

Article 11

POLICY ON PLAGIARISM

Section 11.1 Plagiarism Defined

Plagiarism is the use, without giving reasonable and appropriate credit to or acknowledging the author or source, of another person's original work, whether such work is made up of code, formulas, ideas, language, research, strategies, writing or other form(s). It can take several forms, including, but not limited to:

- Copying the exact word of another writer in part of a paper without both citation and quotation marks
- Cutting and pasting material from Internet or other electronic resources without proper citation of sources
- Paraphrasing or summarizing idea of other writer without acknowledging its source
- Accepting excessive assistance from another person in writing a paper without informing readers of the nature and extent of that collaboration
- Submitting for credit a complete paper or portion of paper written by another person, no matter whether the paper was purchased, shared freely, stolen, found or acquired by other means
- Submitting music, drawings, paintings, sculptures, or photographs that copy or rarely closely on the work of other artists, without explicitly citing the original source;
- Writing a computer program that is the same or closely similar to existing sources
- Accepting credit for a project, multimedia presentation, poster or other assignment that draws dishonesty on the work of others

Section 11.2 Responsibilities of the Student

Engaging in plagiarism impedes a student's ability to learn. It is each student's responsibility to:

1. Read and abide by all instructions distributed by the College/Faculty/School/ /Teaching Staff including course guides, assessment task requirements and the Rules for Assessment and the Policy on Plagiarism.
2. Seek assistance with their learning and assessment tasks if they are unsure of appropriate forms of attribution and referencing for their discipline.
3. Submit for assessment, whether by examination or otherwise, only their own piece of work, except where:
 - a. The works of others is appropriately acknowledged
 - b. The assessor has required, or given prior permission for group or collaborative work to be submitted.
4. Students should take responsibility for being informed about conventions and expectations in their chosen discipline.
 - a. When information and opportunities are provided on referencing and writing skills, students should allocate sufficient time to be familiar with the issues.
 - b. It is important for students to continue to discuss and clarify points of confusion with tutors and lecturers until they have gained a solid understanding of the role of citing and referencing in tertiary assignments.
5. Student submissions must provide some form of acknowledgment for the following:
 - a. Direct quotations from a published text.
 - b. Paraphrasing or summarizing other people's published ideas.
 - c. The use of graphics, tables or images from a hard copy text or the web.
6. Students need to be aware that changing a few words, or the order of words, within a text does not constitute paraphrasing. If a student is unsure of what should be acknowledged, then teaching staff can assist

Section 11.3 Types of Plagiarism that will Incur Penalties

- a. Plagiarism that will incur penalties can take several forms:
 - i. Presenting works in any format, without appropriate attribution to the original source.
 - ii. Paraphrasing sentences or whole paragraphs without due acknowledgement by reference to the original work.
- b. Related forms of collusion and cheating that will be treated in the same way as direct plagiarism include:

References

Hope College. Policy on plagiarism. Library <https://hope.edu/library/about-us/policies/plagiarism.html>

University of Adelaide.2004. Policy on Plagiarism. Division of Student and Staff Services. <http://www.adelaide.edu.au/student/policies>

- i. Submitting assessment work with the intention to deceive the assessor as to the contribution made by the student submitting the work.
 - ii. Students separately submitting the same piece of work with the intention to deceive the assessor as to the contribution they have made to the assessment task.
 - iii. A student submitting the same piece of his or her own work, or significant parts of that work, for two (or more) different courses, without the assessor's permission
- c. For forms of cheating in examinations, refer to the College Policy on Cheating in Examinations and Related Forms of Assessment.

Section 11.4 Consequences of Plagiarism and Collusion

- a. All plagiarism is unacceptable and each case of plagiarism should be treated on its own merits. Educational procedures should be in place to assist students to avoid submitting assessment work that does not meet the required standards of evidence-based writing.
- b. All assessment work submitted by a student should be assessed in accordance with its academic merit. If a student receives a reduced grade or fails an assessment task because of the absence of appropriate citations and references it may be a consequence of the student failing to meet the stated criteria for the task, rather than as a punishment for plagiarism.
- c. Inappropriate practices in the use of referencing, citations, quotations or attributions for formative assessment may be dealt with by the assessor, who may refer students to appropriate resources to improve their academic skills. Suspected incidents of plagiarism involving summative assessments must be dealt with according to the Guidelines for this policy.
- d. The penalties associated with plagiarism are designed to impose sanctions that reflect the seriousness of the College's commitment to academic integrity. Penalties may include revising and resubmitting assessment work, receiving a result of zero for the assessment task, failing the course, and expulsion
- e. The Office of the Student Affairs and Services keeps a register of cases of student plagiarism (Student Discipline Office) to assist in the detection of students committing multiple offences in different courses.
- f. In addition, each Faculty will keep a record of all suspected incidents of plagiarism brought to the attention of Heads. The school Deans will review the procedural aspects of these records to ensure that they have been dealt with according to the appropriate College Rules, Policies and Guidelines. The Dean is not required to pass judgment on the issue of plagiarism, only to ensure that the appropriate procedures have been followed.
- g. If a Plagiarism Review Committee finds that a student has committed multiple and/or systematic acts of plagiarism, or admits to, or is found to have committed, conduct that prejudices the interests of other students or the integrity of an assessment scheme itself, then the case will be dealt with as a complaint of misconduct under the Rules for Student Conduct in the College, and a further penalty may be imposed as provided for in those Rules.

Section 11.5 Appeals

A student who wishes to appeal against a ruling decided under the Guidelines and Procedures for Implementing the Policy on Plagiarism may do so in writing under the Student Appeals Policy. Students will be informed of this right in the notification of an investigation from the Head.

Section 11.6 Responsibilities of the Faculty

- a. Inform students, as appropriate, of the Rules for Assessment
- b. Ensure each course guide will contain information on the requirements for citation, together with the required (or preferred) referencing style, where appropriate.

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University of Adelaide.2004. Policy on Plagiarism. Division of Student and Staff Services. <http://www.adelaide.edu.au/student/policies>

- c. Ensure that each course coordinator provides information to students that contains specific warnings about plagiarism and refers to the College's Policy on Plagiarism, where appropriate.
- d. Require all work submitted by students to contain an acknowledgement of originality with the appropriate referencing and citations as a declaration of authorship.
- e. Apply the College's Rules, Policies and Guidelines related to plagiarism and collusion in a consistent manner.
- f. Keep a Faculty register of suspected plagiarism incidents brought to the attention of Heads.

References

Hope College. Policy on plagiarism. Library <https://hope.edu/library/about-us/policies/plagiarism.html>

University of Adelaide.2004. Policy on Plagiarism. Division of Student and Staff Services. <http://www.adelaide.edu.au/student/policies>