



**MORLEY COLLEGE**

# **PLAGIARISM POLICY**

**15 March 2010**

## MORLEY COLLEGE

### Policy on Plagiarism for Accredited Courses

**Prevention:** all Course Outlines for accredited courses should contain a statement that plagiarism is unacceptable. Suggested text:

Plagiarism is the unattributed use of another person's work as one's own either as part or all of a piece of work submitted for assessment. Plagiarised work cannot be submitted for this course and if discovered may render the student liable to loss of marks, disciplinary procedures and ultimately exclusion from the College.

Tutors on accredited courses should draw attention to this statement.

To help prevent plagiarism they can also:

- 1) require students to submit essay plans, 1<sup>st</sup> and final drafts, either in stages or all together.
- 2) Teach students the correct methods for citing sources.
- 3) Change assignments from year to year.
- 4) As much as possible, give individual attention to students' work, communicating to students that they are interested in what they have to say.

**Definitions:** this policy distinguishes between three types of plagiarism:

1. Inadvertent, when a student fails to sufficiently paraphrase work from a source.
2. Inadvertent, when, as a product of collaboration, students submit work of a noticeably similar type.
3. Intentional, when a student deliberately presents the work of others as his or her own.

**Sanctions:** the Student Disciplinary Code identifies three degrees of misconduct:

- Petty misconduct
- Misconduct
- Gross misconduct

With repeated petty misconduct to be treated as misconduct and repeated misconduct to be treated as gross misconduct.

The three types of plagiarism identified will in the first instance count as misconduct to the following degrees:

- 1 and 2 as petty misconduct
- 3 as misconduct

With repetitions increasing the gravity of the misconduct as per the Disciplinary Code.

Sanctions applied will also follow the Disciplinary Code so that in the case of plagiarism types 1 and 2, it will be sufficient for the tutor to handle the matter informally, explaining the College's policy on plagiarism to students and requiring

them to submit a new assignment, or in cases of very limited, inadvertent plagiarism, for a student to resubmit the assignment clearly citing sources and differentiating between original work and work from other sources.

Plagiarism type 3 will result in the student being called to a meeting with the relevant CAM. If the CAM is satisfied that plagiarism has been committed, the student should be issued with a written warning outlining the consequences of any repetition of the misconduct. The written warning should be copied to the Deputy Principal – Curriculum and Quality, who will keep a record of it. The student shall receive no credit for the assignment and on modular courses the student shall receive no credit for the unit for which the work has been submitted.

If the student is alleged to have repeated plagiarism type 3, he or she will be called to a disciplinary interview with the Deputy Principal – Curriculum and Quality.

**Determination:** if a tutor suspects plagiarism he/she can try googling a short section of the submitted work. If this does not produce evidence of plagiarism, a tutor shall use his/her subject knowledge and knowledge of the student's work, to decide whether on the balance of probabilities, work is plagiarised.

**Appeals:** if the student believes he or she has been wrongly accused of plagiarism, the student may make a case when he or she meets with the CAM. Similarly if the plagiarism is treated as gross misconduct and results in suspension or exclusion, the student has a right to appeal if he or she can furnish new evidence or believes the disciplinary procedures have not been followed properly.