

Policy Rationale

To provide a systemic approach to the treatment of plagiarism in academic and practical work at Campaspe College of Adult Education [CCAEE]. 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.

Policy Aims

This policy applies to all Campaspe College of Adult Education [CCAEE] students and staff. Plagiarism, either intentional or unintentional, is a practice which runs counter to CCAEE's values of individual effort, excellence and integrity. There is an expectation that students will prepare and submit work which is their own and which acknowledges the work of others where that has been incorporated into the student's academic and/or practical work.

Definitions – Behaviours That Activate This Policy

Plagiarism:	is the presentation of the works of another person or other persons as though they are one's own by failing to properly acknowledge that person or those persons.
Intentional Plagiarism:	is the presentation of the works of another person or other persons as though they are one's own by failing to properly acknowledge that person or those persons with the intent to deliberately deceive.
Unintentional Plagiarism:	is the presentation of the works of another person or other persons as though they are one's own by failing to properly acknowledge that person or those persons but associated with a lack of understanding of plagiarism or a lack of skill in referencing / acknowledging others' work (still a breach of Policy).
Collusion:	is the presentation of the works of another person or other persons as though they are one's own and occurs when a student obtains the agreement of another person or other persons for the fraudulent purpose and with the intent of obtaining an advantage in submitting an assignment or other work.

Definitions – Behaviours That Do Not Activate This Policy

Cooperative Learning:	is the informal process of students interacting with each other to enhance their learning outcomes and this is to be encouraged. (not a breach of this policy)
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 and this is to be encouraged. (not a breach of this policy)

Procedure – Responsibilities

CCAEE Responsibilities

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

Staff Responsibilities

- Know and consistently implement the legislation, policy and procedures of CCAEE concerning plagiarism;
- Provide information to students about referencing requirements that are relevant to the discipline area;
- Provide examples to students of appropriate referencing techniques and practice;
- Ensure that students understand the difference between cooperative learning, groupwork and collusion;
- 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 the legislation, policy and procedures of CCAE concerning plagiarism and seek help if unclear about their requirements;
- Be familiar with, and apply, the referencing practices acceptable to CCAE;
- Ensure that all sources of information are appropriately acknowledged; and
- Take all reasonable precautions to ensure work cannot be copied.

Procedure - Consequences

The process for hearing a complaint concerning plagiarism and the penalties that may apply are as follows:

- Where the trainer believes the work is not of the student's own creation, or there is a failure to duly recognise the contribution of others, the matter is to be referred to the coordinator and the matter discussed with the student.
- The student is entitled to bring to the meeting all evidence to support their contention that the work is their own.

Outcomes:

- Where the trainer and coordinator believe that plagiarism or collusion have not occurred, the student's work will be accepted as their own and the trainer will assess as per all other student submissions.
- Where the trainer and coordinator believe the plagiarism or collusion is *intentional and intended to deceive*, the student will be recorded with a not satisfactory [fail] and a grade of 30 entered on statistical reports. The student would be required to re-enrol in that unit and undertake an entirely new submission.
- Where the trainer and coordinator believe the plagiarism or collusion was *unintentional and the objective was not to deceive*, the student will be given an initial not-yet-satisfactory outcome.
 - The student will be granted an opportunity to resubmit the same work within 14 days using the correct referencing to identify the contributions of others. The re-submission will then be graded as per all other student submissions
 - Should the student not resubmit their work within the 14 days, the initial not-yet-satisfactory will become a not satisfactory [fail] and a grade of 30 entered on statistical reports.

Procedure – Appeals – Complaints Procedures

- Where the student believes the outcome of their hearing is not fair and reasonable, they can use the standard 'Complaints procedures within CCAE' to seek redress.

Evaluation

This policy will be reviewed bi-annually