

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 students 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
- Talking or copying someone else's work during an exam, or taking written notes into the exam room

Please refer to the Harvard Referencing System for guidance on how to appropriately acknowledge sources of information that you have used in preparing your assessment tasks.

Process

Students who are found cheating or guilty of plagiarism in any form of assessment will be deemed **N- 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 database system and remain permanently on the student's file.

Students will be disciplined (*refer to Student Disciplinary Policy*) and at the discretion of the Directors incur a payment fee to resubmit an assessment.

Students found cheating a second time will receive a formal written warning from the Directors, plus incur a payment fee to resubmit an assessment

Continued academic misconduct or involvement in plagiarism will result in expulsion from Driver Skills International.

Payments Structure

1 st offence	\$50.00
2 nd offence	\$100.00

Note: requirement of payment is at the discretion of the Directors and may or may not be imposed dependant on the severity of the case. Each case is assessed individually.