

## ACADEMIC MISCONDUCT AND PLAGIARISM POLICY

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.

### Purpose

Discourage student behavior which Insight considers inappropriate.

**There are many forms of academic misconduct or plagiarism, including the following:**

- 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 facts and information derived from a source without acknowledging the source.
- Using ideas directly derived from an identifiable author without acknowledging the source.
- Producing assignments that should be their 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.
- Copying from another student's and / or their work.
- Submitting someone else's work as their own.
- 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.

- Buying an essay from the Internet or another student and submitting it as their own work.
- Making up fake quotes or sources.

### 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 Academic Coordinator (or nominee) advising that a second breach will result in the student being asked to leave to course with no refund.