

Student Plagiarism Policy

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1. Rationale

Hunter TAFE delivers programs to more than 55,000 students a year, locally, nationally and internationally. TAFE NSW qualifications have credibility in the marketplace and employers comment favorably on the quality of the Institute's graduates, often using the term "work ready" to describe them. Work readiness is the result of the interplay between curriculum implementation and the culture of a vocationally focused organisation that values initiative, honesty and competence.

Employers have faith in the competence and knowledge Hunter TAFE graduates bring with them. Striving to do better is an admirable pursuit in prospective employees but this pursuit can, on occasions, drive a student to act dishonestly when writing and submitting assessments. This is often done through plagiarism.

Plagiarism is generally defined as taking and using the thoughts, ideas, inventions, music etc of another person(s) and present it/these as one's own.

Plagiarism can arise from failing to understand research methodology and referencing systems, dishonest attempts to use and obtain recognition for another person(s) work and / or poorly referenced work.

TAFE NSW Assessment and Student Discipline Policies underpin the Hunter TAFE Student Plagiarism Policy, providing the framework for determining procedures for handling student plagiarism whether intended or unintended.

2. Obligation

Hunter TAFE is committed to ensuring that all of its activities comply with the Statutory and Regulatory requirements to maintain Registered Training Organisation (RTO) status and comply with Australian Information Literacy Standards which is part of the [Australian and New Zealand Information Literacy Framework](#) and [Copyright Amendment \(Moral Rights\) Act 2000](#).

Hunter TAFE is committed to consultation and cooperation between management, staff, students, regulatory authorities and the community.

3. Aim

Hunter TAFE seeks to minimise plagiarism by:

- a) supporting staff and students in identifying and acknowledging the difference between:
 - i) Knowledge that is learned, acquired or found; and
 - ii) Knowledge or information that is a creation or application of someone else's work (original source material) and
- b) informing students of the Hunter TAFE Plagiarism Policy.

The policy also seeks to ensure that the Institute can meet its obligations as an RTO and to reassure students and other stakeholders that assessments of students are not affected by plagiarism. The policy is accompanied by a [toolkit](#) of reference and support materials for induction, orientation and training activities to guide the actions of staff and students. This strategy enhances fair and ethical practice for those engaging in student assessment or discipline activities. It also alerts staff and students to their responsibilities in relation to plagiarism.

4. Objectives

The objectives of Hunter TAFE's Student Plagiarism Policy, procedures and related strategies are to:

- Identify and define ethical issues in research and reporting, including copyright, referencing, bibliographies, citations etc
- Facilitate students' achievement of information literacy competence
- Provide readily accessible references and tools for staff and students to prevent and manage plagiarism
- Provide a framework for training and induction for members of staff charged with implementing the Student Plagiarism Policy in order to maintain consistency in the way it is implemented.
- Provide a framework for Assessment Validation processes, especially in regards to group projects.
- Assist with implementation of TAFE NSW Assessment and Student Discipline Policies
- Maintain the integrity of Hunter TAFE student data and academic records.

5. Implementation

* See flowchart - "[Hunter TAFE Plagiarism Procedure](#)"

6. Responsibilities

Institute Director

The Institute Director ensures that the Institute meets its obligations relating to assessment and integrity of student data. The Director assigns roles and responsibilities to managers, supervisors and other employees.

Director Customer Support Services

The Director Customer Support Services:

- Provides leadership and support for the implementation of the Hunter TAFE's Plagiarism Policy, procedures and related strategies
- Coordinates training and disseminates resources and information to all staff
- Implements an annual review of the policy.

Designated Officer

The Designated Officer responds to reported plagiarism in accordance with the [TAFE NSW Student Discipline Policy](#). He/she seeks the cooperation of all employees and encourages their input in assisting students to avoid plagiarism and in reporting incidents as appropriate.

Designated Officers at Hunter TAFE are:

Sub Regions	Position Title
Newcastle	Campus Director
Hunter	Campus Director
Upper Hunter	Business & Community Relations Manager Upper Hunter
Lake Macquarie	Campus Director
Gosford and Wyong	Campus Director
Ourimbah	Director Central Coast Campuses

Faculty Directors

Faculty Directors provide leadership and management, and reinforce the Student Plagiarism Policy with their staff. Faculty Directors are responsible for nominating Faculty Delegates as they see fit, or may undertake this role themselves.

Faculty Delegate

The [Faculty Delegate](#) is appointed by the Faculty Director and reviews Teachers'/Head Teachers' reports of alleged discipline breaches related to plagiarism. If the plagiarism incident is assessed as serious and the Faculty Delegate supports disciplinary action, then the Faculty Delegate prepares a report for the Designated Officer.

Head Teachers

Head Teachers have responsibility for the application of the Student Plagiarism Policy by:

- Outlining to teachers their responsibility under the Student Plagiarism Policy
- Informing students about Hunter TAFE expectations regarding the submission of assessment events, breach of discipline and possible penalties
- Ensuring each student is provided with an information/orientation session which includes information on Plagiarism, [Every Student's Guide to Assessment in TAFE NSW](#) and the [Hunter TAFE Student Handbook](#).
- Counselling students and collaborating with Faculty Delegates to determine whether corrective or disciplinary action is appropriate when plagiarism breaches occur.

Teachers

Teachers are responsible for:

- Applying the Student Plagiarism Policy
- Counselling students and collaborating with Head Teachers or Faculty Delegates to determine whether corrective or disciplinary action is appropriate when plagiarism breaches occur
- Recording breaches in roll book and CLAMS student notes
- Arranging support services such as tutoring and library sessions to assist students to achieve competence in information literacy.

Tutors

Tutors provide support by using [Australian and New Zealand Information Literacy Framework](#) to plan sessions for students who have been referred for assistance regarding plagiarism.

Library Services

Librarians provide referencing support and information for teachers and students under the Australian Information Literacy Standards, found in the [Australian and New Zealand Informaion Literacy Framework](#) by providing:

- Library brochures on plagiarism
- [The Library online webpage](#)
- Library orientation and specialist referencing and research information sessions

Students

Students are required to:

- Be aware of their responsibilities in regard to plagiarism as per the [Student Handbook](#)
- [Reference](#) all assignments for submission appropriately
- Seek advice and support from Hunter TAFE Teachers and Library Staff.

Students may make submissions about alleged breaches. ([TAFE NSW Student Discipline Policy, Clause 4.2.23](#))

7. Actions and Penalties

If any form of academic dishonesty has occurred, one of the following actions may be taken or penalties imposed:

Remedial Actions	May be carried out by:
Training in proper academic conventions and techniques	Teacher/Head Teacher
Attempting the assessment item again without loss of marks	Head Teacher
Penalties	May be determined (imposed) by:
Attempting the assessment item again with a capped mark	Faculty Delegate
Completing a new piece of work with a capped mark	Faculty Delegate

Awarding no marks for the assessment item	Faculty Delegate
Entering the grade 'Fail' (F) or 'Not yet competent' (NC) in the unit of competency	Faculty Delegate
Such other penalty as is deemed appropriate	Refer to Campus Director for Breach of TAFE NSW Student Discipline Mandatory Procedures 4.2.23

8. Communication of the Plagiarism Policy

The Plagiarism Policy is available to all staff via the Hunter Institute [Portal](#) and widely communicated via Libraries, Faculty Forums, new teacher inductions and team meetings. Students are informed of the Policy during the orientation process and it is referred to in the [Student Handbook](#) and the [Hunter TAFE internet site](#).

9. Scope and Application

The Plagiarism Policy applies to all students enrolled with Hunter TAFE.

10. Policy Review

The Director Customer Support Services guides an annual review of the Plagiarism Policy to consider emerging technologies, changing business requirements and academic standards and its efficacy in application.