



Policy Number:	STUDENT 10
Policy Name:	Academic Integrity Policy
Contact Officer:	Deputy Principal – Learning & Teaching
Date Approved by Executive:	May 18,2018
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Related Policies:	Assessment Grades Policy

This policy takes into account relevant legislative requirements within the state of Victoria, including the specific requirements of the Victorian Child Safe Standards as set out in *Ministerial Order No. 870*. This policy applies to St Joseph's College staff, including employees, volunteers, contractors and clergy.

1. RATIONALE

1.1 St Joseph's College has an obligation to ensure that students conform to best practice and hand in work for assessments that is not plagiarised.

1.2 The purpose of this policy is to set out the College's commitment to Academic Integrity, with particular reference to:

- a) The importance of acknowledgement practice;
- b) Responding to plagiarism and other forms of academic misconduct in a consistent and equitable manner; and
- c) The roles and responsibilities of staff and students in upholding the values of Academic Integrity.

2. WHAT IS PLAGIARISM?

2.1 Many people think of plagiarism as copying another's work, or borrowing someone else's original ideas. However, terms like "copying" and "borrowing" can disguise the seriousness of the offence.

2.2 According to the Merriam-Webster Online Dictionary to "plagiarise" means:

- To steal and pass off (the ideas or words of another) as one's own;
- Use (another's production) without crediting the source;
- To commit literary theft;
- To present as new, an original idea or product derived from an existing source.

3. RELEVANT DEFINITIONS

3.1 **Academic Integrity:** Demonstrating the values of honesty, trust, fairness, respect and responsibility in all academic endeavours, including preparing and presenting work for assessment as part of coursework.

3.2 **Acknowledgement Practice:** The practice of acknowledging the ideas, designs, words or works of other people in one's own work.

3.3 **Citation:** Directly quoting or paraphrasing and giving credit to another person's text, work or idea.

3.4 **Cheating:** Cheating is a deliberate attempt to deceive in order to gain advantage in an assessed piece of work, including coursework, assessments and examinations.

3.5 **Collusion:** Presenting work as independent work when it has been produced in whole or part in collusion with other people. Collusion includes students providing their work to another student before the due date, or for the purpose of them plagiarising at any time, paying another person to perform an academic task and passing it off as your own, stealing or acquiring another person's academic work and copying it, offering to complete another person's work or seeking payment for completing academic work. This should not be confused with academic collaboration.

3.6 **Copying:** Using the same or very similar words to the original text or idea without acknowledging the source or using quotation marks. This includes copying materials, ideas or concepts from a book, article, report or other written document, presentation, composition, artwork, design, drawing, circuitry, computer program or software, website, internet, other electronic resource, or another person's assignment, without appropriate acknowledgement.

3.7 **Inappropriate Citation:** Citing sources which have not been read, without acknowledging the 'secondary' source from which knowledge of them has been obtained.

3.8 **Inappropriate Paraphrasing:** Changing a few words and phrases while mostly retaining the original structure and/or progression of ideas of the original, and information without acknowledgement. This also applies in presentations where someone paraphrases another's ideas or words without credit and to piecing together quotes and paraphrases into a new whole, without appropriate referencing.

3.9 **Plagiarism:** The act of using the ideas, words or images of another person and presenting them as one's own. Those ideas, words and images might be from sources such as the internet, a book, a photocopied handout or a recording of a speech. Ultimately, plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward.

4. POLICY STATEMENT

4.1 In all assessed work, students should take care to ensure the work presented is their own and fully acknowledge the work and opinions of others. It is also the responsibility of students to ensure that they do not undertake any form of cheating or other form of unfair advantage. In light of this, plagiarism is treated as a serious academic offence which carries a range of consequences.

4.2 This policy and procedure applies to all internal assessments, including internal examinations. Where awarding bodies such as the Victorian Curriculum and Assessment Authority (VCAA) have their own published procedures, these will take precedent over the College's policy.

4.3 Group work is valuable because of the opportunities it provides for students to develop skills in collaboration and communication. As an assessment task it has the potential to pose difficulties in relation to appropriate acknowledgement practice and identification of authorship of individual members of the group. These difficulties can be minimised by teachers by ensuring that the assessment task is well designed with the roles of individual students effectively identified and the assessment criteria clearly communicated to students in the subject outline.

4.4 All of the following activities are unacceptable:

- Copying someone else's work in part or in whole, and presenting it as their own;
- Using material directly from books, journals, CD's or the internet without reference to the source;
- Building on the ideas of another person without reference to the source;
- Buying, stealing or borrowing another person's work and presenting it as their own;
- Submitting work to which another person such as a parent, tutor or subject expert has substantially contributed;

- Using words, ideas, designs or the workmanship of others in practical and performance tasks without appropriate acknowledgement;
- Paying someone to write or prepare material.

4.5 Most cases of plagiarism can be avoided by citing sources. Simply acknowledging that certain material has been borrowed, and providing your audience with the information necessary to find the source, is usually enough to prevent plagiarism.

4.6 All assessment tasks that utilise research require a Reference List or Bibliography.

4.7 In addition, students from Years 9 – 12 must complete an Assessment Cover Sheet when submitting an Assessment task.

4.8 The VCAA set out clear guidelines for Years 11 & 12 students regarding the submission of work. It is the responsibility of each student to follow these guidelines.

4.9 The VCAA prescribe rules which students must observe when preparing work for assessment. These rules apply also to School-Assessed Coursework (SACs) and School-Assessed Tasks (SATs).

4.10 Students must ensure that all unacknowledged work submitted for assessment is genuinely his/her own.

4.11 A student must acknowledge all resources used, including:

- Text, websites and source material;
- The name(s) and status of any person(s) who provided assistance and the type of assistance provided.

4.12 A student must not receive undue assistance from any other person in the preparation and submission of work.

4.13 Acceptable levels of assistance include:

- The incorporation of ideas of material derived from other sources (e.g. by reading, viewing or note taking) but which has been transformed by the student and used in a new context;
- Prompting and general advice from another person or source which leads to refinements and/or self-correction.

4.14 Unacceptable forms of assistance include:

- Use of, or copying of, another person's work or other resources without acknowledgement;
- Actual corrections or improvements made or dictated by another person.

4.15 A student must not submit the same piece of work for assessment in more than one study, or more than once within a study.

4.16 A student must not circulate or publish written work that is being submitted for assessment in a study, in the year of enrolment.

4.17 Students who knowingly assist other students in a breach of rules may be penalised.

5. IMPLEMENTATION

5.1 **Detecting Plagiarism:** St Joseph's College reserves the right to submit any assessable task to a screening process to check for plagiarism. Students may also be asked to verify written work via interview and/or a test. This could be completed either orally or written.

5.2 **Educating Students:** Teaching staff have a responsibility to educate students on cheating and plagiarism. This includes defining what cheating and plagiarism are and informing students of the potential consequences when cheating and plagiarism occur.

5.3 **Consequences:**

5.3.1 In cases of plagiarism in class work, the student will be given the opportunity to resubmit the work.

5.3.2 In cases of plagiarism in formal assessment tasks, all plagiarised material will be ignored in determining the final mark. If so much of the work is plagiarised that it will not be possible to get a satisfactory grade, or if the entire piece of work is plagiarised then the student will be given a redemption task, which will need to be submitted at a level that which is satisfactory and will be recorded as an "R" grade.

5.3.3 If there are two students submitting the same work, then both students will be required to undertake a redemption task and will receive an "R" grade when they have completed the redemption task to a satisfactory level.

5.3.4 If one student's work has been used without their knowledge, then only the student who has copied will be required to undertake a redemption task.

5.3.5 Parents need to be formally informed that a student has submitted plagiarised work.

5.3.6 At Years 11 and 12, the College has the power to impose any of the following penalties for plagiarism, or for a substantive breach of the rules (which applies to the student who has breached, as well as any student who has knowingly assisted the student to breach):

- A written reprimand;
- A score of zero may be awarded and the student will be required to sit a redemption task to achieve a 'Satisfactory' for that piece of work;
- Request that work be resubmitted for an "S" only and no points towards their study score;
- Refusal to accept a part of the work submitted and give a score on the remainder;
- Refusal to accept the whole piece and give a zero;
- The above consequences may be used singularly or in combination.

5.3.7 Staff are encouraged to work in close partnership with the Homeroom Teacher and VET/VCAL/VCE Manager with any plagiarism matters.

5.3.8 A letter will be sent home to parents/guardians to inform them of the incident of plagiarism.

5.4 **Guidelines for Students**

5.4.1 Avoiding plagiarism starts during the research process with keeping accurate records of information and ideas gleaned from sources. Any time that a researcher copies another's wording verbatim, even if only a phrase, the researcher should place quotation marks around that wording in his or her notes, so that the quoted material is clearly distinguishable from the researcher's wording. It is important to keep a complete record of bibliographical information while doing research.

5.4.2 When you decide that you want to make some notes using a source, the first thing you should do is to write down the detail of the source.

5.4.3 An example of how to record this information is shown below:

5.4.3.1 Books

Author's surname, Author's first name, Title of Book, Publisher, Publication Date

Example: *Starr, Ringo, Beetles in the Woods, Bantam Books, 1988*

5.4.3.2 Articles

Author's surname, Author's first name, "Title of Article", Name of Periodical, Publication Date, Pages

Example: *Watson, Peter, "Making Ugly Dolls", Mad Magazine August 1988, pp. 2-5*

5.4.3.3 Web Pages

Author/Organisation, Web Address, Date

Example: *Australian Academy of Science, www.science.org.au/nova/072/072key.htm, June 2002*

5.4.3.4 It is also a good idea to list those people who helped you in any way.

Example: *"I was assisted with my research by Joe Montana, Craig Luckenbach, Albert Einstein, and by Pat Lewis who helped me build my display."*

5.4.4

- Once you have accurately written the details of your source, take notes underneath.
- Put ideas into your own words using regular vocabulary.
- If you are copying "word for word" place quotation marks around your notes. (Check with your teacher if Footnotes are required - they are sometimes expected in Years 11 and 12.)
- All references should be placed into a Bibliography/Reference List. A general guideline has been shown above, however, you should check with class teachers for any specific requirements.