



PLAGIARISM AND CHEATING POLICY

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Park Orchards Learning Centre (POLCI) treats plagiarism and cheating as serious misconduct. POLCI's policy on Student Discipline allows for severe penalties including expulsion from the course.

Definition of Plagiarism:

"The appropriation or imitation of another's ideas and manner of expressing them, as in art, literature etc. to be passed off as one's own." (Macquarie Dictionary)

Synonyms:

piracy, copying, forgery, lifting, expropriation, appropriation.

Definition of Cheating:

"Cheating is an act of lying, deception, fraud, trickery, imposture, or imposition. Cheating characteristically is employed to create an unfair advantage, usually in one's own interest, and often at the expense of others. Cheating implies the breaking of rules."

Monitoring plagiarism and cheating:

The trainer delivering and assessing in the course will be responsible for monitoring each student. If there is evidence that a student is plagiarising or cheating the tutor will bring this to the attention of the Education & Training coordinator and in consultation will decide on appropriate action. If in doubt electronic plagiarism scanning software will be used.

The Park Orchards Learning Centre Inc. treats plagiarism and cheating as serious misconduct. Severe penalties including expulsion from POLCI and any further enrolments."

The Park Orchards Learning Centre Inc. is founded on a culture of honesty and individual excellence based on one's own work. The standards of the POLCI (and hence the quality of your certificate when you finish) rely on measuring fairly and accurately each student's abilities. Without a strong and well-policed policy on plagiarism, your certificate will not be regarded highly by prospective employers - you can't copy the answers when you're working. Copying does not help you to learn and understand. An appreciation of many concepts is attained only by applying them - you do not gain that understanding by simply copying someone else's work. Working together, asking your colleagues, and looking for other sources of information is strongly encouraged. However, in all assignments and project work, all students are expected to write up and submit their work individually except where the tutor requests otherwise.

POLCI has the following policy on plagiarism and cheating:

- For each individual assignment students must complete and sign an Assignment Cover Sheet including the declaration that the work submitted by them is entirely their own and that suitable acknowledgement has been made for any sources of information used in preparing it.
- For each group assignment, a declaration must be made by each student stating the percentage of the work undertaken by each member of the group, that the assignment is

the group's own work entirely, and that suitable acknowledgement has been made for any sources of information used in preparing it.

- In the case of *identical assignments where collusion has occurred*: The work will be marked at NYC (Not yet competent) for the students who have colluded. The students will be referred to the Education Co-ordinator and a note kept on the student's file.
- In the case of *copying another's assignment without consent or repeated collusion*: The student will be marked NYC (Not yet competent) and given the chance to re-do the assignment or withdraw from the course.