)**
- 2.1 There is no more attempts provided to the Student(s). Students will be required to re-enroll for the unit to be deemed competent. **(Assessor)**
- 3.1 Fee shall apply for re-enrolment. (Refer *Fees, Charges and Refund Policy*)
- 4.1 The student(s) will be provided with a notification to suspend the course for 1 month. Student will be provided 20 working days to access internal appeals process with Mercury Institute of Victoria prior to suspension of the CoE. **(Administration Manager)**
- 5.1 If the student does not access the internal appeals policy, the student's CoE shall be suspended. **(Administration Manager)**
- 6.1 Record maintained in the *Student Misconduct Register* **(Administration Manager)**, Academic file **(Assessor)** and Administration file **(Administration Manager)** and on the Student Management System **(Administration Manager)**

d) On detecting any further instance of plagiarism, cheating or collusion:



- 1.1 The student or all the students involved shall be marked NYC for the unit.
(Assessor)
- 2.1 Administration Manager shall be informed of the case.
- 3.1 The student(s) will be provided with a notification to cancel the enrolment on basis of student's misconduct. Student will be provided 20 working days to access internal appeals process with Mercury Institute of Victoria prior to suspension of the CoE. **(Administration Manager)**
- 4.1 If the student does not access the internal appeals policy, the student's CoE shall be cancelled. **(Administration Manager)**
- 5.1 Record maintained in the Academic Misconduct Register **(Administration Manager)**, Academic **(Assessor)** and Administration file **(Administration Manager)** and on the Student Management System **(Administration Manager)**

3. APPEALS

Appeals against decisions regarding plagiarism will be handled through the Mercury Institute of Victoria *Complaint and Appeal Policy and Procedure*.