



Plagiarism Policy

Academic Integrity at Southern Cross Catholic College

One of the many attributes that Southern Cross Catholic College aims to develop in its students is critical judgement: your ability to apply critical reasoning to issues through independent thought and informed judgement and to evaluate opinions, make decisions and to reflect critically on the justifications for decisions.

Your own learning rests on and builds on the work and ideas of others. However, it is important that in your learning you acknowledge, through appropriate referencing, earlier work and research from which you have drawn conclusions or interpretations or developed your own new ideas. This is fundamental to the concept of academic integrity.

Referencing demonstrates that the student has read widely, is aware of authoritative scholarship in the field and has based his/her ideas on earlier research or evidence. This is central to research-based learning. Failure to reference appropriately will be considered unethical and may impact your assignment result.

What is plagiarism?

Plagiarism is the act of misrepresenting as one's own original work the ideas, interpretations, words or creative works of another. These include published and unpublished documents, designs, music, sounds, images, photographs, computer codes and ideas gained through working in a group. These ideas, interpretations, words or works may be found in print and/or electronic media. Plagiarism can be divided into **careless plagiarism** and **intentional plagiarism**.

Careless plagiarism occurs when you don't provide adequate referencing for the work of others that you have used because you either forgot or tried to save yourself time by avoiding.

Intentional plagiarism is more serious because you have deliberately attempted to pass the ideas of others off as your own. The consequences of this type of plagiarism may be a fail for that particular assignment.

Examples of Plagiarism

The following are examples of plagiarism where appropriate acknowledgement or referencing of the author or source does not occur:

- Direct copying of paragraphs, sentences, a single sentence or significant parts of a sentence;
- Direct copying of paragraphs, sentences, a single sentence or significant parts of a sentence with an end reference but without quotation marks around the copied text;
- Copying ideas, concepts, research results, computer codes, statistical tables, designs, images, sounds or text or any combination of these;

- Paraphrasing, summarising or simply rearranging another person's words or ideas without changing the basic structure and/or meaning of the text;
- Offering an idea or interpretation that is not one's own without identifying whose idea or interpretation it is;
- A 'cut and paste' of statements from any source or multiple sources;
- Presenting as independent, work done in collaboration with others;
- Copying or adapting another student's original work into a submitted assessment item.

Poor Academic Practice

There will be instances when you unintentionally fail to cite sources or to do so adequately. For example, you might:

- clearly recognise the need for referencing but reference carelessly or inadequately for the context of the relevant subject;
- have undertaken extensive research but, in the process, lost track of the source of some material;
- be unfamiliar of the approach we use at Southern Cross Catholic College and in Australian Schools and universities.

Careless or inadequate referencing or failure to reference will be considered poor academic practice and a demonstration of carelessness in research and presentation of evidence. You may be required to correct the error and/or it may have impact on your overall achievement in the task.

What doesn't require referencing?

In every subject, there is a body of knowledge and material that everyone is aware of and which can be drawn on without specific acknowledgment. Your individual subject teachers will discuss with you the concept of 'common knowledge' so that you are aware of what is considered common knowledge in the context of that subject.

Common knowledge also includes facts that are generally known, such as common facts of history, common-sense information, accepted folklore and aphorisms that have been adopted as part of common English language.

As examples, it would not be necessary to reference the following:

- Neil Armstrong landed on the Moon in July 1969 (common fact of history);
- Alexander Fleming discovered penicillin (common fact of history);
- Humans need food and water for survival (common-sense observation);
- Count Dracula lived in Transylvania (accepted folklore);
- *Life wasn't meant to be easy* (aphorism).

Collusion

Collusion occurs when you and a classmate use the same work and attempt to pass it off as your own for an individual assignment.

Collusion also occurs when you pay for and download an assignment that someone has already written, or has written for you.

While collaborative learning is sometimes encouraged by your teacher, it can inadvertently lead to collusion and allegations of misconduct. For this reason your teachers will help you understand the distinction between collaboration and collusion, and they will give you specific instructions about each assessment task and will inform you about what will be assessed and how it will be assessed.

Plagiarism in group work can occur when, for example:

- Students discuss how to approach a common assessment item that requires individual submissions and the same or very similar approaches are reflected in the submitted assessments without any acknowledgement of collaboration with your classmates;
- A group is required to collaborate on an assessment item where there are also some individual components but the team and individual efforts are not clearly distinguished.

Procedures and Consequences of Plagiarism

The following penalties will apply to you (at the discretion of your teacher and/or Curriculum Leader for that subject):

Years 7 – 10

First Offence

On the first occasion your teacher will point out where you have either inadequately referenced or have borrowed the ideas of others without acknowledgement and will require you to resubmit your assignment with the offending sections properly referenced. As a result, a grade will be allocated to the appropriate criteria in which the plagiarised material is presented. You will be given one week to resubmit the assignment. A maximum grade of C will be awarded for work that is resubmitted and meets the requirements of the task.

Your teacher will inform the Assistant Principal – Curriculum, Curriculum Leader, Pastoral Care Leader and your parent/carer via email or direct phone contact. Your name will be placed on the Plagiarism Register by the Assistant Principal – Curriculum.

Second Offence

On the second or subsequent occasion, your teacher will use their discretion and may penalise you, resulting in a reduced grade for that assignment.

Your teacher will inform the Assistant Principal – Curriculum, Curriculum Leader, Pastoral Care Leader and your parent/caregiver via email or direct phone contact. Your name will be placed on the Plagiarism Register by the Assistant Principal – Curriculum. The Assistant Principal – Curriculum will make contact with parent/carer to establish an interview time to discuss the implications for further plagiarism transgressions.

Years 11 – 12

The Queensland Studies Authority syllabi which are the basis for all assessment completed in the Senior Phase at Southern Cross Catholic College each have clear expectations about academic integrity. Your teachers are bound to follow the syllabi without exception. Therefore the penalties are as follows:

Careless plagiarism will result in a substantially reduced or failed grade for the criteria or dimension that assesses Communication. This is not negotiable. A teacher at their discretion may require you to rewrite the offending parts of an assignment.

Intentional plagiarism is more serious and it will result in a non-submit being recorded on your profile for that assignment. You will then be required to resubmit the assignment which will be graded but no result will be recorded for that piece. This enables you to still gain credit for that semester of work, in spite of the penalty applying to the individual piece of assessment.

Your teacher will inform the Assistant Principal – Curriculum, Curriculum Leader, Pastoral Care Leader and your parent/caregiver via email or direct phone contact.

Your name will be placed on the Plagiarism Register by the Assistant Principal – Curriculum.

Maintaining academic excellence

Your teachers will:

- Inform all students of appropriate referencing techniques and provide clear examples of what is acceptable for that subject.
- Clearly explain academic expectations and what constitutes plagiarism to students.
- Set appropriate conditions for group work and make clear the distinction between group work and individual work.

Students will:

- Submit only work that is their own or that properly acknowledges the ideas, interpretations, words or creative works of others.
- Avoid lending original work to others for any reason.
- Be clear about assessment conditions for assessment items.
- Be clear about what is appropriate referencing and the consequences of inappropriate referencing in their different subjects.
- Discourage others from plagiarising by observing the practices above.