

Plagiarism Policy and Procedure

Policy Purpose

The purpose of this policy is to formalise the approach each of the Think: Education Group Colleges will utilise towards addressing plagiarism and the management of alleged cases. This policy addresses the issue of alleged and proven misrepresentation with respect to the ownership or authorship of intellectual property, or the failure to provide due acknowledgement of the ownership or authorship of the intellectual property of others. This policy is consistent with expectation of ethical academic conduct.

Policy Scope

This policy applies to all Think: Education Group students. When determining the management of plagiarism, the Think: Education Group takes into account two major parameters: frequency and severity. The Think: Education Group differentiates between initial plagiarism and repeated plagiarism; and, significant plagiarism and minor plagiarism.

Definitions

'Plagiarism' is defined as the intentional use of intellectual property the source of which is not properly acknowledged; and/or the direct use of intellectual property, referenced or un-referenced, without a clear indication that the intellectual property was taken from its original source.

Policy Content

The Think: Education Group acknowledges that work submitted by students for assessment as part of their studies should be their own work. Notwithstanding this, where work submitted by a student incorporates material from other secondary sources in order to support their research/ arguments, the reference to these sources should be clear and unambiguous.

It is essential that:

- Quotations from published and unpublished sources are indicated and acknowledged clearly
- Sources of illustrations, photographs maps and statistics are clearly acknowledged
- Web-based materials are not directly downloaded into an assessment and are fully referenced like any other source material
- Students do not incorporate materials purchased or acquired from internet sites or commissioned from sources that write assignments for payment
- Paraphrasing of material from others is referenced clearly
- Students do not incorporate materials that have been previously submitted for assessment, without so stating. If inclusion of previous work is warranted it should be referenced fully
- Unless students have been instructed to do so, do not produce a group assignment
- Students produce work which is uniquely their own
- Where work is done as part of a group, the submission must include a statement about the way in which the submission was written and by whom
- Students are frequently referred to appropriate sources of information on plagiarism and good practice in the production of assessments.

The implementation of the Plagiarism Policy consists of five possible stages:

1. Detection and, where appropriate, investigation
2. Reporting and recording
3. Review and adjudication
4. Penalty
5. Appeal

Procedure for implementation

1. Detection and, where appropriate, investigation

Where an educator believes that plagiarism has occurred, such a belief may only be acted upon where there is concrete evidence of plagiarism. The Think: Education Group has acquired the Turnitin Plagiarism detection software, and this will assist in detecting alleged cases of plagiarism. Use of this software may make the case of plagiarism readily evident and require no further investigation. It may be the case that the scope and source of the plagiarism are not apparent and require further investigation. In either case, no assumption of plagiarism may be acted upon without clear and documented evidence of the intellectual property plagiarised, and how it is manifested in a student's work.

2. Reporting and recording

The lecturer must present a written report to the Head of College (or delegated nominee), who will review the evidence. If the Head of College (or delegated nominee) concurs with the lecturer's findings, then the report, with additional comments by the Head of College (or delegated nominee), is presented to the Academic Director for their information. The report to the Academic Director will be filed in the office of the Academic Director so that he/ she may monitor what occurs subsequently to ensure that the rights and confidentiality of all parties are upheld, and that due process is followed.

The Academic Director is required to check the relevant student records to ascertain whether the student has previously been found guilty of plagiarism, and to inform the Head of College (or delegated nominee).

The Academic Director will be informed of the progress and outcome of any subsequent action, and will maintain a record of the case for future reference.

3. Review and adjudication

The lecturer and the Head of College (or delegated nominee) will review the alleged plagiarism to determine its severity. If both the educator and the Head of College (or delegated nominee) are in agreement, a decision will be made as to the precise nature of the plagiarism, its severity, and, based on the advice of the Academic Director, where it is a repeat occurrence of plagiarism. Should the educator and the Head of College (or delegated nominee) disagree on any of these issues, the Academic Director will be called on to participate in the review and to make a finding on each issue.

4. Penalty

Initial and minor plagiarism

The penalty is to downgrade the marks or standard of achievement for item(s) of assessment. The degree of plagiarism should be considered when applying the penalty and any mark awarded is to be based on the non-plagiarised content of the submitted work. The penalty percentage to be applied is to be reported to the Academic Director.

The offending assessment will be returned to the student, together with the a letter of warning signed by the Head of College (or delegated nominee) and copied to Academic Director that a subsequent finding of plagiarism may result in the failure of a unit of study or expulsion. This letter will include a statement that the student should undertake relevant reading to ensure the student understands the value of academic honesty.

Initial and significant plagiarism

The penalty is to fail the offending assessment. The penalty will be reported to the Academic Director.

A letter of warning signed by the Head of College (or delegated nominee) and copied to Academic Director will be sent to the student informing the student that a subsequent finding of significant plagiarism may result in failure of the relevant unit of study and/ or expulsion. This letter will include a statement that the student should undertake relevant reading to ensure the student understands the value of academic honesty.

Repeated and minor plagiarism

The penalty is to fail the offending assessment. The penalty will be reported to the Academic Director. A letter of warning signed by the Head of College (or delegated nominee) and copied to Academic Director will be sent to the student informing the student that a subsequent finding of significant plagiarism will result in failure of the relevant unit of study and expulsion. This letter will include a statement that the student should undertake relevant reading to ensure the student understands the value of academic honesty.

Repeated and significant plagiarism

Cases of repeated and significant plagiarism must be brought to the attention of the Academic Director. Where the Academic Director is of the opinion that the offence warrants expulsion, the Academic Director may expel the student. The penalty will be failure of the relevant unit of study and expulsion from the course.

Expulsion here means exclusion from any Think: Education Group course for a minimum of two years. The Academic Director may decide that the student should fail the unit and be put on probation for two years. If the student is found to have committed significant plagiarism once more during this period, then expulsion will be automatic.

5. Appeal

A student may appeal the decision of the Academic Director, and lodge a formal academic grievance as per the Academic Grievance Policy and Procedure. The outcome of the grievance as per this procedure will be final.

Responsibility	Lecturer, Head of College, Academic Director and Chief Executive Officer
Record Management	Student File HERMES Committee Meeting Minutes
Reference	Academic Grievance Policy and Procedure General and Academic Misconduct Policy
Policy Developed By	Academic Director
Policy Endorsed By	Academic Board
Policy Complies with	AUQA, AQTF 2007 and ESOS Act
Version Number	1.0
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