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PLAGIARISM AND CHEATING POLICY AND PROCEDURE

PP.12

1.0 Objective

- 1.1 To clearly define the terms Plagiarism and Cheating and provide training to staff and students to ensure these practices are understood and identified before they occur and dealt with appropriately if they do occur.

2.0 Definitions

- 2.1 **Plagiarism is:** when you try to pass someone else's work off as your own i.e. Using someone's ideas, opinions, or theories in an assignment or essay, using pieces of information, such as graphs, statistics, drawings, that are not common knowledge as cited in: <http://www.library.uq.edu.au/training/plagiarism.html> - avoiding plagiarism.
- 2.2 **Cheating is:** copying someone else's work - sharing or copying an assessment, test or assignment, or doing someone else's assessment, test or assignment.

3.0 Consequences

- 3.1 The consequences of being caught plagiarising or cheating may include: repeating the entire unit, suspension from the course and possible cancellation of the course which will affect the student's visa.
- 3.2 At induction, students are provided training on how **not** to plagiarise or cheat.

4.0 Responsibility and Procedure

- 4.1 AAPA Executive Chairman is responsible for ensuring that plagiarism and cheating practices are dealt with and will assign responsibilities to appropriate staff.
- 4.2 The training staff is the 'people at the coal face' and as such are the first line of defence against this behaviour – they will be involved in the induction session with new students and explain the terms plagiarism and cheating. If a suspect case of plagiarism and cheating is identified, one of the AAPA Management Committee (MC) members will be firstly notified for a second opinion. The student will then be provided the chance to defend their actions at a meeting with the training staff and at least one MC member.
- 4.3 Second layer of defence is the AAPA MC, who will also complete sampling of student work to check for plagiarism and cheating. One MC member will be involved in counselling with students who have been identified as either plagiarising or cheating.

4.4 AAPA MC will collaboratively make the decision of the consequences of proven acts of plagiarising or cheating.

5.0 Outcome

5.1 In most cases plagiarism has been completed by accident. With adequate training and support, this should not occur.

5.2 Cheating is a different situation and is usually 'cut and dry' with no defence.

5.3 As always, any students who have been identified as alleged plagiarises or cheaters will have the ability to access the complaints and appeals process at no cost to themselves.

6.0 Associated Website

Smart Guide: link <http://www.library.uq.edu.au/training/plagiarism.html>

7.0 Associated Standards

Refer to: [Clause 1.8]

Responsibility: AAPA Executive Chairman, training staff, AAPA MC

Approved by: AAPA Executive Chairman