

# Plagiarism Policy

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## Introduction

### Purpose

To provide a systemic approach to the treatment of plagiarism in student's work at TAFE Gippsland. The policy is intended to promote honesty in learning and assessment and respect for the work of others.

### Scope

This policy applies to all TAFE Gippsland students

## Policy

Plagiarism, either intentional or unintentional is a practice which runs counter to the very purpose of VET. There is an expectation that students will prepare and submit work which is their own and which, where appropriate, acknowledges the work of others.

Plagiarism can apply to work in any medium (for example text, images, sounds or a combination of these). It involves presenting another person's work as if it were your original effort and may include:

- Copying the exact words from a source without using quotation marks.
- Making very minor changes to someone else's words without acknowledging their source.
- Using another person's idea from a text (for example in a book or from the Internet) without acknowledging its source.
- Submitting all or part of another student's work under your own name.
- Cheating in an exam by using unauthorised notes or copying from other students.

Plagiarism also includes the preparation or production and submission or presentation of assignments or other work in conjunction with another person or other people when that work should be your own independent work. This is plagiarism whether or not it is with the knowledge or consent of the other person or people. It should be noted that TAFE Gippsland encourages its students to talk to staff, fellow students and other people who may be able to contribute to a student's academic work but that where independent assignment is required, submitted or presented work must be the student's own.

Plagiarism may be intentional or careless. Students should be aware that TAFE Gippsland takes the integrity and honesty of its students very seriously. Acts of plagiarism are completely unacceptable and will not be tolerated.

If a student is found to have deliberately plagiarised the work of another - including copying the work of other students - the penalties are severe.

Sometimes a student might accidentally plagiarise. This is usually the result of a lack of academic writing skills, inexperience, sloppy note taking, or a

combination of these. It is important that you learn and follow the practice established for citation of written works for your subject.

Students will be made aware of this policy through the Student Orientation booklet and information can also be accessed remotely via the TAFE Gippsland website. The substance of this policy, as well as advice on avoiding plagiarism through appropriate referencing, will be provided to students attending on-site inductions.

## **TAFE Gippsland Reference Standard**

TAFE Gippsland requires that students use the American Psychological Association (APA) referencing standard to acknowledge original sources.

TAFE Gippsland has developed an APA Referencing Guide to assist students and staff in the correct application of the APA standard. The Referencing Guide is also available from the TAFE Gippsland website and the Library Services page of Online Campus.

## **The Student Assessment Cover Sheet**

The Assessment Cover Sheet is an important resource in assessing plagiarism because it allows staff to explicitly connect a given student to a particular piece of work and it includes a commitment from the student that the work is theirs and theirs alone.

Student assessment items are not to be assessed in the absence of a completed and signed Assessment Cover Sheet. Unsigned Assessment Cover Sheets can be accepted by email but only if they are received from a recognised email address.

The student is to be notified that assessment will not proceed until a copy of the original work is resubmitted with a completed Assessment Cover Sheet (sent from a recognised email address in the case of email submission). To ensure that the intervening time is not used to improve the work, Teachers are to keep a copy of the originally submitted work and check that it is identical to that resubmitted by the student.

## **Respective Responsibilities**

### **TAFE GIPPSLAND RESPONSIBILITIES**

- Make this policy accessible to staff and students;
- Establish processes to support the consistent implementation of this policy;
- Provide processes for students to appeal decisions arising from plagiarism; and
- Provide student support through the provision of information on acceptable referencing techniques.

**TEACHING TEAM RESPONSIBILITIES**

- Ensure this procedure is understood and implemented within the Teaching Team;
- Ensure the use of the APA standard referencing system;
- Provide information to students on acceptable referencing practice utilising the APA system;
- Maintain confidential records of previous breaches.

**TEACHING STAFF RESPONSIBILITIES**

- Know and consistently implement this procedure;
- Communicate the details of this policy and procedure to students, including:
  - information about referencing requirements that are relevant to the discipline area;
  - the provision of examples of appropriate referencing techniques and practice; and
  - ensuring that students understand the difference between cooperative learning, group work and collusion.
- Ensure that only assessment accompanied by a completed copy of the Assessment Cover Sheet (and sent from a recognised email address in the case of email submission), is accepted;
- Be vigilant in the detection of plagiarism;
- Be aware of, and respect, the practices of other cultures / cultural backgrounds;
- Provide transparent and consistent feedback to students about issues relating to referencing; and
- Staff should set a good example through their own practice.

**STUDENT RESPONSIBILITIES**

- Understand and comply with this policy and seek help if unclear about its requirements;
- Ensure that a completed copy of the Assessment Cover Sheet is attached to all work submitted for assessment (and that it is sent from a recognised email address in the case of email submission);
- Be familiar with, and apply, appropriate referencing practices using the APA system;
- Ensure that all sources of information are appropriately acknowledged; and
- Take all reasonable precautions to ensure work cannot be copied.

## Detecting Cheating and Plagiarism

It is a responsibility of the Institute and its staff to be vigilant in the detection of plagiarism. Here are some suggestions for identifying whether assessment may be plagiarised:

- Compare work of learners.
- Look for inconsistency of voice and tone in writing styles.
- Undertake 'spot checks' of learner work, using online checking tools (i.e. grammarly.com).

## Consequences

Consequences of plagiarism can include any of the following at the Institute's discretion:

- a reprimand
- allocation of a zero mark for the task or another such mark, as appropriate
- allocation of a zero mark for the unit or another such mark, as appropriate
- application of the Managing Inappropriate Behaviour procedure (e.g. where the act of plagiarism clearly breaches the Learner Discipline Guidelines (actual theft of another students work for example), or where there is a previous history of plagiarism).

## Appealing a plagiarism decision

Where a student disagrees with a decision regarding plagiarism made at the teaching team level they may pursue appeal proceedings in accordance with the TAFE Gippsland Grievances Appeals and Reviews procedure

## Reference and Supporting Information

### Definitions

Term	Definition
<b>Plagiarism</b>	The presentation of the works of another person / other persons as though they are one's own by failing to properly acknowledge that person / those persons
<b>Intentional Plagiarism:</b>	Plagiarism associated with intent to deceive.
<b>Unintentional Plagiarism</b>	Plagiarism associated with a lack of understanding of plagiarism or a lack of skill in referencing / acknowledging others' work (this is still a breach of this Policy).
<b>Collusion:</b>	Is the unauthorised act of a student presenting work, which is the outcome of directly working with others, as his or her own.
<b>Cooperative Learning:</b>	Is the informal process of students interacting to enhance their learning outcomes and is encouraged.

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**Group work:** Is the authorised act of a group of students producing either a common assessable work or an individually assessed piece of work as part of a larger project

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## Supporting Documents

Referencing Guide APA

TAFE Gippsland Managing Student Suspension or Expulsion Procedure TL 012

TAFE Gippsland Grievances Appeals and Reviews Procedure TL034

## Responsibility

Director, Academic Governance

### Document Version Control Table

Item	Summary of Update	Version Control	Revised Date
1	Original Document Issue	V1.0	17/02/2015
2	Rebranded from Federation Training to TAFE Gippsland	V2.0	16/07/2019