SCEI
SOUTHERN CROSS EDUCATION INSTITUTE

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PP42 PLAGIARISM POLICY

SCOPE

This policy applies to all staff of Southern Cross Education Institute who is responsible for assessing and reporting student academic progress.

The Campus Manager is responsible for implementing this procedure and to ensure that staff and students are aware of its application and implement its requirements.

POLICY

This policy aims to provide a systemic approach to the treatment of plagiarism in academic work at Southern Cross Education Institute. The policy is intended to promote honesty in learning and assessment and respect for the work of others. Contravention of this policy will result in students being penalised.

For the purpose of this policy, plagiarism means presenting another person's work as one's own work by presenting, copying or reproducing it without acknowledgement of the source.

Plagiarism includes presenting work for assessment that includes:
(a) phrases, clauses, sentences, paragraphs or longer extracts from published or unpublished work (including the Internet) without acknowledgement of the source; or
(b) the work of another person, without acknowledgement of the Source

Examples of plagiarism includes, but is not limited to:

(a) recycling - the resubmission for assessment of work that is the same, or substantially the same, as work previously submitted for assessment in the same or in a different unit of study in the same course. The exception to this is if the trainer has approved this or allowed the student to legitimately resubmit the assessment for purposes of improvement

(b) fabrication of data;

(c) the engagement of another person to complete or contribute to an assessment or examination in place of the student, whether for payment or otherwise or accepting such an engagement from another student or to copy another student's assessment;

(d) communication, whether by speaking or some other means, to other candidates during an examination;

(e) bringing into an examination forbidden material such as textbooks, notes, calculators or computers if it is not an open book examination;

(f) copying from other students during examinations;

(g) inappropriate use of electronic devices to access information during examinations.

A student's academic performance will be assessed by written or oral examination, assignments, practical, observation and presentation.

The purpose of this policy is to:
(a) set out the principles underpinning Southern Cross Education Institute's approach to academic honesty;
(b) identify individual responsibilities for promoting the principles of academic honesty; and
(c) prescribe a transparent process for handling allegations of academic dishonesty

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PROCEDURE

1. Set out the principles underpinning the approach to academic honesty;
Southern Cross Education Institute is committed to dealing with alleged plagiarism by students in accordance with the principles of procedural fairness.

Students therefore have the right to:
(a) be informed of the allegations against them in sufficient detail to enable them to understand the precise nature of the allegations and to properly consider and respond;
(b) have a reasonable period of time within which to respond to the allegations against them;
(c) have the matter resolved in a timely manner;
(d) be informed of their rights under this policy
(e) invite a support person or student representative to any meeting regarding alleged plagiarism;
(f) impartiality in any investigation process; and
(g) an absence of bias in any decision-maker.

2. Identify individual responsibilities for promoting the principles of academic honesty
It is a key responsibility of the trainer to distinguish original from plagiarised work. The detection and identification of plagiarism is a judgement made by the trainer who is aware of the responsibilities involved in the task of academic assessment. Ways in which the trainer can gauge plagiarism is through web search engines, comparison with other assignments, and consultation with colleagues.

3. Prescribe a transparent process for handling allegations of academic dishonesty
Where the trainer detects or is made aware of alleged plagiarism, the trainer must discuss the alleged plagiarism with the student and report the alleged plagiarism to the Campus Manager or Academics Manager.

Where, following discussion with the student, the trainer forms the view that the student is guilty of plagiarism, the trainer may take the following appropriate action, including:
(a) explaining referencing guidelines, and providing a copy of this policy and
(b) requiring the student to resubmit the assessment;
(c) requiring the student to undertake another form of assessment;
(d) applying a fail grade to the assessment in question
(e) applying a fail grade to the unit of study.
(f) refer the student to the Student Counselor, Academic Manager or Director of Studies, where a 1st warning letter may be issued

If the resubmission of assessment(s) by the student is still found to be plagiarised, student will be issued a 2nd written warning. Regardless of the severity of the plagiarism, a copy of the written warning must be signed by the Campus Manager or Academics Manager and placed in the student's administration file. Student must be made aware that another resubmission will cost $200 per unit of competency and failure to demonstrate his/her own work may lead to their enrolment being cancelled on the basis of student misconduct.

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