

Plagiarism Policy

Category:		Approval Date:	<i>June 2023</i>
Last Reviewed:		Next Review	<i>May 2026</i>

Authorised by: Chief Executive

Purpose of the Plagiarism Policy

Achievement NZ Limited is committed to the principles of academic integrity in all assessment activities, and encourages the development of intellectual independence in its students. The purpose of this Policy is to set out Achievement NZ's procedures for addressing plagiarism and to ensure they are fair, transparent, and appropriately applied.

Achievement NZ has strict rules about plagiarism. Where a finding of misconduct is made involving plagiarism, penalties will be imposed depending on the seriousness of the case.

Definition of Plagiarism

The definition of plagiarism is 'the deliberate presentation of another person's material as one's own.' Plagiarism is the inclusion of material, copied or paraphrased from someone else's writing, in your work. This includes work of other students, other authorities or experts, or material downloaded or copied from the internet, without explicit indication of the source of the material. Material of this nature may be used, but must be referenced properly.

Examples of Plagiarism

- A 'cut and paste' of statements from multiple sources
- Submitting all or part of previously completed assessments
- Direct copying of paragraphs and sentences, without appropriate acknowledgement of the sources
- Direct copying without quotation marks around the copied text
- Paraphrasing, summarising or rearranging another person's words, ideas, etc without changing the basic structure or meaning of the text
- Presenting someone else's work. This includes the work of other students; material from text books, journals, other printed source; information from the internet and other electronic material
- Presenting an idea or interpretation that is not one's own without identifying whose idea or interpretation it is
- Buying or acquiring answers and using them in assessment items
- Copying or adapting another student's original work into a submitted assessment item.
Note that a student allowing their work to be copied, or enabling another student to plagiarise, may be viewed as responsible as the student doing the actual copying
- Submitting the words of an AI Chatbot (or through other generative AI platforms) as their own work.

Guidelines and Procedures

To avoid plagiarism:

- Submit assessments for marking on the basis that they are your own work, or a group's work
- Acknowledge all sources of information used in the preparation of your assessments
- Plan your work and ask for help if you do not understand what you should be doing. If unsure, refer to the Student Handbook, guidelines, or contact your academic staff member
- Manage your time well. Sometimes students plagiarise because they run out of time to finish an assignment. Give yourself plenty of time to carry out research, rewrite drafts, check your sources, and ensure you have fully acknowledged all ideas and material that are not your own
- Complete and accurate referencing is essential for academic writing. Cite your sources properly.
- When paraphrasing, ensure that you rewrite someone else's ideas in your own words. This shows your Assessor that you understand what you have read

- If you decide to use quotes or reference material attributable to other sources, clearly 'reference' your work. Achievement NZ uses the APA system of formal referencing
- Proofread your work thoroughly. If you neglect to include necessary quotation marks, or if you fail to cite your sources properly, you could breach the rules of plagiarism
- Observe the rules regarding the use of the plagiarism detecting software that Achievement NZ uses
- On submission, sign the declaration of authenticity.

Consequences of Plagiarism

Plagiarism, if proven, will not be tolerated and may result in disciplinary action. Where plagiarism is established, penalties will be imposed depending on the seriousness of the case:

- Suspected misconduct involving plagiarism will be investigated
- There would be a formal interview with a Tutor and/or Programme Lead, and/or Campus Manager or Deputy Campus Manager
- When plagiarism is established, it may result in the following:
 - 1) a warning letter may be issued which will be held on the students file
 - 2) resubmit the assessment, if allowed by the programme regulations
 - 3) a requirement may be imposed to complete further or repeat work for the subject
 - 4) awarding a reduced mark/grade or awarding a failing mark/grade.
 - 5) a withdrawal or expulsion from Achievement NZ, depending on the seriousness of the case.

Privacy and Confidentiality

All information collected will be treated with appropriate care to maintain confidentiality. The collection, use and storage of personal information will comply with the Privacy Act 2020. Information will only be shared where there is good reason to do so.

References

- Education and Training Act 2020
- Education and Training Amendment Act 2021
- NZQF Programme Approval and Accreditation Rules 2021
- Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021
- Privacy Act 2020 – Achievement NZ Limited
- Privacy Statement – Achievement NZ Limited
- Disciplinary Procedure – Achievement NZ Limited

Records

Policies will be kept in this location:

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Amendments to this Policy

Achievement NZ Limited reserves the right to change this Policy from time to time.

Disclaimer

Achievement NZ Limited reserves the right to change or replace this policy at any time. Where there is a dispute with regards to the interpretation of this policy or any part thereof, Achievement NZ reserves the right to clarify the intention and meaning of this policy. The clarification as provided by Achievement NZ will be seen as the final decision on the interpretation of this policy.