



# **ACADEMIC INTEGRITY AND PLAGIARISM POLICY**

**Policy No. 50**

Approved: March 2015

"Aims to provide a solid foundation for academic excellence and spiritual growth towards authentic Christian Living."

## **Rationale**

The purpose of this policy is to set out the College's commitment to Academic Integrity, with particular reference to:

- a) the importance of acknowledgement practice;
- b) responding to plagiarism and other forms of academic misconduct in a consistent and equitable manner; and
- c) the roles and responsibilities of staff and students in upholding the values of Academic Integrity.

## **Definitions**

### *Academic Integrity*

Demonstrating the values of honesty, trust, fairness, respect and responsibility in all academic endeavours, including preparing and presenting work for assessment as part of coursework.

### *Acknowledgement Practice*

The practice of acknowledging the ideas, designs, words or works of other people in one's own work.

### *Citation*

Directly quoting or paraphrasing and giving credit to another person's text, work or idea.

### *Cheating*

Cheating is a deliberate attempt to deceive in order to gain advantage in an assessed piece of work, including coursework, assessments and examinations.

### *Collusion*

Presenting work as independent work when it has been produced in whole or part in collusion with other people. Collusion includes students providing their work to another student before the due date, or for the purpose of them plagiarising at any time, paying another person to perform an academic task and passing it off as your own, stealing or acquiring another person's academic work and copying it, offering to complete another person's work or seeking payment for completing academic work. This should not be confused with academic collaboration.

### *Copying*

Using the same or very similar words to the original text or idea without acknowledging the source or using quotation marks. This includes copying materials, ideas or concepts from a book, article, report or other written document, presentation, composition, artwork, design, drawing, circuitry, computer program or software, website, internet, other electronic resource, or another person's assignment, without appropriate acknowledgement.

### *Inappropriate citation*

Citing sources which have not been read, without acknowledging the 'secondary' source from which knowledge of them has been obtained.

### *Inappropriate paraphrasing*

Changing a few words and phrases while mostly retaining the original structure and/or progression of ideas of the original, and information without acknowledgement. This also applies in presentations where someone paraphrases another's ideas or words without credit and to piecing together quotes and paraphrases into a new whole, without appropriate referencing.

### *Plagiarism*

The act of using the ideas, words or images of another person and presenting them as one's own. Those ideas, words and images might be from sources such as the internet, a book, a photocopied handout or a recording of a speech.

### **Policy Statement**

In all assessed work students should take care to ensure the work presented is their own and fully acknowledges the work and opinions of others. It is also the responsibility of students to ensure that they do not undertake any form of cheating or other form of unfair advantage. In light of this, plagiarism is treated as a serious academic offence which carries a range of consequences.

### **Scope**

This policy and procedure applies to all internal assessments, including internal examinations. Where awarding bodies such as the Victorian Curriculum and Assessment Authority (VCAA) have their own published procedures these will take precedent over the College's policy.

### **Group Work**

Group work is valuable because of the opportunities it provides for students to develop skills in collaboration and communication. As an assessment task it has the potential to pose difficulties in relation to appropriate acknowledgement practice and identification of authorship of individual members of the group. These difficulties can be minimised by academic staff by ensuring that the assessment task is well designed with the roles of individual students effectively identified and the assessment criteria clearly communicated to students in the subject outline.

### **Kerang Christian College Minimum Standards**

#### Years 7 and 8

All assessment tasks that utilise research require a reference list. Students are encouraged to utilise the Kerang Christian College Style Guide when completing a reference list. The Style Guide is easily available on the College website. Students are also required to complete a Statement of Authorship when submitting an assessment task.

#### Years 9 to 12

In addition to a reference list, all assessment tasks utilising research should move towards accurate and complete citations. Again, students are encouraged to refer to the Kerang Christian College Style Guide. Students are also required to sign a Statement of Authorship. Both documents are available on the College website.

VCAA set out clear guidelines regarding the submission of work. It is the responsibility of each student to follow these guidelines.

VCAA prescribe rules which students must observe when preparing work for assessment. These rules apply also to School-assessed Coursework (SACs) and School-assessed Tasks (SATs).

1. A student must ensure that all unacknowledged work submitted for assessment is genuinely his/her own.
2. A students must acknowledge all resources used, including:
  - text, websites and source material;
  - the name(s) and status of any person(s) who provided assistance and the type of assistance provided.
3. A student must not receive undue assistance from any other person in the preparation and submission of work.

Acceptable levels of assistance include:

- the incorporation of ideas of material derived from other sources (e.g. by reading, viewing or note taking) but which has been transformed by the student and used in a new context;
- prompting and general advice from another person or source which leads to refinements and/or self-correction.

Unacceptable forms of assistance include:

- use of, or copying of, another person's work or other resources without acknowledgement;
  - actual corrections or improvements made or dictated by another person.
4. A student must not submit the same piece of work for assessment in more than one study, or more than once within a study.
  5. A student must not circulate or publish written work that is being submitted for assessment in a study, in the year of enrolment.
  6. Students who knowingly assist other students in a Breach of Rules may be penalised.

### **Student Guidelines on Avoiding Plagiarism:**

1. If working individually, do not allow your work to be copied by anyone else.
2. If you see another student's work, do not attempt to submit that work as your own.
3. Do not work with someone else if you are supposed to hand in your own independent work.
4. When you collect information, keep a record of where that information came from so you can correctly reference it.
5. Use multiple sources where possible. Instead of relying on one source of

information for your assignment, find and read a number of sources.

6. Try to come up with your own ideas on the subject matter. Do not copy and paste into your assignment. Instead, put the ideas into your own words (this is paraphrasing), summarise the ideas or quote directly. When quoting, paraphrasing or summarising, plagiarism will be avoided by properly referencing your sources of information or ideas.
7. 'Common knowledge' is information which is widely known, cannot be contested and can generally be found in numerous sources. Such information does not have to be cited. Examples include 'Sydney is the capital city of New South Wales' and 'Shakespeare's character of Macbeth is a Scottish noble who kills his ruling monarch, King Duncan.'
8. You must also include a reference list. This will include more information about your sources than you used in your citations and will assist a reader to find the sources you have used.
9. Properly referencing an assignment takes time. You need to factor this time into your study plan.
10. Refer to the style guide on the College website when constructing reference lists.

### **Detecting Plagiarism**

Kerang Christian College reserves the right to submit any assessable task to a screening process to check for plagiarism. Students may also be asked to verify written work via interview and/or a test. This could be completed either orally or written.

### **Educating Students**

Our teaching staff have a responsibility to educate students on cheating and plagiarism. This includes defining what cheating and plagiarism are and informing students of the potential consequences when cheating and plagiarism occur.

Students in Year 3/4 will be introduced to the concept of cheating and plagiarism through classroom teachers. Students will review these concepts in Year 5/6 to fully understand the consequences of such acts.

In order for students to understand the difference between cheating and plagiarism, the College will introduce "common" definitions and "examples" of both. These definitions and examples are consistent with the language that exists in this policy document.

Secondary School students will be introduced to the Style Guide and Statement of Authorship documents. These documents will be referred to consistently when introducing assessment pieces.

### **Consequences**

If a teacher has evidence that a student has plagiarised work they should undertake the following.

### Year 4s to 6

Primary School teachers will determine consequences at their discretion and as appropriate for grade level, although repeated offenses at any grade level will result in disciplinary action.

### Years 7 to 10

Students may be asked to resubmit part or all of the task after discussion with the teacher. Marks may be deducted. All reports of plagiarism need to be reported to the Head of School. This could lead to involvement of the Principal and parents. Students will receive a zero for tasks until a task has been resubmitted with the plagiarised sections addressed.

A letter is sent home to parents to inform them of the incident of plagiarism. See Appendix A.

### Years 11 and 12

The College has the power to impose any of the following penalties for plagiarism, or for a substantive breach of the rules (which applies to the student who has breached as well as any student who has knowingly assisted the student to breach):

- A written reprimand
- A score of zero may be awarded and the student will be required to sit a redemption task to achieve a 'Satisfactory' for that piece of work.
- Request that work be resubmitted for an S only and no points towards Study score
- Refusal to accept a part of the work submitted and give a score on the remainder
- Refusal to accept the whole piece and give a zero.
- The above consequences may be used singularly or in combination

Staff are encouraged to work in close partnership with the Head of Senior School with any plagiarism matters.

A letter is sent home to parents to inform them of the incident of plagiarism. See Appendix B.

## **Appeals Against College Decisions**

### Regarding Breaches of Kerang Christian College VCE Rules

Kerang Christian College Grievance Policy makes provision for students to request a meeting of the Appeals Committee with regards to a decision made by the College regarding assessment, discipline, attendance, subjects, course requirements/outcomes or victimisation.

The Appeals Committee will consist of three members, it will always include the Head of Senior School and the relevant subject teacher, other members may include; the Principal or the Head of Secondary School.

A student wishing to request the Appeals Committee to investigate a matter must make a written request to the Head of Senior School within 14 days of the grievance. The student lodging the appeal may have a support person present, but this person is not present to act on the student's behalf.

The student will be notified of the time and location of the Appeal in writing at least 24 hours before the meeting. Any decision made by the Appeals Committee will be conveyed to the student in writing within three working days of the Appeal meeting.

### **Responsibilities**

The Principal has overall responsibility for the implementation of this policy.

### **Evaluation**

This policy will be reviewed as part of the school's three-year review cycle.

### **Related Policies**

VCE Student Policy Handbook (No. 42)

VCE Staff Policy Handbook (No. 41)

Behaviour Management Policy (No. 15)

### **References**

The Scotch College. (2010). *Plagiarism Policy*. Retrieved from [http://library.scotch.vic.edu.au/website/index.php?option=com\\_content&view=article&id=79:plagiarism-policy&catid=29:policies&Itemid=241](http://library.scotch.vic.edu.au/website/index.php?option=com_content&view=article&id=79:plagiarism-policy&catid=29:policies&Itemid=241)

The University of Adelaide. (2003). *Policy Statement on Plagiarism, Collusion and Related Forms of Cheating*. Retrieved from <http://www.adelaide.edu.au/policies/230/all/?dsn=policy.version;field=data;id=4222;m=view>

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University of Wollongong. (2010). *Academic Integrity and Plagiarism Policy*. Retrieved from <http://www.uow.edu.au/about/policy/UOW058648.html>

VCAA. (2015). *Procedures for Assessment in VCE Studies*. Retrieved from <http://www.vcaa.vic.edu.au/Documents/vce/adminproceduresvceassess.pdf>