



## POLICY

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<b>Name:</b>	<b>PLAGIARISM POLICY</b>
<b>Policy No:</b>	PP3104
<b>Approved by:</b>	ACER Academic Board
<b>Last reviewed:</b>	May 2019
<b>Responsible Division/ Department</b>	Professional Resources Division/ACER Institute

### 1. Purpose

To encourage academic integrity and honesty and appropriate scholarly practice by outlining procedures for preventing, detecting and managing Plagiarism and clarifying 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

[Australian Qualifications Framework \(AQF\) 2<sup>nd</sup> edn. \(Jan 2013\)](#)

Copyright Act 1968 (C'wlth)

[Higher Education Standards Framework \(Threshold Standards\) 2015](#)

[ACER Student policies](#)

### 5. 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 demonstrate 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.
- vi. All cases of Plagiarism will be managed consistently and fairly.

## **6. ACER Responsibilities**

- i. To put in place procedures for avoiding, detecting, and managing Plagiarism and training Students to use plagiarism detection software.
- 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 information regarding the Plagiarism Policy is included in each Unit Guide.
- v. 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.
- vi. 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.

## **7. Student Responsibilities**

- i. To ensure that work submitted 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 specified system of referencing.
- iii. To keep a copy of all work submitted for assessment and be prepared to submit a copy if requested.
- iv. To use the organisation's plagiarism detection software, and to protect their work by submitting 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 comply with the ACER PP3101 Academic Integrity and Honesty Policy; failure to comply means that Assessment Tasks cannot be submitted and will not be assessed.

## **8. 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.

## **9. Plagiarism and penalties**

- i. If a Student is suspected of intentional or unintentional Plagiarism in the first piece of work submitted for assessment, 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.

## **10. 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.

## **11. 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: [www.acer.org/professional-learning/postgraduate/students/policies](http://www.acer.org/professional-learning/postgraduate/students/policies).

## 12. Version Control

Authorised by	ACER Academic Board
Maintained by:	Director, ACER Institute
Written:	March 2013
Next Review:	December 2020
Version:	6

Version	Date effective	Approved by	Amendment
1.	23/1/2013	E. Hartnell-Young	Logo, Page Numbers, Scope.
2.	13/03/2013	C. Kemp	Last Review date updated, Version Control details included, formatting.
3.	12/11/2015	G. Appleby	Definitions, Purpose, Scope, 6. Roles and Responsibilities, Awareness of Policy, Version Control details, formatting.
4.	17/8/2016	P. Taylor-Guy	Removed table at section 3 and added link Added legislation and policies to section 4 Reviewed and updated principles in section 5.  Clarified and added to responsibilities in section 6, to include group work, “double-dipping” and collusion.  Added sub-numbers to section 6. Student responsibilities expanded, and collusion added.  Clarification in section 7, and numbered section 7. Updated version control.
5.	1/8/2018	P. Taylor-Guy	Update version control, check links.

6.	13/5/2019	P. Taylor-Guy	<p>Renumbered policy sections. Quality check.</p> <p>Added to principles (was in delegations): All cases of Plagiarism will be managed consistently and fairly.</p> <p>Merged Director and Staff Members responsibilities to ACER's responsibilities as this is a student-facing policy, also refer to Schedule of Authorities and Delegations.</p> <p>Removed - To ensure that Students know that they are required to agree to ACER PP3101 Academic Integrity and Honesty Policy before submitting Assessment Tasks, and amended corresponding student section.</p> <p>Added: and training Students to use plagiarism detection software.</p> <p>Amendment to 9.i as requested: "in the first piece of work submitted for assessment"</p> <p>Formatted page footer and whole document  Extended date of next review  Updated version control.</p>
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