1. **Purpose**
   To encourage academic integrity and honesty and appropriate scholarly practice. This policy outlines the procedures for preventing, detecting and managing Plagiarism and clarifies the penalties applicable.

2. **Scope**
   This policy applies to all Staff Members and Students.

3. **Definitions**
   See: [Glossary of Terms](#)

4. **Legislation and Related Documents**
   - Copyright Act 1968 (C’wealth)
   - Australian Qualifications Framework (AQF) 2nd edn. (Jan 2013)
   - Higher Education Standards Framework (Threshold Standards) 2015
   - ACER Student Policies

5. **Policy Principles**
   i. To provide a positive learning environment that encourages academic integrity among Students in a way that reflects ACER’s values.
   ii. The research, ideas and contributions of others are to be respected and valued at all times through accurate and appropriate recognition and acknowledgement.
   iii. Staff Members will display leadership in academic integrity.
   iv. All Students will be clearly informed of what constitutes Plagiarism, that it is an unacceptable academic practice, and how to prevent it.
   v. Penalties for Plagiarism will be made clear to all Students.

6. **Roles and Responsibilities**
6.1 The Director:
   It is the responsibility of The Director:
   
i. To put in place procedures for avoiding, detecting, and managing Plagiarism by Students.
   
ii. To ensure that cases of Plagiarism are managed consistently and fairly.
   
iii. To maintain a record of Student Plagiarism cases, which includes a list of warnings and penalties.
   
iv. To ensure that the Plagiarism Policy is accessible on the ACER Professional Learning page of the ACER website.
   
v. To ensure that information regarding the Plagiarism Policy is included in each Unit guide

6.2 Staff Members:
   It is the responsibility of Staff Members:
   
i. To be vigilant in ensuring the authenticity of Student work. Staff Members will ensure Students have the required knowledge regarding referencing techniques and styles, and how they can protect their work.
   
ii. To inform Students if they are permitted to jointly work on an Assessment Task, and give clear instructions for assessment submitted as Group Work, including how to acknowledge collaborative work.
   
iii. To ensure that Students know that they are required to agree to ACER PP3101 Academic Integrity and Honesty Policy before submitting Assessment Tasks.
   
iv. Staff Members may use Plagiarism detection software to check work that has been submitted for assessment.

6.3 Students:
   It is the responsibility of Students:
   
i. To ensure that work they submit for assessment is genuinely their own work, and the work of others is accurately, fully and appropriately acknowledged.
   
ii. To reference material in accordance with the system of referencing specified in the Unit Guide.
   
iii. To keep a copy of all work submitted for assessment and be prepared to submit a copy if requested.
   
iv. To protect their work by submitting their Assessment Tasks using a secure system, where possible.
   
v. To avoid “self-plagiarism” - Students may not submit an Assessment Task that has been previously submitted in another Course or Unit at ACER, or if it has been submitted for assessment at any other educational institution.
   
vi. To agree to the ACER PP3101 Academic Integrity and Honesty Policy before submitting Assessment Tasks. Failure to agree with the above conditions means that Assessment Tasks cannot be submitted and will not be assessed.

6.3.1 Collusion:
i. Students may not allow other Students to copy or share their work. Sharing includes physical distribution and virtual distribution, for example on social media or a website.

ii. Students may not permit another person to write or substantially edit their Assessment Tasks (except for the use of a scribe approved by ACER in the case of permanent or temporary disability).

iii. Students may not write, or substantially edit work, for another Student.

7. Addressing Plagiarism and Penalties
   i. If a Student is suspected of intentional or unintentional Plagiarism, the Student will be informed in writing and the suspicion will be discussed with the Student within 10-14 days.
   ii. If the suspicion is well founded, the Student will be given the opportunity to rewrite and resubmit the work in question within 10-14 days after the discussion.
   iii. A penalty of 10% of the assessed grade for the re-submitted work will be imposed in the case of confirmed intentional or unintentional Plagiarism.
   iv. Confirmed instances of Plagiarism will be recorded on a Student’s record; however, this information will not appear on official transcripts and records.
   v. Students with confirmed intentional or unintentional Plagiarism will be expected to attend further training.
   vi. Should a Student submit a second piece of work that is shown to contain intentional or unintentional Plagiarism, the overall Unit grade will be recorded as a fail, and the Student’s enrolment in the whole Course will be cancelled by The Director, with no refund of enrolment fees and charges.

8. Dispute Resolution
   Should a dispute arise in relation to the interpretation or application of this policy or its procedures a Grievance may be notified and managed in accordance with the ACER PP3111 Student Grievance Resolution Policy.

9. Awareness of Policy
   The Director will take reasonable steps to disseminate and explain this policy to Staff Members and Students who may be affected by it.

   The policy will be available online at:
   https://courses.acer.edu.au/students/policies

10. Version Control
    Authorised by: ACER Academic Board
    Maintained by: Director ACER Institute
    Written: March 2013
    Review: November 2018
    Version: 4

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<td>Clarified and added to responsibilities in section 6, to include group work, “double-dipping” and collusion. Added sub-numbers to section 6.</td>
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