

## Plagiarism and Academic Misconduct Policy and Procedure

Policy Category	Academic		
Document Owner	EL SIS Principal Executive Officer		
Responsible Officer	Director of Studies		
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References and Legislation	Education Services for Overseas Students Act 2000 (Cth); The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (The National Code) The Privacy Act 1988 (Cth)		
Related Documents	Monitoring Student Progress and Course Duration Policy and Procedures, Student Code of Conduct		
<b>Version</b>	<b>Change description</b>	<b>Approved</b>	<b>Effective Date</b>
2.0	Reviewed and updated 17/09/2020	Principal Executive Officer 18/09/2020	18/09/2020

### 1. Purpose

The purpose of this policy and procedure is to describe the stance taken by ELSIS in relation to the act of plagiarism, or other forms of academic misconduct. The policy aims to ensure that both staff and students are aware of what is considered plagiarism or 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

Item	Definition
<b>Academic misconduct</b>	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.
<b>Plagiarism</b>	This is the use of someone else's intellectual work, presented without suitable acknowledgment, therefore creating the idea that the work belongs, in its original form, to the individual submitting the work. 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.
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#### 4. Policy

EL SIS 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 practices which relate to the preparation and submission of work, in line with the college's principles of professional conduct.

This policy and procedure apply to ELSIS students across all campuses. The relevant staff is 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 acknowledgment 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 ELSIS 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 acknowledgment of the work of others;
- not allow other students to use any part of the 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.