

AIST Cheating and plagiarism policy

Purpose

The AIST Cheating and plagiarism policy defines AIST's position in relation to circumstances where a student is found to have cheated or plagiarised the work of another person in the completion of course assessments.

This policy relates to students enrolled in any course that forms part of AIST's Diploma of Superannuation (FNS50715), those courses being:

- RG146 for the superannuation industry
- Insurance for the superannuation industry
- Investment for the superannuation industry

Course assessment

The assessment for all Diploma of Superannuation (FNS50715) courses consist of one exam and one assignment.

Exam

The exam is open-book, therefore students are allowed to refer to their course notes and any other notes that they have made during their review of the course material. However students are not permitted to refer to other resources, either printed or electronic, under any circumstances.

AIST define cheating as a student:

- Accessing resources, other than the course notes and personal notes, in either printed or electronic form
- Sharing resources with another student in circumstances where more than one student is completing the exam at the same time and at the same venue
- Seeking the assistance of another person in relation to questions within the exam, either in person or by electronic means
- Allowing another person to complete their exam

If a student is found to have cheated, they will be deemed 'not yet competent' and will be required to pay a fee of **\$125** to complete an alternative exam, if they opt to continue with the course. The student will be expected to complete the alternative exam within the original six month completion period, unless they satisfy criteria within the AIST Extension Policy and are granted an extension.

Assignment

Under no circumstances is a student to copy or plagiarise another students' work.

AIST define plagiarism as:

- Copying in part or in whole the work of another student; or
- Copying in part or in whole the published work of another person

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Students are permitted to discuss the assignment and share ideas regarding their approach to the various activities, however students are not permitted to share or copy the work of another student.

If AIST identify that a student has plagiarised the work of another person, they will be deemed 'not yet competent' and will be required to pay a fee of **\$125** to complete an alternative assignment, if they opt to continue with the course. The student will be expected to complete the alternative assignment within the original six month completion period, unless they satisfy criteria within the AIST Extension Policy and are granted an extension.

Plagiarism checks

AIST will perform plagiarism checks on students work from time to time to ensure the integrity of the assessment process for the Diploma of Superannuation (FNS50715).