ACADEMIC MISCONDUCT POLICY AND PROCEDURE

1. Policy

This policy and procedure ensures that Alpine Institute is able to detect and react appropriately to all / any forms of plagiarism and cheating that is uncovered to be occurring by students enrolled.

The following procedure provides a guideline to the requirements of staff within the Alpine Institute in uncovering such misconduct from students, ensuring that appropriate action is taken after the required processes have been followed.

It is Alpine Institute’s intention to manage plagiarism appropriately for the protection of the Alpine Institute’s reputation and the standards of current and future students.

Definitions:

Plagiarism:
It is the act of presenting another person’s work as your own, and failing to acknowledging that the thought, ideas or writings are of another person.

Specifically it occurs when:
- other people’s work and/or ideas are paraphrased and presented without a reference;
- other students’ work is copied or partly copied;
- phrases and passages are used verbatim without quotation marks and/or without a reference to the author or a web page;

Plagiarism is a considered academic dishonestly and is a form of cheating.

Cheating:
To act dishonestly or unfairly in connection to an assessment conducted by the Alpine Institute.

2. Procedure

2.1 Actions to prevent plagiarism

Students are made aware of the Plagiarism and Cheating Policy and Procedure through the student induction process and the Student Information Handbook and can access this through the Student Administration Officer.

Trainers and Assessors are to regularly reinforce the consequences of plagiarism and cheating and should provide clear guidance to the students that identify the assessment conditions.

All assignments are to include a ‘Student Declaration’ that is signed by the student to certify that no part of the assignment has been copied from another person’s work (except where documents or work is listed/referenced), and that no part of the assignment has been written for them by another person.
2.2 Monitoring and Identification of Plagiarism and/or Cheating

Trainers and Assessors are required to undertake checks of students work for any plagiarised content or cheating that has occurred. This will be achieved through a *sampling* process.

The Alpine Institute has determined that *5% of student work will be sampled* for cheating and plagiarism.

Such forms of identifying plagiarism and cheating may include but are not limited to tasks such as:

- Researching quotes and references listed in the body of work
- Conducting a general internet search on the topic of the assessment
- Checking the students work against the online encyclopaedia ‘Wikipedia’
- Using various plagiarism websites (such as ‘dustball’ and ‘article checker’)
- Cross referencing the work with other students assessments for the same unit

2.3 Action

Where possible plagiarism or cheating is identified through the sampling process the Trainer and Assessor is required to put the matter to the student. The trainer / assessor is required to clearly identify the passages or content which are alleged to be plagiarised and their source. Where cheating is suspected the matter must be reported directly to the Human Resources Manager. It is imperative that any trainer / assessor who suspects that they have detected plagiarism or another form of cheating, must produce evidence (through identifying the source) to support their allegation.

This evidence is to be taken to the Human Resources Manager and a written report of the matter is to be provided. To decide if the occurrence was intentional or unintentional, the Human Resources Manager will give the student(s) an opportunity to respond by scheduling a meeting to discuss the particulars of the plagiarism or cheating matter. The student is to be informed of the penalties that may be applied if plagiarism and/or cheating is to have occurred.

If plagiarism and/ or cheating were deemed to have had occurred by the Human Resources Manager then the following may occur:

- the student may be suspended from undertaking the course for period of time appropriate to the offence
- the student may be permanently removed from undertaking the course and their enrolment cancelled
- the student may be counselled on plagiarism / cheating

The Human Resources Manager is to use their discretion in imposing a sanction for any confirmed cheating or plagiarism act that is appropriate to the offence.

The Student is to receive written notification of the decision within 10 days of the Human Resources Manager being made aware of the suspected plagiarism/ cheating matter.

If the student does not agree with the Alpine Institute’s decision, then they are able to access the Complaints and Appeals Policy and Procedure to have the matter reviewed. This is to be submitted within 10 working days of the decision.