



Cairnmillar
INSTITUTE

Treatment | Education | Research

Plagiarism Policy

Policy name	Plagiarism Policy
Policy number	TLP004
Date approved	4 February 2015
Approving body	The Academic Board (Senatus)
Responsible officer	Head of School
Implementation officer	The Academic Registrar
Next review date	June 2017
Linked policies	Student Grievance Policy Academic and Non-Academic Matters Student Misconduct Policy

Purpose of this policy

The Cairnmillar Institute (the Institute) is committed to academic honesty and integrity. Academic honesty and integrity require students' work to be their own work and for students to properly acknowledge and respect the ideas, scholarship and data produced by others.

Scope

The purpose of this policy is to ensure honesty and integrity in the academic activities of staff and students, to respect the work of others and to ensure that TEQSA Higher Education Standards Framework (Threshold Standards) 2011, including Provider Registration Standards 3.4, 3.8, 4.3 and 6.5 and Provider Course Accreditation Standards 3.1, 3.2, 4.4, 5.1 and 5.3 are met. In particular:

- Academic integrity on the part of students in their academic practice, and
- Academic staff in:
 - Developing and promoting academic integrity, and
 - Penalising academic misconduct in the form of plagiarism or collusion.

Definitions

Plagiarism	Plagiarism is the use of another person's words, ideas, concepts or research findings without correct or appropriate acknowledgement of the author or source of the material
Collusion	Collusion is the presentation of work by a student as their own, but which resulted from working in collaboration with others in the preparation or production of the work

Responsibilities

The Institute

The Institute is responsible for:

- Promoting to students the importance and practices of academic honesty and integrity
- Informing students about what constitutes plagiarism and collusion
- Providing mentors or academic staff who are designated to assist the students in correct referencing and citations
- Making information available to students about:
 - The use of APA (American Psychological Association) referencing and citation styles
 - The difference between collaboration and collusion
- Identifying acts of plagiarism or collusion by a student

Students

Students must comply with this policy. Students guilty of plagiarism or collusion, and in breach of this policy is penalized in accordance with this policy.

Students are responsible for ensuring:

- They understand and comply with the Plagiarism Policy and guidelines; and that they seek assistance if required
- They are familiar with the Institute's expectations for academic integrity
- They submit for assessment work that is their own
- They give appropriate acknowledgement and citation to all sources of information used
- They do not knowingly assist other students in acts of plagiarism or collusion

Identification of potential acts of plagiarism or collusion

A Unit Lecturer, Course Coordinator, exam supervisor or the Head of School are required to identify potential acts of plagiarism or collusion by a student.

To identify potential plagiarism or collusion, the Institute academic staff are required to:

- Peruse sources manually
- Use the internet “string text searching” capability
- Use plagiarism identification software
- Compare the work submitted by two or more students.

The Institute investigates potential plagiarism or collusion where a student’s work:

- Is inconsistent in quality, knowledge, style, voice or approach with other work previously submitted by the student
- Includes complex or special vocabulary, jargon or words above that which might reasonably be expected from a student at the same level
- Is unusually scholarly or professional
- Shows inconsistent style, knowledge or content within a single task
- Includes text which appears:
 - To have been taken from other sources but those sources have not been acknowledged
 - To come from a source other than the one acknowledged
- Has a bibliography which does not appear to match the body of the work including:
 - Old citations
 - Inconsistent formatting
 - Unmatched sources
 - Unknown references

The Head of School determines whether or not, the information is sufficient to warrant an investigation of the allegation of plagiarism or collusion.

Investigation of allegation of plagiarism or collusion

Appointment of a student review panel

To investigate an allegation of plagiarism or collusion, the Head of School convenes a student review panel (“Panel”).

The Panel normally comprises:

- The Head of School
- The Course Coordinator
- The Unit Coordinator
- Placement Coordinator

The Head of School may also appoint a fourth member of the Panel who must be:

- A member of the academic staff or
- A school staff member or
- A supervisor

The Panel:

- Investigates the allegation of plagiarism or collusion
- Determines whether there has been a breach of this policy by a student

The Panel's investigation and determination must be conducted in accordance with the requirements and principles of natural justice.

Information provided to the student

The Head of School must inform the student:

- There is information to suggest they are guilty of plagiarism or collusion
- A student review panel has been convened to investigate and determine whether the student has breached this policy
- The substance and basis of the allegations of plagiarism or collusion including:
 - The specific actions of the student that raised concern
 - The information relied on, such as for plagiarism, Turnitin reports
- The student has the opportunity to explain:
 - Why the allegation of plagiarism or collusion may not be well founded
 - Whether there are extenuating circumstances which explain the breach of this policy by the student
- The student may present information in response to the allegation of plagiarism or collusion in writing or in person to the Panel
- The Panel must schedule a Show Cause hearing at which to consider whether the student's actions amount to plagiarism or collusion
- The student is invited to attend the show cause hearing

Investigation by the student review panel

As part of its investigation, and in preparation for a decision at a show cause hearing, the Panel may:

- Identify the information in the student's work which is said to be plagiarised, and cross reference it against the sources from which it is alleged to have been taken without appropriate acknowledgement
- Compare the student's work with the work of another student
- Review the original copy of any signed student declaration of the originality and sources for the work
- Assess whether the plagiarism was intentional or unintentional having regard to previous work undertaken by the student and information provided by the student
- Identify whether the student has a record of previous plagiarism or collusion

- Assess whether the student requires support, counselling, or other assistance including to improve their study skills or referencing skills

Show cause hearing

Student's information in response

The student must provide to the Head of School any information on which they wish to rely to show, as appropriate:

- They did not breach the policy
- The breach, if established, is normally seen as minor rather than substantial misconduct for instance because it was the result of the student's lack of understanding or experience of the applicable academic convention (eg: appropriate referencing)

The information the student might provide includes:

- A letter explaining the student's lack of experience or understanding of the relevant academic convention
- A letter about the student's past record of academic honesty and integrity

The information must be provided to the Head of School five (5) days before the Panel's show cause hearing date.

Attending the hearing

The student must advise the Head of School whether they intend to attend the hearing.

The student can choose a support person to attend the hearing with them.

If the student has a disability or requires special assistance to attend a hearing, they must advise the Head of School so that any reasonable provisions can be arranged.

The student does not have to attend the hearing. If the student does not attend, the Head of School considers the written information provided by the student.

Decision after a show cause hearing

After the Panel has considered all of the information available to it at a show cause hearing, the Panel must decide:

- Whether or not the student is guilty of an act of plagiarism or collusion
- The appropriate penalty for any established act of plagiarism or collusion

Penalties

If the Panel determines the student is guilty of plagiarism or collusion, the Panel may determine that any one or more of the following actions is the appropriate penalty to impose on the student:

- A warning
- A reprimand
- Academic counselling
- A course in referencing, essay writing or other topic as deemed appropriate by the Panel
- Resubmission of the task
- Allocation of a zero mark for the task
- Allocation of a zero mark for the unit
- Placing the student on probation
- Suspension from the course
- Exclusion from the course

Notice of decision

The Head of School must notify the student in writing of the Panel's decision and the reasons for the decision within five (5) working days of the show cause hearing.

Appealing the decision

In accordance with The Institute's Student Grievance Policy Academic and Non-Academic Matters, the student can appeal the decision within 14 days of the notice of the decision.

The appeal must be a written submission delivered to the Executive Director:

- Identifying the grounds for the appeal
- Providing supporting documents

Dissemination of information

The Head of School:

- Disseminates this policy throughout the school
- Establishes processes to ensure students and staff understand the policy

The processes for dissemination of the policy and to promote understanding includes:

- Providing information about plagiarism and collusion
 - During orientation
 - In introductory sessions
 - On Moodle
 - In hard copy
- Establishing support networks for students requiring additional assistance
- Requiring that all assignments be submitted with a statement signed by the student that the work is their own and that they are aware of this policy
- Professional development for staff about plagiarism, collusion, copyright and APA reference styles.

Records

The Academic Registrar is required to maintain a confidential register of cases of student plagiarism and collusion, to assist in identifying students who commit multiple breaches of the policy.

The confidential register includes:

- Documentation collated in all Panel investigations
- Records of decisions by the Panel.

Records of alleged acts of plagiarism and collusion, and all associated documentation, are retained for up to 10 years.

The register may be referred to if an academic or personal reference for a student is requested.

Definitions

Definitions of undefined terms used in this policy:

APA (American Psychological Association) referencing and citation styles	The APA style of referencing consists of the rules governing: <ul style="list-style-type: none">• in-text citations giving author, year and sometimes page number in the body of a task• a reference list at the end of a task providing the complete details for each in-text citation
Exclusion	A student who is excluded is not permitted to re-enrol in the course
Intentional plagiarism	<p>Intentional plagiarism is when a student is aware they are passing off another person's words or ideas as their own. It is the deliberate copying or use of another's work without acknowledgement or it arises from the student not respecting academic writing conventions when it would be reasonably expected the student would know the relevant academic conventions and be able to apply them.</p> <p>Examples of intentional plagiarism include:</p> <ul style="list-style-type: none">• Directly copying any sentences, paragraphs or significant parts of a sentence from any source, without acknowledging the author or source correctly• Paraphrasing another's work, with some changes, but maintaining the general meaning, flow and format of the other's work• Copying pre written papers from any source,

	<p>including paying another person to undertake the work on one's behalf, and presenting it as the student's own work</p> <ul style="list-style-type: none"> • "Patchworking" a document by cutting and pasting text from a variety of sources, and passing it off as the student's own work • Presenting a work that has already been submitted (by one's self or another person) for assessment in another subject or course
Plagiarism software	To identify possible plagiarism, the software Turnitin is used to check student writing against webpages, other student papers, and publications.
Probation	<p>A student on probation:</p> <ul style="list-style-type: none"> • Must see the Course Coordinator before re-enrolling in the course • May have conditions attached to their re-enrolment
String text searching capability	String text searching the online process by which portions of text can be identified and matched across many documents to identify possible plagiarism is applied.
Suspension	A student who is suspended is not permitted to re-enrol in the course for a period of 12 months
Unintentional plagiarism	<p>Unintentional plagiarism is when a student has a lack of understanding, skill or knowledge of the academic conventions to be followed in order to avoid plagiarism.</p> <p>Examples of unintentional plagiarism include:</p> <ul style="list-style-type: none"> • Incorrect or poor referencing – for example, using quotation marks around some, but not all of the text used in a quote • Inaccurate citing, or leaving a random citation out of the work • Paraphrasing portions of another's work, where much of the original (words or sentence structure) remains