

Plagiarism Policy and Procedures

Purpose

The purpose of this document is to outline Eightfold Institute of Australia (*thereafter known as EIA or the Institute*) policy on plagiarism and provide a framework for procedures for the management of student plagiarism.

Application

This policy applies to all students of EIA.

This document details the manner in which allegations of plagiarism against students in coursework units or competency are managed.

Definitions

Academic Misconduct means acting dishonestly or unfairly in connection with any task or other assessment, or other academic work.

Plagiarism means presenting the work or property of another person as one's own, without appropriate acknowledgement or referencing. For the purposes of this policy, plagiarism will also include *self-plagiarism*, that is, submitting one's own previously assessed work for assessment or publication elsewhere, without appropriate acknowledgement.

Policy Statement

EIA places the highest importance on the principles underpinning academic integrity and requires that its staff and students behave in accordance with these principles at all times. Plagiarism devalues the quality of learning both for the individual and for others enrolled in a course. It can compromise the integrity of the Institute and, in extreme cases, damage EIA's reputation.

Objectives

The policy:

- ◆ reinforces EIA's commitment to Academic Integrity;
- ◆ supports the integrity of EIA's academic awards;
- ◆ describes and delineates responsibilities for the management of student plagiarism;
- ◆ ensures that consistent and transparent procedures for dealing with plagiarism are implemented;
- ◆ provides for the application of a consistent and appropriate range of penalties;
- ◆ ensures staff and students are provided with information about appropriate acknowledgement of academic work and mechanisms for avoiding plagiarism;
- ◆ provides for a wide framework for recording and monitoring occurrences of plagiarism;
and
- ◆ provides for systematic review of EIA's management of plagiarism.

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Actions which constitute Plagiarism

Plagiarism means presenting the work or property of another person as one's own, without appropriate acknowledgement or referencing. Plagiarism includes, but is not limited to:

- ◆ copying of sentences, paragraphs or creative products which are the work of other persons (including books, articles, theses, unpublished works, working papers, seminar and conference papers, internal reports, lecture notes or tapes) without due acknowledgment;
- ◆ Too closely paraphrasing sentences, paragraphs or themes without due acknowledgment;
- ◆ Using another person's work/s (including words, music, computer source code, creative or visual artefacts, designs or ideas) or research data without due acknowledgment;
- ◆ Submitting work which has been produced by someone else (e.g. allowing or contracting another person to do the work for which you claim authorship);
- ◆ Copying or submitting computer files, code or website content in whole or in part without indicating the origin of these;
- ◆ Submitting one's own previously assessed work for assessment without appropriate acknowledgement (*self-plagiarism*);
- ◆ In the case of collaborative projects, falsely representing the individual contributions of the collaborating partners.

Roles and Responsibilities

The Chief Executive Officer (CEO) or Authorised Nominee is responsible for the overall management of plagiarism issues.

The Operations Manager is responsible for:

- ◆ implementing plagiarism management procedures and educational programs, in accordance with this policy;
- ◆ appointing, where required, appropriately qualified staff to assist in the implementation of plagiarism management programs;
- ◆ ensuring that all academic staff are provided with information about the plagiarism management procedures, educational programs and
- ◆ Determining the outcome of Level III incidents of plagiarism.

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Teaching staff, or other positions nominated by the Operations Manager, are responsible for:

- ◆ implementing plagiarism management procedures and educational programs in their Academic Area, in accordance with this policy;
- ◆ Determining the outcome of Level II incidents of plagiarism.

Trainers /assessors are responsible for:

- ◆ Providing students with information and guidance on academic writing and plagiarism appropriate to the discipline.
- ◆ Determining the outcome of Level I incidents of plagiarism and for providing students with appropriate remedial advice.
- ◆ Operations Manager or Authorised Nominee should ensure that course and unit curriculum and assessments minimise opportunities for plagiarism.

All teaching staff:

- ◆ will be familiar with EIA's policy and procedures for dealing with plagiarism;
- ◆ are required to be vigilant in identifying and acting on incidents of plagiarism; and;
- ◆ Are responsible for providing students with guidance and feedback on their academic work, appropriate to the program.

Levels of Seriousness of Plagiarism

Determining the seriousness of an act of plagiarism may be subjective and involve the weighing of evidence. **Schedule A** is designed to assist in determining the level of seriousness.

Level I plagiarism is inadequate or misleading citing, referencing or paraphrasing, arising mainly from a student's limited knowledge about plagiarism, or how to conform to academic conventions, or from carelessness or neglect rather than intention to deceive. Level I plagiarism is *not* considered academic misconduct.

Level II plagiarism is more serious than Level I plagiarism and includes inappropriate or fraudulent acts or work arising from a student's ignorance of academic integrity or academic conventions (*where adequate knowledge would have been expected*), and where intention to deceive an assessor or cheat by way of plagiarism is apparent, but where the overall effect or consequence of the plagiarism does not significantly compromise the assessment process. Level II plagiarism is considered academic misconduct.

Level III plagiarism is more serious than Level II plagiarism and includes copied or appropriated work arising from clear intention to deceive an assessor, or premeditated cheating by way of plagiarism. The effect of the plagiarism is to seriously compromise the assessment process. Level III plagiarism is considered academic misconduct.

In determining the seriousness of an act of plagiarism, the following should be considered:

- (i) the experience of the student;
- (ii) the nature and extent of the plagiarism; and
- (iii) Where evidence is available, the intention of the student to plagiarise.

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Informing Students

All students will be provided with, or have access to, information about plagiarism; in particular descriptions of what is unacceptable, and guidelines on avoiding plagiarism.

Instruction on academic conventions or referencing styles relevant to their course discipline will be made available to all new students.

Educational guidance or remediation will be provided to all students found to have plagiarised at Level I, and they will be provided with the opportunity to correct their work without penalty.

Educational guidance or remediation will also be offered to students found to have plagiarised at Level II or Level III.

Procedures

1. Detecting, Reporting and Dealing with Plagiarism by students in coursework units

- 1.1. On detecting possible plagiarism, a staff member will report the incident, together with relevant evidence, to the Operation's Manager (or other nominated staff).
- 1.2. On receiving details of alleged plagiarism, the Operations Manager or Authorised Nominee together with the staff member reporting it, will decide whether or not plagiarism has occurred, and if it *has* occurred, use **Schedule A** to assess the level of seriousness.
- 1.3. If plagiarism has not occurred, there should be no further action.
- 1.4. If Level I plagiarism has occurred, the trainer/assessor should provide appropriate educational or remedial advice to the student (**as per Schedules B and C**).
- 1.5. If Level II or Level III plagiarism has occurred, the Operations Manager or Nominee should forward the details to the Chief Executive Officer or Authorised Nominee, who will then follow the process in **Schedules B and C**.
- 1.6. The Operations Manager or Authorised Nominee must be consulted if in doubt about Level I plagiarism.

2. Applying Penalties

- 2.1 Penalties, and staff who may impose them, are prescribed in Schedule E.
- 2.2 As part of plagiarism management procedures, the CEO or Authorised Nominee will ensure that comparable penalties are applied for equivalent acts of plagiarism.

3. MAINTAINING RECORDS

- 3.1 Secure and effective storage of records of confirmed incidents of plagiarism will be maintained in accordance with Schedule D.
- 3.2 Access to students' records must be made through the Operations Manager.
- 3.3 If an accusation of plagiarism is dismissed, no details will be lodged on the student's record.

4. APPEALS

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- 4.1 A student may appeal to the teaching staff against a finding of Level I plagiarism. The teaching staff's decision will be final.
- 4.2 A student may appeal in writing to the Operations Manager against a penalty imposed for Level II plagiarism.
- 4.3 A student may appeal in writing to the CEO or Authorised Nominee against a penalty imposed for Level III plagiarism.

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