

PLAGIARISM POLICY

INTRODUCTION

It is in the interest of all that academic integrity is maintained. ICHM itself and students must be confident that work submitted for assessment is, in fact, the work of the person or persons being assessed and that grades are properly earned.

Serious, repeated, willful or deliberate plagiarism is regarded as a serious act of Academic Misconduct and may be dealt with by the Principal under the provisions of the *Personal Conduct Policy*.

DEFINITION

Plagiarism is using another's work and claiming it as one's own.

Plagiarism, whether or not submitted for assessment, includes:

- Word-for word copying of sentences, graphics, designs, trademarks, pictures of any sort or whole paragraphs from one or more sources (the work or data of other persons) including, but not limited to, published works such as books, articles, theses and websites, or other unpublished work such as that of other students, including assignments, examinations, study or lecture notes, working papers, seminar and conference papers, internal reports and/or lecture notes without clearly indicating their origin. This includes material that may be contained electronically on Compact Disks (CDs), Digital Video Disks (DVDs, electronic portable storage devices (memory sticks or keys) or on computer share drives and in audio or video tapes.
- Using very close paraphrasing of sentences or whole paragraphs without due acknowledgement in the form of reference to the original work.
- Submitting one's own work that had been previously published or submitted for assessment without declaration
- Submitting another student's work in whole or in part without referencing the source.
- Collaborating with another to submit work that produces work that is substantially similar in terms of words or ideas.
- Use of other person's ideas, work or research data without acknowledgement.
- Submitting work, which has been written by someone else on the student's behalf.

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It is the responsibility of all students to safeguard against plagiarism of their written work and assignments, their computer discs and their notes. Students are expressly prohibited from giving access to their assignments and their computer discs to other students and those students who do so will be penalised in the same way that students found guilty of plagiarism are penalised.

Should any student have reason to believe that his or her work has been plagiarised or copied, he/she must report the matter at once to the appropriate lecturer or to the Vice Principal/Educational Manager.

POLICY AND PROCEDURES

Where plagiarism is suspected, the lecturer may discuss the matter with the student and may require remedial work if satisfied the inclusion of unattributed, unoriginal material was inadvertent. If the matter appears to be a deliberate attempt to deceive, the matter shall be referred to the Vice Principal.

The Vice Principal shall conduct an inquiry to determine if the student has a case to answer. A student suspected of deliberate plagiarism, whether presenting others' work as their own or making one's own work available to others, shall have an opportunity to explain his/her actions to the Vice Principal in a fair and open manner.

Depending on the outcome of the investigation, the Vice Principal may refer the matter to the Academic Committee for adjudication. Alternatively, the Vice Principal will make a determination and advise the student of the recommendation for remedial action to be put before the Academic Committee for endorsement.

If the student accepts the recommendation, the Vice Principal shall only table the results of his/her inquiry and the remedy agreed upon at the next meeting of the Academic Committee for endorsement. If, however, the student does not accept the proposed remedial action, the student may request the opportunity to present his/her case directly to the full Academic Committee.

Members of the Academic Committee may exercise their discretion as to the appropriate manner of enquiry. The Academic Committee will attempt to determine the facts, including

- how the plagiarism occurred,
- whether it was inadvertent or deliberate,
- whether or not it was a first offence and
- whether or not there was an intent to deceive,

all of which will determine the degree of culpability and the seriousness of the offence.

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If the student has requested a hearing, the Academic Committee will invite the student to appear before it and proceed with a full investigation. At all times, students have a right to seek advice and/or to be represented. The Principal and the Student Welfare Manager are to ensure procedural fairness. Others may attend to provide evidence or to contribute to the deliberations, however, only the Vice Principal (Educational Manager) and the Academic staff have voting rights on the Academic Committee.

A range of remedies or penalties is available to the Academic Committee in exercising its judgment. The Academic Committee may also, however, choose to impose a remedy conditional upon the student entering into an Enforceable Performance Contract, a material breach of which may lead to the consequences set out in the Agreement or the Academic Committee reviewing and/or amending the original decision.

The range of remedies or penalties available to the Academic Committee includes, but is not limited to:

- No further action
- Letter of caution, copy on student file
- Severe letter of warning, copy on student file
- Re-assessment, all grades available for assessment
- Re-assessment, CNA or CA only Grades possible
- CNA, continue in subject, re-enrolment for assessment only in a subsequent semester, credit for results in other successful assessments
- CNA, withdrawal from subject, full re-enrolment in subject in a subsequent semester, no credit for results in other assessments
- Referral to College Council as a matter of Academic Misconduct

Students who wish to appeal a decision of the Academic Committee should do so in writing to the Principal under the *Grievance Policy - Academic*

TURNITIN.COM

ICHM has implemented measures to identify unoriginal content in work submitted for assessment.

Students are to establish a User Profile at turnitin.com (<http://www.turnitin.com>) as they will be required, from time to time, to submit electronic versions of assignments and assessment pieces for analysis of originality.

INSTRUCTIONS FOR ESTABLISHING A USER PROFILE AT TURNITIN.COM

In the interest of all students and to maintain academic integrity, ICHM subscribes to an on-line service that checks assignments and research papers for originality. While students are encouraged to research widely, it is inappropriate to directly copy the words or ideas of others, without properly giving credit.

Normally, students are required to submit a hard copy and an electronic copy of each assignment. The electronic copy is submitted to <http://www.turnitin.com> where it is compared to a huge database of previously submitted papers and other published works available on the internet.

To establish a **User Profile** (your account):

- a) Go to <http://www.turnitin.com>
- b) Click on "**New Users**"
- c) Select User Type "**Student**" from the drop down list
- d) Join your first ICHM Class by entering any "**Class ID Number**" and "**Password**" that you have been given by a lecturer or the Principal.
- e) Enter your ICHM email address in the format: NNNNNN@tafesa.edu.au (where NNNNNN is your 6 digit Student Number)
- f) Make up your own, personal "**Password**" that you will remember that is at least 6 characters long and has at least one number and one letter. Enter it twice to make sure the spelling is right.
- g) Select a "**Secret Question**" from the drop down list and then put in your answer. If you ever forget your password, you can get it sent to you as long as you can answer the Secret Question.
- h) Enter your personal details (First Name and Last Name)
- i) Accept the License and Conditions of Use by ticking the box to create your User Profile.
- j) Click on "**End Wizard and Log In**" to go to your "**My Classes**" page.

In future, you will be taken directly to the **My Classes** page when you log in using your ICHM email address and your Password.

From the **My Classes** page you may

- enrol in additional classes (your class lecturers will give you the Class IDs and Passwords for any other classes you are asked to join),
- check assignment due dates and other information about them,
- submit electronic copies of your assignments,
- send and receive emails from your lecturers,
- confirm that your assignments have been sent and received and
- participate in discussion groups.