



COLLEGE POLICY and PROCEDURE:

Plagiarism

APPROVED:

2014

REVIEW DATE:

2017

RELATED DET POLICY:

<http://www.bsss.act.edu.au>

<http://www.det.act.gov.au/policies/policies.htm>

Context:

Plagiarism is the presentation of another person’s work or ideas, including work by another student, by reproducing, para-phrasing, summarising or otherwise presenting the work in altered form without acknowledgement.

The integrity of the College’s assessment system relies upon all involved acting in accordance with the highest standards of honesty and fairness including the resubmission of the same item in more than one unit. Any departure from such standards will be viewed very seriously.

Definitions:

- **Plagiarism:** Claiming authorship of someone else’s work
- **Acknowledgement:** Students are required to reference the source and/or ownership of all material that is incorporated into their own work.

Process for recording and applying consequences of plagiarism:

Categories	Penalties:	Procedures:
1. First minor incident of plagiarism*	<ul style="list-style-type: none"> • Reprimand and warning in writing • Item to be marked without plagiarised material being taken into account. This could result in a reduction in marks appropriate to the extent of the plagiarism. 	<ul style="list-style-type: none"> • Activated at Teacher / Faculty level • Centrally recorded and documented at the college.
2. First major incident of plagiarism*	<p>One of the following penalties to be imposed:</p> <ul style="list-style-type: none"> • Marks reduced by an amount appropriate to the extent of the plagiarism. • Cancellation of any score, mark or grade for the assessment item concerned. (Item treated as if it was not submitted. Refer to other relevant BSSS policy.) 	<p>Activated at Principal or Delegate level</p> <ul style="list-style-type: none"> • Centrally recorded and documented at the college.



<p>3. Repeated Offence (NB Repeat of Category 1 or Category 2 automatically becomes a Category 3 offence)*</p>	<p>One of the following penalties to be imposed</p> <ul style="list-style-type: none"> • Cancellation of any score, mark or grade for the assessment item concerned. (Item treated as if it was not submitted. Refer to other relevant BSSS policy.) • Cancellation of all assessment results for the unit concerned • Cancellation of all assessment results for the course concerned. • Cancellation of all assessment results for Years 11 and 12. 	<p>Activated at Principal or Delegate level</p> <ul style="list-style-type: none"> • Centrally recorded at the college • Prior to the cancellation of a course or certificate, the college must consult with the Executive Officer of the BSSS or his/her Delegate.
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Penalties apply to any instances of plagiarism across the college.

Please note: In addition to submitting assessable tasks as a hard copy, there is an expectation that students will submit work (wherever possible) in **electronic format** (eg via USB, CD, or email).