



ROYAL GATEWAY COLLEGE

Academic Misconduct and Plagiarism Policy

Purpose:

Academic misconduct or plagiarism occurs when a student reproduce someone else's words, ideas, or findings and present them as their own without proper acknowledgment. It includes attempts by students to cheat or act dishonestly in an examination, test, assignment, essay, or any other assessment task.

Academic misconduct or Plagiarism may include:

- Deliberate copying or attempting to copy or submitting the work of other students
- Direct copying of sentences, paragraphs or other extracts from someone else's published work (including on the Internet and in software) without acknowledging the source
- Paraphrasing someone else's words without acknowledging the source
- Using or attempting to use information prohibited from use in that sort of assessment.
- Plagiarism (i.e. taking and using as their own, the thoughts and writings of another with the intent to claim the work as their own)
- Helping a friend who has been ill by letting him or her read your paper and use it as a basis of their own paper
- Reusing part or all of an assignment you submitted for another subject
- Buying an essay from the Internet or another student and submitting it as your own work.
- Producing assignments that should be your own independent work in collaboration with and/or using the work of other people (e.g. a student or tutor)
- Using the work of other members of a group project without acknowledging who contributed the work
- Using a diagram from another text or the Internet as a basis for your diagram without acknowledging the source
- Taking statistics from another source and using them in a new table or figure without acknowledgement
- Making up fake quotes or sources
- Talking or copying someone else's work during an exam, or taking written notes into the exam room
- Consulting with peers throughout formal assessments. Two verbal warnings will be given before cancelling the assessment and the student will be marked NYC (Not Yet Competent).

Students involved in any of the above will be set a new examination/assessment and will be counselled by the Principal. Further occurrence of academic misconduct will be recorded on the student's file and suspension/ dismissal will be at the discretion of the Principal.

Statement of Authorship

All assessments, projects, reports, papers and assignments submitted to a course are expected to be the student's own work. Students should always take great care to distinguish their own ideas and knowledge from information derived from sources. The term "sources" includes not only published primary and secondary material, but also information and opinions gained directly from other people.

All information taken from other sources must be clearly referenced and authorship acknowledged. Any student who, for whatever reason, submits work that is not their own or fails to acknowledge sources, will be required to re-enrol in the relevant subject/s. Every assessment must be accompanied



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by a student's statement of authorship, which is included on Royal Gateway College Assessment Summary Checklist at the completion of assessment for each unit.

Procedure:

Students who are found cheating or guilty of plagiarism in any form of assessment will be deemed Not Yet Competent for the relevant Unit of Competency on confirmation of the breach.

All confirmed cases of cheating or plagiarism these are recorded on the student's file. Students will be disciplined as per the Students Disciplinary Policy.

Students found cheating will receive a formal written warning from the CEO or their delegate advising that a second breach will result in the full cancellation of enrolment and student being asked to leave to course with no refund.

Student can refer to complaints and appeals policy for additional information regarding fair and equitable treatment.