

AUSTRALIAN COLLEGE OF APPLIED ANIMAL STUDIES

Policy and Procedure – Plagiarism, Referencing and Deadlines

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Section 1 – POLICY Plagiarism, Referencing and Deadlines

STATEMENT –To provide a systemic approach to assessment deadlines and the treatment of plagiarism in academic work at the Australian College of Applied Animal Studies. The policy is intended to promote honesty in learning and assessment and respect for the work of others. Contravention of this policy will result in students being penalised.

Policy

To ensure that learning and assessment strategies and tools that are fair and equal to all learners.

ACAAS staff shall

- Know and consistently implement the policy and procedures concerning plagiarism and deadlines for assessment
- Provide information to students about referencing requirements
- Provide examples to students of appropriate referencing techniques and practice;
- Be vigilant in the detection of plagiarism;
- Provide transparent and consistent feedback to students about issues relating to referencing; and
- Staff should set a good example through their own practice, in following the ACAAS copyright Policy and Procedure

SECTION 2 – PROCEDURE

1. Student responsibilities

- i) Understand and comply with policy and procedures concerning deadlines and plagiarism and seek help if unclear about their requirements;
- ii) Be familiar with, and apply, the referencing practices acceptable to ACAAS (See Appendix A)
- iii) Ensure that all sources of information are appropriately acknowledged; and
- iv) Take all reasonable precautions to ensure work cannot be copied.

2. Processes

- i) Students must submit all assessments by the due date and acknowledge that they have not plagiarised and that all work is their own.
- ii) Students should include a list of references used, either after each question where referencing is relevant, or at the end of the assessment within the "notes" section.
- iii) Students are provided information on assessment deadlines and plagiarism at induction, through access to this policy and verbal explanation from an ACAAS staff member, this policy and procedure is also available through the "resources" section in the Axcelerate Student Management System.

3. ACAAS explanation of plagiarism

Plagiarism- the copying of someone else's intellectual property, is cheating. It means that the assessor of the work accepts what a student presents as genuinely representing their understanding of, and ability in, the subject concerned.

ACAAS will not tolerate plagiarism or cheating, and a penalty may be imposed if a student is accused of either.

It is cheating to:

- use notes or other resources without permission.
- hand in someone else's work as your own (with or without that person's permission)
- take work without the author's knowledge (cutting and pasting from the Internet)
- use any part of someone else's work without the proper acknowledgement

It is not cheating to:

- discuss assignments with lecturers or other students to understand what is being asked for
- hand in work done alone or with the help of staff
- get help to correct minor errors in spelling, grammar or syntax (sentence construction)
- discuss assignment requirements and course materials so that you can better understand the subject (this is, in fact, encouraged)
- submit one assignment from a group of students where this is explicitly permitted or required
- use other people's ideas where they are acknowledged in the appropriate way, such as referencing using footnotes. (see ACAAS Referencing Guide in the Appendix of this Procedure)

4. Non Compliance to plagiarism

If a student is suspected of cheating, the assessor will investigate to establish evidence to support the suspicion.

If there is evidence to support the suspicion, the assessor will notify the Director of Training or the Compliance Officer.

These concerns will be disclosed to the student in writing, requesting a time to discuss the matter. The student will have the opportunity to counter the allegations made against them.

Once the student has provided their information, the College may come to one of two decisions:

1. It is a minor or unintentional offence and the student will be given the opportunity to re-submit the assessment or undergo an alternative form of assessment, such as a short oral assessment, which may involve talking about the work or questioning.
2. If it is a serious offence the student will fail the Unit of Competency and re-sit that Unit –completing and submitting the Units Assessments with the following Intake. This means students may be unable to graduate with their initial group. Students will be required to re-pay for that Unit of Competency.

If students are caught cheating on more than one occasion; this will be classed as a "serious offence" and option 2 will automatically apply.

The Policy of Appeals will apply to accusations of Plagiarism.

5. ACAAS explanation of deadlines

ACAAS provide deadlines for assessment. This is to assist students to manage assessment tasks and to ensure that students knowledge of subject material can be progressively assessed throughout the students enrolment in their qualification.

Deadlines also assist in management of tasks that ACAAS staff undertake (ie: ensuring that Staff do not have too many assessments to mark at any given time and can ensure care is taken when marking student assessments).

Students will be given an Assessment Due date for each assessment. Assessments should be completed and submitted by the due date.

If a student requires an extension for an assessment they should ask their coordinator for a copy of “an application for extension” form (See Appendix B) and submit this, including the reason for requesting an extension. This must be submitted at least one week before the due date, to the class coordinator. The Application for Extension form is also available within the resources section in axcelerate.

6. Non Compliance to deadlines

If assessments are not submitted by the due date and the student has not submitted an application for extension, then the student will be given a written letter outlining that they have 2 weeks to submit the assessment.

The assessment will need to be submitted by the date advised and it must be marked as competent, otherwise this will result in the student receiving a NOT YET COMPETENT grading for the Unit if Competency and they will be required to re-enrol in the affected Unit of Competency and complete all relevant assessment tasks.

Students will be required to repay for this Unit of Competency. This may affect the students ability to graduate with their classmates.

Section 3 – Supporting Documentation

Form	Location	Document Type
Meeting template	T10/Cert IV	Template used if meeting needs to be held with student re; plagiarism
Copyright Policy and Procedure	P	Copyright policy
Referencing Guide	Appendix A	Guide for referencing requirements
Application for extension	Appendix B	Document for students requesting an extension to an assessment

Section 4 – Governance

Person responsible for this policy	Director of Training
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Version Control

Version number	Approval date	Approved by	Amendment
1	2011	Elise	
2	2013	Elise	Update on processes outlining assessment cover sheets for each assessment.
3	2014	Elise	Include information from “plagiarism document”
3	2016	Elise	Minor change- “plagiarism document” is not called “deadlines, plagiarism and referencing document”- edited in policy. Otherwise review. Version # remain same
1/2018	April 2018	Elise	Minor grammatical changes, inclusion of reference to Copyright policy
2 2023	June 2023	Elise	Merged deadlines, plagiarism and referencing document into the policy.

			Remove reference to cover sheets and include reference to axcelerate program. Referencing Guide and application for extension form included in Appendix of Procedure.
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Appendix A

AUSTRALIAN COLLEGE OF APPLIED ANIMAL STUDIES REFERENCING GUIDE

All reference sources should be listed at the end of all written assessments within the "notes".

SOURCE OF INFORMATION	HOW TO REFERENCE	Example
BOOK	Date information was sourced, title of book, (in italics), Date first published, author, publisher, pages used in assessment	16/10/2022, " <i>Dog lovers companion</i> ", 2016, Author: Paul McGreevy Et al, Publisher: Lynn Humphries, Pages 3-5, 22, 56-60.
WEBPAGE	Date viewed, webpage URL (in italics), author of webpage if available.	16/10/2022, https://www.google.com.au/#psj=1andq=referencing+ Author: Dr Google
YOUTUBE/ VIDEO/ DVD ETC	Date video/ DVD viewed, Title of Video (in italics), Year video/ DVD created, producer and director of film. Include URL for a You tube Video	16/10/2022, " <i>The evolution of Dogs</i> ", 2018, Elise Chapman (Producer), Liz Hoffmann (Director)
PERSON	Date of reference, Full name and occupation of person in which you received the reference from (in italics) brief description of information given.	16/10/2022, Liz Hoffmann, <i>College Director at ACAAS</i> , information received for feeding horses.

If you have copied information directly in your assessment then this information should be presented in inverted commas with a reference to the original source of information available **immediately** after the text in brackets (see example below).

EXAMPLE:

Boston Terriers are a non sporting small breed their personalities may be described as "sensitive, affectionate and sometimes stubborn dogs that are nevertheless good for first time owners. They adapt well to both an active family or a more retiring owner" (16/10/2022, "*Dog lovers companion*", 2016, Author: Paul McGreevy Et al, Publisher: Lynn Humphries, Page 55)

Appendix B

APPLICATION FOR EXTENSION

This form should be submitted to your coordinator.

This form **MUST** be submitted **ATLEAST 1 WEEK PRIOR** to due date.

Application **IS NOT** automatically granted.

DATE: _____ **STUDENT NAME:** _____

INTAKE: _____ **BLOCK:** _____

UNIT OF COMPETENCY: _____

ASSESSMENT NUMBER: _____

REASON FOR APPLICATION:

Please provide a copy of medical certificate(s) if applicable.

You will be notified via email from your coordinator of the outcome of your application.

Please provide a current email address: _____

Extension Granted YES NO

New Due Date ____/____/____

This form will be filed in your student file.