



# Plagiarism Policy and Procedure

To provide a systemic approach to the treatment of plagiarism in academic work at Care College. The policy is intended to promote honesty in learning and assessment and respect for the work of others. Contravention of this policy will result in students being penalised.

## Definitions

**Plagiarism:** is the presentation of the works of another person / other persons as though they are one's own by failing to properly acknowledge that person / those persons. Plagiarism is a form of cheating and is a very serious academic offence that may lead to cancellation of Enrolment. Plagiarised material can be drawn from, and presented in, written, graphic, auditory and visual form, including electronic data, and oral presentations. Plagiarism occurs when the origin of the material used is not appropriately cited

**Intentional Plagiarism:** is plagiarism associated with intent to deceive.

**Unintentional Plagiarism:** is plagiarism associated with a lack of understanding of plagiarism or a lack of skill in referencing / acknowledging others' work (still a breach of this Policy).

**Collusion:** is the unauthorised act of a student presenting work, which is the outcome of directly working with others, as his or her own.

**Cooperative Learning:** is the informal process of students interacting to enhance their learning outcomes and is encouraged.

**Groupwork:** is the authorised act of a group of students producing either a common assessable work or an individually assessed piece of work as part of a larger project.

**Cheating:** Is an intention to gain an unfair advantage in the assessment of or entry to a unit or course. This may include (but is not limited to) the following:

- resubmitting or largely reusing previously assessed work;
- fabrication or falsification of data and /or results;
- presenting work, which is the outcome of directly working with others, as his or her own (collusion);
- allowing another person to complete an assessment or examination on behalf of a student;
- accessing/obtaining an advance copy of an examination paper unless otherwise authorised (for example a 'seen' paper);
- communicating with, or copying from, another person(s) during an examination;
- bringing into, or receiving during, an examination unauthorised material/information;
- presenting untrue medical/special consideration forms;

- knowingly helping others to cheat;
- taking actions which intrude on the ability of others to complete their assessable tasks.

### **Care College Responsibilities**

- Make accessible to staff and students the legislation, policy and procedures of Care College concerning plagiarism;
- Establish processes to support the consistent implementation of Care College policy relating to plagiarism;
- Provide processes for students to appeal decisions arising from plagiarism; and
- Provide student support through the provision of information on acceptable referencing techniques.

### **Student Responsibilities**

- Understand and comply with the legislation, policy and procedures of Care College concerning plagiarism and seek help if unclear about their requirements;
- Be familiar with, and apply, the referencing practices acceptable to Care College;
- Ensure that all sources of information are appropriately acknowledged; and
- Take all reasonable precautions to ensure work cannot be copied.

### **Examples of Plagiarism**

The following are examples of plagiarism where appropriate acknowledgement or referencing of the author or source does not occur:

- Copying directly (or allowing to be copied) paragraphs, sentences, a single sentence or significant parts of a sentence. A citation without quotation marks around the copied text may also constitute plagiarism;
- Copying ideas, concepts, research results, statistical tables, computer programs, designs, images sounds or text or any combination of these;
- Paraphrasing of another's work closely, or parts of these, with minor changes but with the essential meaning, form and/or progression of ideas maintained;
- Relying on a specific idea or interpretation that is not one's own without identifying whose idea or interpretation it is;
- Cutting or pasting statements from multiple sources or piecing together work of others and representing them as original work;
- Presenting as independent, work done in collaboration with other people (e.g. another student, a tutor); and
- Submitting, as one's own, all or part of another student's original work;
- Submitting work purchased online or prepared by a third party as one's own.

### **Procedure**

Care College follows a systematic approach to the treatment of plagiarism in academic work. This procedure sets out the processes for reporting, recording, adjudicating and penalising incidents of student plagiarism. The objective of this procedure is to provide a positive learning environment for all students that encourages academic integrity, originality and literacy amongst students. This is undertaken by:

- Adequately and consistently educating students in how to correctly research, present and reference their work.
- Ensuring that students are clearly informed of what constitutes plagiarism and that it is an unacceptable academic practice.
- Developing innovative approaches to assessment that may reduce the opportunities for students to plagiarise as well as promote better learning outcomes.
- Supplying students with information on how to avoid plagiarism and how to access information on correctly preparing their work.
- Providing a fair and consistent approach to managing cases of alleged plagiarism
- Ensuring that the penalties for plagiarism are clear and readily understood by staff and students.

### **Management of Plagiarism Identification and Reporting**

1. Determine whether a student has plagiarised an assessment task
2. Prepare documentary evidence of what parts are plagiarised and original sources (if possible)
3. Once it has been determined that a student has incurred their first incident claim of plagiarism they should immediately be notified in writing of the claim, evidence, and forfeiture of credit.
4. The student may request a hearing within 7 working days of being notified.
5. If a student does not request a hearing within 7 working days, the assessor will proceed on the basis the student does not wish to appeal the report
6. Following receipt of the request for a hearing, the Director or nominee arranges a meeting as soon as practical, giving the student at least 7 working days' notice.
7. A student should be notified of the result of a hearing in writing as soon as possible.
8. Hearing Not Upheld: If the student is found 'not guilty' of plagiarism, then the assessor is informed to reverse the forfeiture of credit.
9. Hearing Upheld: If the report of plagiarism is upheld at the hearing, the notification must include details of the Care College's Complaints and Appeals Policy and Process and how the student can access this. All paperwork about the incident and a Plagiarism Report is to be forwarded to Director for retention and entering into the Plagiarism Register.
10. If an internal appeal is unsuccessful, a student has the right to access the external complaints and appeals process.

### **Management of Plagiarism Identification and Reporting – Repeat Incidence**

1. In the case where a repeat incidence of Plagiarism is identified, the Director will commence the procedure of Cancellation of Enrolment.
2. The student will be notified of the Intention of Enrolment Cancellation and will have 20 days to access the Appeals Process.