



POLICY NUMBER: **MAT026**

NAME: **Plagiarism Guidelines**

APPROVED BY: RTO Director

Date of Next Review: 4 July 2024

WHAT IS PLAGIARISM?

As a student you need to understand plagiarism, recognise when it happens in your own written work and know how to acknowledge the work of others correctly.

If you use another person's work or words without full acknowledgement, you are plagiarising.

WHY DOES PLAGIARISM MATTER?

Plagiarism should not be considered a minor form of cheating, or just academic good manners, as it is a breach of academic integrity. It is fundamental for intellectual honesty that all members of the academic community do acknowledge their debt to the originators of the ideas, words, and data that form the basis for their own work.

Using another's work as your own is bad practice, it means that you have failed to complete the learning process. Intentional plagiarism is unethical and can have serious consequences for your future career. It also undermines the standards of Medical Administration Training and its qualifications.

Medical Administration Training takes plagiarism very seriously and it will not be tolerated. Plagiarism that is identified within a student's assessment may lead to cancellation of their enrolment with no refund.

TYPES OF PLAGIARISM

There are different types of plagiarism, and all are serious violations of academic honesty. We have defined the most common types below:

- Copying and pasting text directly from another document or website.
- Using Artificial Intelligence (AI) e.g., Chat GPT to answer assessment questions.
- Submitting work completed by another person or copying directly from another student.
- Using illegal cheating services – sometimes also called contract cheating services. These organisations sell students essays or assignments or accept payment for someone to sit exams on a student's behalf. Often, these services market themselves as offering 'study support' or 'assignment help'. Many of these illegal operators will ask students to upload previous work or material from their course to access the advertised 'support' and offer instant access to study resources, course notes, test prep, 24/7 homework help, tutors, etc. You will find information on the Australian Government Tertiary Education Quality Standards here:

<https://www.teqsa.gov.au/students/understanding-academic-integrity/identifying-avoiding-and-reporting-illegal-cheating-services>

HOW TO AVOID PLAIGIARISM

You can avoid plagiarism by:

Using approved study resources: Use the learner resources supplied to you by Medical Administration Training, wherever possible.

Producing your own work: Never use cheating services and ensure that you submit assessments that are 100% completed by you and nobody else.

Presenting your own ideas: We understand that there may be times when you conduct your own research to answer an assessment question. Instead of directly copying and pasting the source's information, ask yourself what unique perspective or point you can contribute to their ideas and write in your own words.

Citing your source: If on the odd occasion you allude to an idea or wording that's not your own, add a citation in your assessment answer that identifies the full website of the source.

Avoiding AI: Never submit assessment that has been produced by Artificial Intelligence (AI). With the introduction of plagiarism checkers, we are able to easily identify work that has been plagiarised.

Abiding by copyright legislation: You must not share, publish, upload or reproduce any learning or assessment material provided to by Medical Administration Training.

PLAIGIARISED WORK

Students are provided with one (1) warning for plagiarism. Students accept there will be a \$50 re-submission fee per assessment after the 2nd submission that has been returned by a trainer to a student because of plagiarism or marked as not yet competent because of plagiarised work. Students accept that no assessments will be marked until the \$50 fee is paid. Students who are warned about plagiarism and continue to submit work that is not their own will have their enrolment cancelled with no refund offered.

COLLUDING:

Students will not share, publish, upload or reproduce any material contained in Medical Administration Training or MAT Health Clinic learning or assessment content or similar. Use of these materials for a purpose which infringes on copyright is expressly forbidden and any person who commits such an infringement shall be personally liable under the Copyright Act. Students who share Medical Administration Training's course material will have their enrolment cancelled with no refund offered.

RELATED DOCUMENTATION

Name
Enrolment Policy
Refund & Cancellation Policy
Complaints and Appeals Policy
Code of Practice



RELATED EXTERNAL REFERENCES

Name and Link
Australian Government Tertiary Education Quality Standards: https://www.teqsa.gov.au/students/understanding-academic-integrity/identifying-avoiding-and-reporting-illegal-cheating-services

RESPONSIBILITY

Policy administrator	RTO Manager
Approving Person	RTO Director

CHANGE HISTORY

Version	Review date	Approved by	Description of Modifications
1		A. McFillin	Original Document
2			