Plagiarism Policy Name

Policy Overview

This policy outlines St George and Sutherland Community College's (SGSCC) approach to managing and preventing plagiarism. It details the responsibilities of students and staff, the procedures for handling cases of suspected plagiarism, and the consequences for students found to have committed plagiarism.

Purpose and Rationale

The purpose of this policy is to uphold academic integrity and ensure that all students submit work that is their own. Plagiarism undermines the educational process, and the value of qualifications awarded. SGSCC is committed to promoting a culture of honesty and fairness in academic work and assessments.

Definition of Plagiarism

Plagiarism is defined as the use of another person's work, ideas, or expressions without proper acknowledgment. This includes, but is not limited to:

- Copying text from a book, article, website, or another student's work without appropriate referencing.

- Paraphrasing someone else's work without giving credit.

- Submitting an assignment that has been wholly or partly produced by another person or by using an online service.

- Failing to use quotation marks when directly quoting from a source.

Procedures and Implementation

1. Education and Awareness

- All students will be informed about plagiarism and how to avoid it during their orientation program and through study skills workshops.

- Educational resources, including guides on correct referencing techniques, will be provided to students through SGSCC's learning management system.

- Academic staff will receive training on identifying and managing plagiarism cases.

2. Submission Requirements

- Students must submit all written assignments with a plagiarism declaration form, confirming that the work is their own and that all sources have been appropriately cited.

- Assignments may be checked for originality using plagiarism detection software.

3. Detection and Reporting

- If a staff member suspects that a student has committed plagiarism, they must report it to the Course Coordinator with evidence, such as highlighted sections of the student's work and the original sources.

- The Course Coordinator will review the evidence and determine if there is sufficient cause to investigate further.

4. Investigation Process

- The student will be notified in writing of the suspected plagiarism and given the opportunity to respond within 5 working days.

- An investigation will be conducted by a panel consisting of the Course Coordinator and at least one other academic staff member.

- The panel will consider the student's response and the evidence of plagiarism to determine if a breach has occurred.

5. Consequences and Penalties

- **Minor Breach:** For a first-time or minor offense, the student may be given a warning and required to resubmit the work with correct citations.

- **Moderate Breach:** For a repeated offense or a more serious breach, the student will be required to resubmit with a penalty fee.

- **Severe Breach:** For significant or repeated plagiarism, the student may be required to repeat the unit of competency and pay the tuition fee for the unit, and in extreme cases, may face suspension or expulsion from SGSCC.

6. Appeals Process

- Students have the right to appeal a decision regarding plagiarism. Appeals must be submitted in writing within 10 working days of the decision being communicated.

- The appeal will be reviewed by an independent panel, and a final decision will be provided within

15 working days of the appeal submission.

7. Record Keeping

- Records of all plagiarism cases, including evidence, decisions, and penalties, will be maintained by the Course Coordinator for a minimum of five years.

- These records will be kept confidential and only shared with authorized personnel.

Applicability and Responsibilities

This policy applies to all students and staff at SGSCC. Students are responsible for ensuring that their work is original and properly cited, while staff are responsible for educating students on academic integrity and detecting and managing cases of plagiarism.

References

- Standard for RTOs 2025., principles of academic integrity and values of integrity and quality education.

- National Code of Practice for Providers of Education and Training to Overseas Students 2018

This policy reinforces SGSCC's commitment to academic integrity, ensuring that the qualifications awarded are a true reflection of a student's own efforts and learning.