

Policy Owner	Academic Director
Contact Officer:	Academic Coordinator
Policy Number:	QTDPO015
Approved by:	Academic Board
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Related Documents:	Appeals Policy Plagiarism Process Student Misconduct Policy

1. Overview

- 1.1 Curtin College is committed to ensuring that all staff and students behave with academic integrity. Therefore, it is essential that they understand the principles underlying academic integrity and behave in a manner according to these principles.
- 1.2 Plagiarism is considered a breach of academic integrity, so it is necessary for staff and students to know what actions are considered to be plagiarism and how to avoid it.

2. Organisational Scope

- 2.1 The purpose of this document is to provide an outline of the College’s policy on plagiarism and to provide guidelines for staff on how to manage incidents of plagiarism. This policy is based on Curtin University’s plagiarism policy; however, it has been slightly modified in accordance with the academic structure at Curtin College and to meet the specific needs of Curtin College students.
- 2.2 This policy applies to all students enrolled at Curtin College and any partner provider/s.
- 2.3 This policy should be considered in relation to the Student Misconduct Policy.

3. Definitions

- 3.1 **Collusion:** occurs when two or more individuals combine their efforts in order to deceive others. It may be referred to as “unauthorised collaboration” or “collaborating too closely”. Often, the result is assignments which are identical or very similar. Under this policy, collusion is considered as a form of plagiarism and depending on the level of seriousness may be determined as Level 1. Level 2 or Level 3.

Collusion differs from **collaboration** in that the latter describes an activity in which students have been given permission to work together and are asked to submit a joint assignment under joint names.

- 3.2 **Partner Provider** - an institution that provides a course or courses which are CRICOS registered by Curtin College. Curtin College in turn, and for the purposes of this document, oversees all matters relating to the delivery of those courses.
- 3.3 **Plagiarism:** means presenting the work or property of another person as one’s own, without appropriate acknowledgement or referencing and can include:
 - Copying of another author's exact sentences, paragraphs or creative products (i.e. drawings, graphics etc) without clearly indicating a direct quote and/or without giving a reference. It includes copying from books, articles, theses, unpublished works, working papers, seminar and conference papers, internal reports, internet sources, lecture notes or tapes;
 - Trying to put someone else’s ideas into your own words by changing only a few words without clearly or adequately referencing the original source. A lecturer may decide that, as the words are almost the same as the original, this is plagiarism, even if a reference is given;

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- Writing or presenting your own version of another person's work (including words, music, computer source code, creative or visual artefacts, designs or ideas) or research data without clear referencing.
- Submitting work which has been written for you by someone else;
- Copying and submitting another person's work as if it were your own. If a student lends an assignment to another student and the assignment is copied and handed in by that student, both students will be penalised;
- Copying computer files in whole or in part without indicating their origin;
- Copying and submitting another student's work, wholly or partially, by a process of mechanical transformation e.g. by changing variable names in computer programs;
- Collusion
- Submitting work completed in a group as if it were the work of an individual student, and vice versa.

3.4 **Service Taught** - Curtin College students join Curtin University students in the same classrooms.

4. Policy Principles

4.1 The aim of this plagiarism policy is to:

- describe the types of activities deemed to be plagiarism,
- ensure staff and students are provided with information about methods for avoiding plagiarism, and
- provide a method for recording and monitoring incident of plagiarism.

4.2 Where students are enrolled in Curtin University Service taught units, the Curtin University procedures and policies regarding plagiarism will be applied.

5. Policy Content

5.1 Monitoring Plagiarism

5.1.1 All out of class written assessment tasks should be submitted to Turnitin to assist with detection and identification of plagiarism.

5.1.2 All reported instances of plagiarism to be recorded on a plagiarism register and in students' notes.

5.2 Informing Students

5.2.1 All Curtin College students will be provided with, and have access to, information about plagiarism and how to avoid plagiarism via the student handbook, student portal, academic integrity quiz and unit outlines.

5.2.2 New students will be required to complete an Academic Integrity Quiz during their first study period which deals with referencing requirements, plagiarism and academic responsibility.

5.2.3 Information about referencing styles relevant to their course discipline, will be made available to all students in their unit outlines.

5.2.4 Educational guidance on appropriate academic conventions will be provided to students in their lectures, learning support classes and on the Academic Support page on the student portal.

5.2.5 Extra support and remediation will be offered to students found to have plagiarised.

5.2.6 Where students are enrolled in service taught units provided by Curtin University it is the students' responsibility to ensure that Curtin University have informed them of the nature of any alleged plagiarism, the penalty and the outcome.

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5.3 Assessing the Level of Plagiarism

In determining the seriousness of an act of plagiarism, the following factors are usually taken into account:

- the experience of the student;
- cultural considerations;
- the nature and extent of the plagiarism; and
- the intention of the student to plagiarise, based on the evidence available.

As Curtin College students are new to the tertiary environment, with the majority being international students, most incidents of plagiarism are due to failure to understand scholarly practices and the requirements of academic integrity and referencing. However, the fact that a student did not mean to plagiarise does not prevent it from being plagiarism.

Lecturers should take into account that acquiring the skills of citing and referencing takes time and practice. At the same time failure to employ appropriate conventions will result in the assessment process being compromised and penalties are likely to apply.

All incidences of plagiarism are recorded in the students' notes and on the plagiarism register. Serious and/or repeated instances of plagiarism may be dealt with within the Student Misconduct Policy.

5.4 Levels of Seriousness of Plagiarism

- 5.4.1 **Low level plagiarism (Level 1)** is inadequate or incorrect citing, referencing or paraphrasing, arising mainly from a student's limited knowledge about plagiarism, or how to conform to academic conventions, poor writing skills, or from carelessness or neglect rather than intention to cheat. This generally applies to students in their first study period but can occur with more experienced students as well. Level 1 plagiarism is dealt with by the lecturer/tutor concerned. Any penalty is minor or applied within the marking criteria.
- 5.4.2 **Medium level plagiarism (Level 2)** includes failure to reference or cite accurately and/or adequately, arising from negligence or apparent intent to deceive (where adequate knowledge of conventions would have been expected). This would likely apply to students after the first trimester/semester of their course or after significant instruction on how to avoid plagiarism. The lecturer or tutor concerned refers the incident to the Academic Coordinator or nominee with a recommendation in terms of level and penalty. The penalty and outcome are finalised in consultation with the lecturer and/or Unit Coordinator and/or Program Coordinator and following a meeting with the student. The penalty should reflect the nature and amount of plagiarised content. It is possible for Level 2 to result in a mark of 0 for the respective assessment. A third case of Level 2 plagiarism will automatically be escalated to Level 3 unless there are mitigating circumstances.
- 5.4.3 **High level plagiarism (Level 3)** represents a serious breach of academic integrity and includes work presented with a clear intention to deceive an assessor. This would likely apply to students who are experienced or who are expected to understand the principles of academic integrity, but may also involve less experienced students who knowingly present copied work or work they have not themselves completed. The lecturer or tutor concerned refers the incident to the Academic Coordinator or nominee with a recommendation in terms of level and penalty. The penalty and outcome are finalised in consultation with the lecturer and/or Unit Coordinator and/or Program Coordinator and following a meeting with the student. The penalty for Level 3 plagiarism is a mark of 0 for the respective assessment. All instances of Level 3 plagiarism will be referred to the Academic Director who will decide if the case should be referred to the Misconduct Committee. All repeated Level 3 plagiarism will be referred to the Misconduct Committee.

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- * **Reasonable efforts to schedule a meeting with the student will be made. If the student fails to attend and/or does not respond to communication, the outcome will be decided in their absence based on the evidence provided.**
- ** **The Curtin College document Form 1: Determining the Seriousness of Plagiarism should be completed by the lecturer when reporting an incident of plagiarism or referring a student to the Academic Coordinator.**

5.5 Appeals

A student has the right to appeal the penalty imposed. Details on how to appeal are outlined in the Curtin College Appeals Policy and can be downloaded from <http://www.curtincollege.edu.au/policies-curtin>.

6. Administrative procedures

- 6.1 This policy and related documentation is accessible through the Curtin College website at: <http://www.curtincollege.edu.au/policies-curtin> under the Policies and Procedures.
- 6.2 All formally recorded breaches of plagiarism will be kept on student files. These records will be under the responsibility of the Academic Coordinator.
- 6.3 This policy and related procedures will be available to teaching staff through the college portal and communicated to staff via regular staff information sessions, including the new staff induction process.

Acknowledgements

Curtin University Management of Plagiarism Policy.
 Curtin University Staff Guidelines for Dealing with Student Plagiarism 2015

Version	Last changes:
V2.2 (August 2016)	Position Title change – Plagiarism Coordinator now Academic Coordinator Items 3.1, 3.2, 5.2.1, 5.2.4, updated Section 5.3 and 5.4 updated to provide more clarity Item 6.3 updated
V2.1 (Jan' 2015)	<ul style="list-style-type: none"> • 3.1 Definition for Collusion updated • Added section 5.1 Monitoring Plagiarism • Amendments made to section 5.2, 5.3 and 5.4 • 6.2 Position title updated
V2.0	<ul style="list-style-type: none"> • Name of policy changed from 'Plagiarism' to 'Academic Integrity' policy, as this policy encompasses more than plagiarism. • Contact Officer changed from Communication Coordinator to Plagiarism Coordinator • Definition added for Service Taught. • Addition of points 4.2 and 5.1.5