

Academic Misconduct and Plagiarism Policy

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

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 your own independent work in collaboration with and/or using the work of other people (e.g. a student or tutor)
- Copying from another student's work
- Submitting someone else's work as your 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
- 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
- Taking or copying someone else's work during an exam.

Trainees should use the Harvard Referencing System for guidance on how to appropriately acknowledge sources of information that they may use in the preparation and submission of assessment tasks.

Collusion is also considered a form of plagiarism. It may be the student's opinion that they merely wanted help from a friend however, passing off collaborative work as something that was meant to be completed by an individual person, sharing assignment answers or sharing quiz or exam questions and/or answers all count as collusion.

When it is determined that a Trainee has cheated or plagiarised in any form relating to an assessment, the assessment task will be deemed CNA – Competency Not Achieved / Fail for the relevant unit of competency or full assessment task or course as applicable. The trainee may be required to pay the required re-assessment fee as outlined in the fees and charges policy.

Upon discovery, in the first instance, the misconduct will need to be reported. This will commonly be reported, by the staff member who suspects academic misconduct in a student's work, to the Operations Manager. After confirmation of the plagiarism has occurred an NFI staff member will notify the student of the discovery by email. The Operations Manager will consult with the applicable assessor. The assessor or assessors will determine which alternative assessment tasks will be suitable if the student wishes to continue. As part of the investigation, a summary determination on the kind of breach that has occurred will be decided. This includes how minor or major it is, who it affects and if any meetings need to be had with the student. Once the alternative assessment tasks have been determined, the student will receive these by email.

All cases of cheating or plagiarism are recorded on the trainee database system and remain permanently on the trainee's file. Trainees will be advised by email that plagiarism has been identified. Trainees will need to re-sit a fresh exam or learning activity questions, if applicable or redo in full an alternative assessment task or tasks where plagiarism has been identified. Trainees found cheating a second time will receive a formal written warning by email and, dependent on the quantity of recurrent plagiarism, will have a final attempt to re-submit assessment tasks as their own work. Continued academic misconduct or involvement in plagiarism will result in expulsion and refunds will not be considered.

NFI reserves the right in Academic Misconduct and Plagiarism cases to notify the National Training Authorities and relevant professional bodies of circumstances involving cheating or plagiarism.

Plagiarism and cheating re-assessment fee

In the event that it is determined that cheating or plagiarism has occurred in an assessment submitted by trainee, the trainee will be required to pay a \$99 re-assessment fee (for each assessment task in question). Where an alternative assessment task is in place this will be given to the trainee to complete. If it is determined that the re-assessment task has been plagiarised or copied, then the trainee would need to re-enrol.

Getting caught committing academic dishonesty may result in different penalties depending on the severity of the offence and the ruling of any investigation.

These include but are not limited to:

- An official warning from the institution
- Recommended counselling
- Prohibition of enrolling in any future course offered by the institution
- Requirement of the student to revise and resubmit their work
- Requirement of the student to undertake alternative assessment tasks
- Disallow or amend a student's grade
- Fail the student
- Suspension of the student's enrolment
- Termination of the student's enrolment
- Revocation of the student's awarded qualification.