

Plagiarism Policy

1. Purpose

This policy outlines the expectations and consequences regarding plagiarism within the courses delivered by Mindroom Innovation. It aims to maintain academic integrity and ensure that all students produce original work that demonstrates their learning and skills.

2. Scope

This policy applies to all students enrolled in courses at Mindroom Innovation, including those who are learning via the Learning Management System (LMS) and submitting work electronically.

3. Definition of Plagiarism

Plagiarism is defined as presenting someone else's work, ideas, or words as your own without proper acknowledgment or reference. This includes, but is not limited to:

- Copying text from books, articles, websites, or other sources without attribution.
- Submitting another student's work as your own.
- Using data, designs, or artistic works without proper citation.
- Reusing previous work (self-plagiarism) without proper acknowledgment.
- Submitting work directly generated by Artificial Intelligence (AI).

4. Responsibilities of Students

Students are expected to:

- Submit original work for assessments.
- Ensure all sources of information are properly cited.
- Seek guidance from trainers if unsure about referencing or academic integrity requirements.
- Use plagiarism detection tools, where provided, to check their submissions.

5. Responsibilities of Trainers and Assessors

Trainers and assessors must:

- Provide clear guidance on what constitutes plagiarism.
- Educate students on how to properly reference and cite sources.
- Use plagiarism detection tools to verify the originality of student submissions.

6. Plagiarism Detection Tools

Mindroom Innovation uses plagiarism detection software integrated into the LMS to ensure the originality of student submissions. Students are encouraged to use this tool before final submission to identify and correct any issues where provided.

7. Consequences of Plagiarism

If a student is found to have plagiarised, the following actions may be taken, depending on the severity of the offense:

- **First offense:** The student will be given a formal warning letter and be required to resubmit the assessment with proper referencing.
- **Second offense:** The student will be given another formal warning letter and be required to resubmit the assessment with proper referencing.

- **Third or repeated offenses:** The student will be given a notice that Mindroom innovation are considering reporting the student for breaching the RTO's policies and the terms of their Visa conditions.
- A decision will be made within 20 business days and the student notified.

8. Appeals Process

Students who believe they have been unfairly accused of plagiarism may appeal the decision. Appeals must be submitted in writing to the Academic Manager within 10 business days of receiving the decision

9. Review of Policy

This policy will be reviewed annually to ensure it remains relevant and effective.