POLICY TITLE: Plagiarism

Purpose

To ensure all staff and students understand plagiarism and that it is not condoned in any form at Photography Studies College (Melbourne).

Policy

This policy ensures that mechanisms are in place to protect academic integrity and to avoid student plagiarism and cheating and outlines the strategies in place to detect and respond to such incidents.

Procedures

1.   Student Integrity and Honesty

1.1. Photography Studies College (Melbourne) is committed to upholding standards of student integrity and honesty in regards to the assessment of their work and places value in the declarations of authenticity made by students.

1.2. Students are expected to act with integrity at all times and only submit work that is their own, or that has been appropriately referenced and includes acknowledgements of all texts and resource materials utilised in the development of the work.

1.3. Teaching staff have a duty to ensure they teach students how to acknowledge the work of others by correctly acknowledging and citing references and resources used in the production of their work.

2.   Unacceptable Behaviour

2.1   From time to time, there may be incidents of student plagiarism and cheating which Photography Studies College (Melbourne) is required to act upon in order to uphold the value of assessment outcomes and the reputation of its education course offerings.

2.2   Student plagiarism and cheating in any form are unacceptable and will be treated seriously by Photography Studies College (Melbourne)

3. Preventing, Avoiding and Detecting

3.1 All students are required to maintain a record of their research, processes and visual practice. This may be required to be shown in class and used as evidence of the development and authorship of their work.

3.2 Participation in supervised workshops as part of the Photography Studies College (Melbourne) studio model of learning and teaching requires students to undertake a proportion of their work in a guided environment. This oversight of production assists staff in ensuring authorship and validity of their work.

3.3 Students are required to reference, cite and acknowledge their sources at all times.

3.4 For all assessments submitted, students are required to declare the authenticity of their work.

3.5 Photography Studies College (Melbourne) will take the necessary steps to detect plagiarism and cheating which may include:

a) Comparison of the work with electronic reference materials, internet resources and the work of other students

b) Comparison of work against various academic databases

c) Referring to the Plagiarism Register

d) Other methods deemed appropriate by the teacher.

3.6 All staff are required to identify and investigate any possibility of plagiarism and cheating.

3.7 A staff member who suspects that plagiarism and/or cheating may have occurred should first source evidence (through identification of the source) to support their allegation.

4. Responding to Incidents

4.1 A student accused of plagiarism and/or cheating will be given an opportunity to respond to the allegations.

4.2 Students found to have plagiarised or cheated will be dealt with through the *Student Conduct Policy.*

4.3 A record of the student's involvement in plagiarism or cheating will be retained on the Plagiarism Register and in their Student Record while still enrolled in any course. Teaching staff will have access to this information when considering any subsequent allegations of mis-conduct.

Definitions

Plagiarism
Plagiarism means to take and use the ideas and/or expressions and/or wording of another person or organisation and passing them off as one's own by failing to give appropriate acknowledgement. This includes material from any source such as staff, students, texts, resources and the internet, whether published or unpublished

Cheating
Cheating is an act of deception in assessment.

Plagiarism Register
A Plagiarism Register is a register of students who have been found to be involved in plagiarism or cheating

Related Documentation

Policies

Academic Integrity
Intellectual and Academic Freedom
Intellectual Property
Staff Code of Conduct
Student Conduct
Assessment

Procedures, Forms & Documents

Plagiarism Register
See reference to Plagiarism in each subject guide and in the Student Handbook, and Study Guide

Publishing Details