

Policy Owner	Academic Director
Contact Officer:	Plagiarism Coordinator
Policy Number:	QTDPO015
Approved by:	Academic Board
Date Approved:	June 2007
Last Reviewed:	January 2015
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. In an academic context, this can occur if you work with others on an assignment that is meant to be individual or if you help another student to complete an assignment against instructions. This is also referred to as ‘collaborating too closely.’ The result is that you submit assignments which are very similar without admitting to the collaboration.

While collusion is considered to be a different form of academic misconduct to plagiarism, similar penalties will apply to both students involved in the incident and will be treated as a form of plagiarism under this policy.

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

In order to avoid misunderstandings it is essential that task parameters (i.e. how the task should be done and by whom) are specific and transparent.

- 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.

Academic Integrity Policy

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 student's or author's exact sentences, paragraphs, or creative products (i.e. drawings, graphics) without clearly indicating that you are making a direct quote and/or without giving a reference (includes copying from books, articles, theses, unpublished works, working papers, seminar and conference papers, internal reports, Internet, lecture notes or tapes);
- Trying to put other's ideas into your own words by changing only a few words without clearly 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;
- 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 clearly 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 their 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;
- 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 incidents of plagiarism.

NB: Procedures for dealing with plagiarism and the penalties which apply are contained in a separate document, Plagiarism Process.

4.2 Where students are enrolled in Curtin University Service taught units 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 to 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 and portal as well as their 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 and learning support classes.
- 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.

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
- where evidence is available, the intention of the student to plagiarise.

The majority of Curtin College students are overseas students with little experience of the university environment and a lack of understanding of the principles of academic integrity. Therefore, most incidents of plagiarism are due to a failure to understand scholarly practices. However, the fact that a student did not mean to plagiarise does not prevent it from being plagiarism.

Lecturers will take into account that acquiring the skills of citing and referencing takes time and practice, so students are given opportunities to demonstrate their skills and at the same time realise that failure to employ appropriate conventions will result in the assessment process being compromised and penalties are likely to apply. While acknowledging the above, some serious breaches may occur and will be treated accordingly.

5.4 Levels of Seriousness of Plagiarism

- 5.4.1 **Low level plagiarism** 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 would most often apply to students in their first study period but can occur with more experienced students as well
- 5.4.2 **Medium level plagiarism** includes failure to reference or cite adequately arising from negligence or apparent intent to deceive (where adequate knowledge of conventions would have been expected). It may also include copying other students' assignment work, collusion or recycling of previous assignments. This would likely apply to students after the first semester of their course or who have been provided with significant instruction on how to avoid plagiarism.
- 5.4.3 **High level plagiarism** includes copied work, work completed by someone else or purchased work presented with a clear intention to deceive an assessor. This can occur when a significant proportion of the work is copied either from another student or from other sources, or when students have submitted work completed for them by someone else which may or may not be purchased. 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 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 Plagiarism Coordinator**

5.4 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 Plagiarism Coordinator.

6.3 This policy and related procedures will be communicated to staff via email and ongoing staff information sessions. New staff will receive policy information during the induction process.

Acknowledgements

Curtin University Plagiarism Policy and Procedures. 2011.
Curtin University Policies: Statute No. 10 – Student Discipline

Version	Last changes:
V2.1	<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