

Plagiarism Policy & Procedure

Responsible Officer:	Chief Executive Officer
Document Location:	QMS
Document Name:	Plagiarism Policy v2.0

Policy

Open Colleges (OC) is committed to ensuring a positive learning experience for its students. It aims to provide a learning environment that fosters the qualities of independent learning and academic integrity.

This policy seeks to encourage ethical conduct and to inform staff and students about the OC standards of academic behaviour. Students have a responsibility to maintain the highest standards of academic integrity in their work. Students must not cheat in assessment and must ensure that they do not plagiarise.

Scope

This policy applies to all OC students and to assessments submitted by students for all OC courses.

One of the core functions of OC is to develop student's ability to apply critical reasoning to assessment activities through independent thought and to make decisions that reflect the student's considerations of the task or workplace requirement.

OC acknowledges that to develop this ability, the student will study the work of others via issued textbooks, learning material or through their own research. However, it is important that students in their learning acknowledge, through appropriate referencing, earlier work from which they have drawn information.

Where an assessor believes that plagiarism has occurred, such a belief may be acted upon where there is tangible and solid evidence of plagiarism. This may be readily evident or may require further investigation. No assumption of plagiarism may be acted upon with clear and documented evidence of the intellectual property plagiarised and how it is manifested in a student's work.

Definitions

Plagiarism

The intentional use of intellectual property the source of which is not properly acknowledged: and/or the direct use of intellectual property, referenced or unreferenced, without a clear indication that the intellectual property was taken verbatim from its source.

Cheating

To deceive or mislead, especially for personal advantage. At OC, cheating is usually related to taking unauthorised material into assessments. Open Colleges has a responsibility to clearly explain expectations related to any assessment, what constitutes cheating, and to promote a climate of honesty in students.

Responsibilities

Registrar	<ul style="list-style-type: none"> – Ensures the establishment, implementation and communication of this policy
Assessor	<ul style="list-style-type: none"> – Applies vigilance and initial detection of instances of plagiarism – Gathers and supplies valid evidence with regard to a suspected plagiarism case
Manager, Learning & Assessment	<ul style="list-style-type: none"> – Works with the Assessor to consider an incidence of plagiarism and determine the outcome – Identifies and deals with inquiries, grievances or breaches to this policy
Head of Faculty	<ul style="list-style-type: none"> – Formally advises (in writing) a student of the seriousness of an incident of plagiarism and the consequences if the student is found to plagiarise again – Formally advises (in writing) a student of their withdrawal from the course in the case of a second incidence of plagiarism
Quality & Continuous Improvement Committee	<ul style="list-style-type: none"> – Reviews the finding and penalty of a plagiarism case which has resulted in withdrawal of the student from the course and which is the subject of an appeal

Quality and Continuous Improvement

Incidences of plagiarism are to be referred to the Quality and Continuous Improvement Committee, where they will be analysed for trends across Faculty and assessment type. The Committee will make recommendations as appropriate to improve assessment structure and process based on the analysis of the collected data.

Procedure

Investigation

In the case of suspected plagiarism the Assessor will report the incident to the Manager, Learning & Assessment. The Manager, Learning & Assessment, in consultation with the Assessor will determine if the plagiarism has resulted from poor academic practice or was intentional. This preliminary step may involve an informal interview with the student.

The Manager, Learning & Assessment and Assessor will:

- consider the extent of the plagiarism (noting that the more extensive the plagiarism, the more likely it was intentional)
- review the course profile and other information provided to students to determine if adequate information had been given
- identify if the student has been previously warned of plagiarism
- determine whether the student is new to adult vocational education and training (it would be expected that continuing students would be more likely to understand plagiarism and its consequences).

Outcome

If the above factors have been considered and it has been determined that the plagiarism has arisen from poor academic practice, the student is to be requested to revise the work and resubmit it for assessment.

If, after consideration of the above factors it is determined that the plagiarism was intentional, the student's work is not to be accepted and the student is to be issued with an alternative assessment to complete. The student is to be given a formal warning (in writing) by the Head of Faculty explaining the seriousness of the incident and the consequences if the student is found to plagiarise again.

Students who commit plagiarism after being formally warned are to be withdrawn from the course in which they are enrolled.

Records

Information relating to the plagiarism case must be recorded on the student file. This includes warnings issued to students of suspected plagiarism, information relating to a confirmed case of plagiarism and any appeals.

Appeal

A student may appeal any finding or penalty associated with the plagiarism case. The appeal must be made to the Head of Faculty. The Head of Faculty may make a determination that will be final, except in the case of an appeal against a withdrawal from a course.

An appeal against a withdrawal from a course must be made to the Chief Executive Officer. The Chief Executive Officer must convene a committee for the purpose of reviewing the finding of plagiarism and the penalty. The committee will consist of members of the Quality and Continuous Improvement Committee.

Related Documents

Student Guide
Trainer Guide

Revision & Authorisation History

Version	Authorised by	Approval Date	Effective Date	Changes
1	Education Management Team	20110711	20111004	