

NZCB Assessment Cheating and Plagiarism Policy

NZCB has strict policy for assessment cheating, plagiarism, fraud and any dishonesty action. The penalties for any form of plagiarism (i.e. copying of others' work without acknowledgement) or cheating (in assessment including but not limited to examination or term works) are severe. All formative and summative assessment submitted must be the student's own work. Any sources of information used in completing the work must be identified and the source acknowledged by the student using accepted academic conventions. Plagiarised written assessment will not be accepted which may, in some cases, lead to failure in the assessment and/or unit standard.

1. Definition

Academic dishonesty is any act of cheating by the student that occurs in all academic exercises, including but not limited to assignments, tests, quizzes, and final exams. The followings are types of academic dishonesty recognised by NZCB:

Plagiarism

NZCB states that plagiarism is: "Using someone else's work as your own, without citing the source. This includes direct copying, rephrasing, and summarising, as well as taking someone else's idea and putting it into different words. Cutting and pasting paragraphs from different websites is the same as handing in a paper downloaded from the internet, both are examples of plagiarism." All written work submitted must be the student's own work. Any sources of information used in completing the work must be identified and the source acknowledged by the student using accepted academic conventions.

Cheating

Any attempt to gain assistance in assignment, tests, quizzes and exams without formal acknowledging.

False data

Data altered or contrived so as to be deliberately misleading. The submission of such data shall be considered academic dishonesty.

Multiple submissions

Students submit the same work for more than one course, or other work that has been submitted elsewhere, without permission from the assessor.

Unauthorized Collaboration

Collaboration on assignments/projects is always subject to the assessor's definition and approval. Students are allowed to discuss with other students, the assessor, and other academic staff to help clarify their ideas for the assignments/projects. Likewise it is often useful to ask someone else to go over a first version of an assignment and to make suggestions for its improvement. But the students must submit their own work and no one else's, unless the assignment was specifically defined as a collaborative group project. Unauthorized collaboration shall be considered academic dishonesty.

Paid assignments/work

Including paying money or other forms of remuneration in exchange of work done by ghost writers or receiving financial or other forms of benefit for giving out answers to assignments and tests.

Other dishonest academic behaviour that mislead the academic evaluation recognised by NZCB as circumstance change, such as new technology and new media.

2. Procedures and Penalties

The Assessor is responsible for detecting academic dishonesty in the students' work that he/she is assessing.

An assessor who suspects academic dishonesty will first arrange an interview to discuss the questionable assessment with the student. This discussion may clarify the assessor's question on the student's assessment. If the assessor still suspects the academic dishonesty after the discussion with the student, the case will be reported to the management team for further action.

If evidence has been found that the student commits any form of academic dishonesty, the college will issue one or more of the following sanctions:

- a. a written warning;
- b. zero mark or Not Achieved for all or part of the work concerned;
- c. Fail of the unit standard/course concerned and student is required to repeat the failed unit standard/course to receive credits for the unit standard/course concerned.
- d. Inclusion of the following statement in the student's academic transcript: "Sanction pursuant to contravention of New Zealand College of Business's regulation on academic dishonesty."

Penalising Plagiarism

Turnitin is used to investigate the plagiarism of students' work.

- If the similarity index is more than 20%, the work should be returned to student with feedback on how to correct the plagiarised section(s). The work should be re-submitted and re-marked without penalty. Failure to reduce the plagiarized section to no more than 10% should result in zero mark for all or part of the work concerned.

NZQA's "Effective Practice in Preventing and Detecting Academic Fraud" guideline will be referred to as additional guide for prevention and intervention of academic fraud, but it will not be limited to the NZQA guideline.

3. Appeal Rights

Any student affected by a decision made under this policy may make an appeal in writing to the College within 10 working days of receiving the decision notice.