

# Plagiarism and Cheating Policy

## SCOPE

Defines plagiarism and cheating and its penalties in Transforming Training

## PURPOSE

To inform and induct trainers and learners of the seriousness of plagiarism and cheating and to consistently deal with the consequences of such acts.

## PROCEDURE

### What is plagiarism?

Plagiarism is generally referred to as copying another's work or borrowing someone else's original ideas. But terms like "copying" and "borrowing" can disguise the seriousness of the offense. Legally to "plagiarize" means to steal and to pass off, intentionally, someone's work as your own. In other words, plagiarism is an act of fraud.

**It involves both stealing someone else's work and lying about it afterward.**

All of the following are considered plagiarism:

- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not

For more about plagiarism please visit this hyperlink: <http://www.plagiarism.org/> and the following searches:

[What Does Plagiarism Mean](#)

[Avoiding Plagiarism](#)

[Plagiarism Checker](#)

[Plagiarism Check Free](#)

[Plagiarism Laws](#)

[Consequences of Plagiarism](#)

[Examples of Plagiarism](#)

[Plagiarism Detector](#)

[Plagiarism Test](#)

[Copyright](#)

### What to do?

- Learners must acknowledge the work of others whenever they include it in their assessment tasks, both to acknowledge the work and ideas of the originator. This applies to ideas and content taken from all sources including textbooks, journals, web sites and our learning materials.
- While it is not essential for VET students to include the ideas and work of others in assessment tasks – particularly practical tasks - it is good practice to do so *when appropriate to the task*.
- However, it is necessary to refer to texts and learning materials when answering questions which focus on knowledge and how to apply it to specific situations.
- Learning to reference appropriately also helps the student develop skills that will be essential should they decide to go on to higher education later.

## It is not cheating to:

- discuss assignments with trainers or other students to understand what is being asked
- hand in work done alone or with the help of staff
- get help to correct minor errors in spelling, grammar or syntax (sentence construction)
- discuss assignment requirements and course materials so that you can better understand the subject (this is, in fact, encouraged)
- submit one assignment from a group of students where this is explicitly permitted or required
- use other people's ideas where they are acknowledged in the appropriate way

Remember that the integrity of a group project is the joint responsibility of all members of the group. Therefore, if cheating of any kind is found in a group project, all members of the group will be held responsible and will be subject to sanctions.

## Sanctions

If you are suspected of cheating, the trainer will investigate to establish evidence to support the suspicion.

If there is evidence to support the suspicion, the trainer will notify you and set out the concerns to you in writing, requesting a time to discuss the matter. You will have the opportunity to counter the allegations made against you.

Once you have provided your information, the trainer may come to one of two decisions:

- It is a minor or unintentional offence. You will need to undergo an alternative form of assessment, such as a short oral assessment, which may involve talking about the work or questioning.
- It is a serious offence and you will fail the unit. Repeated offences of cheating, minor or serious, will result in failure of the unit and possibly the qualification.

You will be advised of all penalties in writing. You have 7 calendar days to appeal this decision using Transforming Training's Assessment Appeals procedure.