



VRQA Guidelines 2.2 Policy and Procedure **PLAGIARISM**

Purpose:

This document defines plagiarism and cheating. It also indicates forms of preventative and corrective action used by Technical Advanced Training.

Scope:

This applies to all students enrolled with Technical Advanced Training.

Plagiarism

Plagiarism is a form of cheating. It is taking and using someone else's thoughts, writings or inventions and representing them as your own. Plagiarism is a serious act and may result in a participants' exclusion from a module or a course. When you have any doubts about including the work of other authors in your assessments, please consult with your facilitator. The following list outlines some of the activities for which a participant can be accused of plagiarism:

- Presenting any work by another individual as one's own unintentionally
- Handing in assessments markedly similar to or copied from another student.
- Presenting the work of another individual or group as their own work.
- Handing up assessments without the adequate acknowledgement of sources used, including assessments taken totally or in part from the internet.

What about Copyright?

You must be careful when copying the work of others. The owner of the material may take legal action against you if the owner's copyright has been infringed. You are allowed to do a certain amount of copying for research or study purposes. Generally, 10% or one chapter of a book is acceptable, where the participant is studying with, or employed by, an educational institution.

Penalties

Students found to have plagiarised work or breached copyright requirements in completing an assessment requirement will have the assessment involved scored as “not competent”. Plagiarism or breach of copyright by a student may also result in the college discipline procedure being invoked and could lead to cancellation of enrolment.