

# English Language School in Sydney Plagiarism and Academic Misconduct Policy and Procedure

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and Procedure.

<b>Policy and Procedure Name</b>	Plagiarism and Academic Misconduct Policy and Procedure
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<b>Approval Authority</b>	Academic Board Teaching and Learning Committee (TLC)
<b>Related Documents</b>	Student Handbook, Staff Handbook
<b>Administrator</b>	Faculty Manager (Academic Manager)
<b>Compliance and Monitoring</b>	Head of Faculty Quality Systems Manager

## 1. Purpose of Policy

The purpose of this policy and procedure is to describe the stance taken by ELSIS in relation to the act of plagiarism, or other form of academic misconduct. The policy aims to ensure that both staff and students are aware of what is considered plagiarism or a moral misconduct, and the ways it will be dealt with and reported.

## 2. Scope

This policy applies to all students and staff with regard to:

1. Work produced and submitted for assessment;
2. Any work which involves the use of research data or material produced by another author.
3. Any work which may have been, partly or wholly, produced by a third party.

### 3. Definitions

Academic misconduct	Academic misconduct takes into account conduct by a student that is dishonest or unfair in relation to any academic work. Academic work refers to all assessment tasks including (however not limited to) examinations, tests, assignments, group work, projects, and presentations. Plagiarism is considered a form of academic misconduct.
Collaboration	Academic work that is jointly produced by two or more students with the knowledge and consent of the teacher. Collaboration is not plagiarism.
Collusion	This is an intentional joint attempt by a student and another person or persons to submit work, creating the understanding that it was solely produced by the student themselves. Collusion is a form of plagiarism and is considered a breach of academic integrity.
Plagiarism	This is the use of someone else's intellectual work, presented without suitable acknowledgement, therefore creating the idea that the work belongs, in its original form, to the individual submitting the work. A differentiation is to be made between plagiarism and incomplete attempts to acknowledge the words, works or ideas of someone else, this includes when a student makes a genuine attempt to reference their work, but demonstrates insufficient referencing skills.

### 4. Policy Statement

ELSIS provides high quality educational services to international students and applies its policy and procedures according to the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (2007).

The school is committed to ensuring that students are made aware of the best practises which relate to the preparation and submission of work, in line with the college's principles of professional conduct.

This policy and procedure applies to ELSIS students across all campuses. The relevant staff are responsible for maintaining student awareness of the school's stance on academic integrity.

### 5. What constitutes appropriate acknowledgment?

It is necessary that work used by an individual is correctly referenced, and that adequate acknowledgement is given to its original author. This is known as *attribution*. It is important that attribution is properly applied regardless of how the original work is used, whether the use is via direct quotation or paraphrasing.

The means by which attribution takes place is citation. There are a range of styles of citation (also referred to as referencing), including in text referencing, footnotes or endnotes. The student needs to correctly apply whichever style is being taught in their class.

### 6.Student responsibilities:

As an EAP student, it is expected that you will:

- understand and practice honesty and integrity throughout your period of study;
- take no part in using work that is of a false nature;
- seek permission to use work that is not your own, where required;
- use appropriate acknowledgement of the work of others;
- not allow other students to use any part of work which you compiled yourself.

### 7.Staff responsibilities:

Staff are expected to:

- be aware of the policies and procedures in relation to academic integrity;
- provide examples of good academic practice by appropriately acknowledging the work of others in their teaching and research;
- familiarise themselves with the information provided in the Academic Integrity and Plagiarism Policy;
- provide clear instructions to ensure students are aware of what is expected of them in terms of academic integrity and what the consequences are, should there be a breach;
- provide students with educative guidance, classroom activities and feedback on academic integrity;
- communicate to students the modes and methods of assessment and expectations relating to the maintenance of academic integrity;
- inform students of the acceptable level of group or pair work and how tasks will be individually or jointly assessed;
- manage cases of plagiarism in a fair and professional manner, allowing students a single opportunity, dependent on circumstance, to resubmit or retake any effected assessment; ensure that any such resubmission will incur an automatic 10% deduction in the final grade;
- ensure that work containing deliberate plagiarism, where 75% or more has been plagiarized, incurs an automatic D grade;
- report cases of plagiarism or cheating within the 'Diary' section of RTO Manager, as well as to the Course Coordinator;
- submit any suspected plagiarised assessment task for moderation by an impartial member of the teaching staff, affording students natural justice and the opportunity to appeal their circumstances.