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 Course Coordinator 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 cheat websites;
   i) Submitting work that has already been submitted for assessment purposes in another unit or by another student, or allowing another student to copy 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 declare either in electronic or written form that the 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 a student lends his/her work to another student who then plagiarises it, it is no defence to claim not to know the other student was going to use the work in this way.

5.4 Claiming not to know how to avoid plagiarism is also no defence. The commencing core unit LSPE1004 Academic Enhancement covers this extensively as does the College Style Guide.

5.5 Missing Academic Enhancement classes is no defence to a charge of plagiarism.

5.6 This policy is available on the NCPS website.

6. **Avoiding Plagiarism**

6.1 Students are expected to refer to the College Style Guide at all times when writing assignments; this explains in detail how to acknowledge the ideas of other authors appropriately and correctly. The Style Guide is made available electronically to students via the College’s Learning Management System.

6.2 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.

6.3 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 and during the Academic Enhancement unit regarding this software program and its functionality.

It is the lecturer’s responsibility to ensure that originality scores provided by TURNITIN are checked when students have submitted their work online through the Learning Management System.

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 “Plagiarism and Academic Integrity” policy must direct the allegations in the first instance to the unit lecturer. The allegation will then be investigated as to whether it is justified by the unit lecturer in consultation with the Course Coordinator and Academic Director.
8. **Procedure**

8.1 Students are informed in the applicable unit guide of the requirement to submit all work, essay plans and assignments online through the Learning Management 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 declaration that the assignment is their own work.

8.3 Lecturers will access the online version of the student’s work and complete a plagiarism check.

8.4 Lecturing staff will notify the Course Coordinator if they have detected a plagiarism issue.

8.5 Student assignments that have been identified with a plagiarism concern will be further investigated by the Course Coordinator or his/her delegate. The work will be checked against electronic and print resources in order to determine whether plagiarism has occurred. The student’s plagiarism history will also be made available to the Course Coordinator or his/her delegate and the unit lecturer when determining the penalty/outcome.

8.6 Should the investigation arouse suspicion, the student will attend an interview with the Course Coordinator or his/her delegate and unit 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.

8.7 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 Course Coordinator and his/her delegate and unit 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%;
- Failing the unit;
- Suspension or exclusion from the course (will be referred to the Dean for determination); or
- Having a completed degree cancelled after graduating (will be referred to the Dean for determination).

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 or Special Consideration. 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.

8.10 If the matter is referred to the Academic Director and he/she determines to proceed with the penalty, the student may be invited to a hearing with the Academic Director. 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 Academic Director may uphold or vary the decision of the lecturer, determine that the essay is cancelled and/or that the unit is failed. Alternatively, the Academic Director may decide the matter does not constitute plagiarism or academic misconduct and no penalty should apply.

8.12 The Academic Director may refer the student to the Dean to consider excluding the student.
from the course.

8.13 If a student is not satisfied with the decision of the Academic Director or the Dean, they may appeal the matter to the Academic Board.

9. **Authority**
   Authorised by the Dean

10. **Approval**
    Approved by the Academic Board on 11 June 2008

11. **Amendments**

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<th>Date</th>
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<th>Sections amended/added</th>
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<tr>
<td>15/08/08</td>
<td>Christine Ashton</td>
<td>Change of title – CEO-General Manager</td>
<td>Minor change</td>
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<tr>
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<td>Jodie Reeve</td>
<td>Change of logo and layout of document. References to documents updated</td>
<td>Minor change</td>
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<tr>
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<td>Christine Ashton</td>
<td>Section 3 added – Research Misconduct Detection</td>
<td>Approved 01/01/09</td>
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<tr>
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<tr>
<td>07/01/13</td>
<td>Matthew Thurgood</td>
<td>Changes of title: Dean of Studies to Dean; Registrar to Manager of Study Programs; Higher Education Board to Academic Council; Skills Enhancement Program (SEP) to Academic Enhancement; Change of process: Submission to TURNITIN removed</td>
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