

## 5.5.10 Plagiarism and Academic Integrity

### Operating Policy and Procedures

#### 1. **Policy**

It is the policy of the Navitas College of Public Safety that students submit work with academic integrity and they are aware that it is an offence subject to College disciplinary action to fabricate, falsify data or plagiarise.

#### 2. **Purpose**

The purpose of this policy is to outline the responsibilities of students, academic staff and administrators to not condone or tolerate cheating, plagiarism, or falsification as such activity negatively affects all members of the academic community.

#### 3. **Responsibility**

The Registrar is responsible for compliance with this procedure.

#### 4. **Definitions**

**Plagiarism** – Failure to acknowledge ideas appropriately is deemed as plagiarism. All work submitted must acknowledge the source of ideas presented and cite the original written work which informed it. All of the following constitute plagiarism:

- a) Direct duplication, by copying verbatim (or allowing to be copied) the words of another's work, whether from a print or electronic source (including the internet) or another person's assignment etc, without proper acknowledgement of the source;
- b) Paraphrasing, by varying the words or ideas of another's work, without proper acknowledgement of the source;
- c) Summarising, by condensing the words or ideas of another's work without proper acknowledgement of the source;
- d) Cobbling, by piecing together sections of the words or ideas of another's work into a new whole without proper acknowledgement of the source;
- e) Using quotation marks but not including the source;
- f) Acknowledging the source but not using quotation marks around the quotation;
- g) Acknowledging the source but providing inaccurate/wrong information about the source;
- h) Using pre-written or on-demand assignments from the numerous cheat websites;
- i) Submitting work that has already been submitted for assessment purposes in another subject or by another student, or allowing another student to copy your work; and
- j) Producing assignments or part of assignments in conjunction with another student/s with or without the permission of that student.

**Cheating** - The use or attempted use of unauthorised materials, information, or study aids; or an act of deceit by which a student attempts to misrepresent academic skills or knowledge; unauthorised copying or collaboration.

**Collusion** - Assisting another to commit an act of academic dishonesty, such as paying or bribing someone to acquire a test or assignment, taking a test or doing an assignment for someone else, or allowing someone to do these things for one's own benefit.

**Academic Misconduct** - The intentional violation of NCPS policies, such as tampering with grades, misrepresenting one's identity, or taking part in obtaining or distributing any part of a test or any information about the test.

**Research Misconduct** - The fabrication, falsification, plagiarism or deception in proposing, carrying out or reporting the results of research, and failure to declare or manage a serious conflict of interest. It includes avoidable failure to follow proposals as

approved by the Research Ethics Committee. It also includes the wilful concealment or facilitation of research misconduct by others.

## 5. Guidelines

- 5.1 It is the student's responsibility to avoid plagiarism or other forms of academic misconduct. Students must sign a statement on each Assignment Cover Sheet (Form NF532) declaring that the written assignment is their original work, unless indicated by the use of appropriate referencing.
- 5.2 It is no defence to claim a mistake in referencing, especially where plagiarism occurs more than once in the material.
- 5.3 If you lend your work to another student who then plagiarises it, it is no defence to claim that you did not know the other student was going to use your work in this way.
- 5.4 Claiming not to know how to avoid plagiarism is also no defence. The Skill Enhancement Program covers this extensively and every student has completed this program as a compulsory commencing subject
- 5.5 Missing any of these compulsory SEP classes is no defence to a charge of plagiarism.
- 5.6 This policy is available on the current student section of the NCPS website as well as in a condensed format in the student diary.

## 6. Avoiding Plagiarism

- 6.1 Refer to the *Style Guide* on the Current Student Section of the NCPS website; this explains in detail how to acknowledge borrowed ideas appropriately and correctly. Use the *Style Guide* at all times when writing assignments. Referencing correctly will avoid unintentional plagiarism, a potentially costly mistake which may result in failing an entire subject.
- 6.2 Learn how to use EndNote, bibliographic management software which is designed to manage citation information. The library staff can assist you with this.
- 6.3 SEP classes for commencing students extensively deal with correct referencing and how to avoid plagiarism. The SEP pathfinder compiled by the Library also contains lots of information about avoiding plagiarism.
- 6.4 Students must ensure their work is kept in a secure place so that other students do not use their work. Work should not be lent to other students.
- 6.5 Students should also be aware of their rights and responsibilities regarding the use of copyright materials.

## 7. Plagiarism Detection

The College uses plagiarism detection software called TURNITIN. It is a text matching software program which matches student's work against internet sources, other student's work and books and journals.

Students are informed at Orientation regarding this software program, it's functionality and provided with a TURNITIN User Guide (ND5064) outlining the plagiarism prevention check which is conducted on all submitted work.

It is the lecturer's responsibility to facilitate the plagiarism check when students have submitted their work online through the TURNITIN system. Procedures to complete this check are outlined in the TURNITIN Lecturer's User Guide (ND5072) and each lecturer is aware of this responsibility as indicated in the Academic Staff Handbook (ND502).

### 7.1 Research Misconduct Detection

Any person (academic staff member, student peer etc) who forms a reasonable suspicion of a breach of the Navitas College of Public Safety's "Conduct of Research" policy or "Plagiarism and Academic Integrity" policy must direct the allegations in the first instance to the subject lecturer. The allegation will then be investigated as to whether it is justified by the subject lecturer in consultation with the Registrar and Dean of Studies.

## 8. Procedure

- 8.1 Pursuant to Policy 5.4.10, all students are informed in the applicable subject syllabi of the requirement to submit all work, essay plans and assignments online through the TURNITIN system. At the commencement of their academic studies students are allocated a password protected login to this system.
- 8.2 With each assignment submission students must also complete and submit the Assignment Cover Sheet (NF532) including the declaration that the assignment is their own work.
- 8.3 Lecturer's will access the online version of the student's work and complete a plagiarism check using the Originality Report functionality (as procedurally outlined in ND5072 TURNITIN Lecture's User Guide)
- 8.4 Lecturing staff will notify student administration via the Student Marking Sheet if they have detected a plagiarism issue.
- 8.5 Student assignments that have been identified with a plagiarism concern will be further investigated by a second marker using the TURNITIN Originality Report to outline the areas of suspected plagiarism. The work will be checked against electronic and print resources in order to prove the plagiarism. The student's plagiarism history will also be made available to the subject lecturer who determines the penalty/outcome.
- 8.6 Where a student, after a full investigation has been completed, has been deemed to have committed a plagiarism offence or any other form of academic misconduct, the following penalties can be applied after the Registrar and subject lecturer have consulted and depending on the severity of the offence:
  - Failing the particular piece of assessment, while retaining a mark;
  - Cancellation of the piece of assessment i.e. a mark of 0% (will be referred to the Dean of Studies for determination);
  - Failing the subject (will be referred to the Dean of Studies for determination);
  - Suspension or exclusion from the course; and
  - Having a completed degree cancelled after graduating.
- 8.7 The student will attend an interview with the Registrar and subject lecturer to give cause to the findings. A penalty will be applied dependent on severity, any previous offences and the reasons put forward by the student. The student will then be counselled and will need to acknowledge the issue of plagiarism or other form of academic misconduct in a signed statement which is then put in the student's file.
- 8.8 A student may not use the failing of a piece of work due to plagiarism or other form of academic misconduct as grounds to seek a Grading Review. If the student is not satisfied with the mark they have received because of the penalty imposed for plagiarism, or other, then they may lodge a Grievance.
- 8.9 Student administration will record the meeting and outcomes in the student management system, PEPi.
- 8.10 If the matter is referred to the Dean of Studies (due to the cancellation of a piece of work or failure of the subject) and the Dean determines to proceed with the penalty, the student may be invited to a hearing with the Dean. In this interview the student has the opportunity to explain the work in detail to the examiner and give reasons for the lack of acknowledgement or falsification. Notes will be taken in this interview for student record purposes, file management and for formal communication with the student.
- 8.11 The Dean may uphold or vary the decision of the lecturer, determine that the essay is cancelled and/or that the subject is failed. Alternatively, the Dean may decide the matter does not constitute plagiarism or academic misconduct and no penalty should apply.
- 8.12 The Dean of Studies may refer the student to the Student Disciplinary Tribunal to consider excluding the student from the course.
- 8.13 If a student is not satisfied with the decision of the Dean or the Student Disciplinary Tribunal, they may appeal the matter to the Higher Education Board.

9. **Authority**

Authorised by the General Manager (Public Safety)

10. **Approval**

Approved by the Higher Education Board 11/06/08

11. **Amendments**

Date	Modified by	Sections amended/added	Approved by HEB (if required)
15/08/08	Christine Ashton	Change of title – CEO-General Manager	Minor change
24/0709	Jodie Reeve	Change of logo and layout of document. References to documents updated	Minor change
11/08/09	Christine Ashton	Section 3 added – Research Misconduct Section 7 added– Research Misconduct Detection	Approved 01/01/09
09/11/09	Christine Ashton	Change of logo and name	Minor change
27/11/09	Jodie Reeve	Amended document references	Minor change