

 <b>Plenty Valley</b> <small>CHRISTIAN COLLEGE</small> <small>In Christ: Wisdom &amp; Knowledge</small>		<h2>Plagiarism Policy</h2>	
<b>Document Classification:</b>		Policy	
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Staff and students at PVCC are expected to complete all work requirements in an honest and ethical manner. As the purpose of educational assessment is to determine a person's competencies, it is very important that all assessments are completed with integrity and respect for others. Staff need to set the example of academic integrity, in order to model appropriate behaviours to students.

**Plagiarism is defined as:** *“The practice of taking someone else’s work or ideas and passing them off as one’s own.” Oxford Dictionary.*

Plagiarism is not only dishonest but it is also cheating and stealing. Plagiarism is regarded as a serious offence and will be dealt with accordingly.

All staff and students at PVCC are expected to know and comply with this policy.

The following is considered plagiarism unless the original author has been acknowledged in the appropriate manner:

#### **Intentional Plagiarism:**

- Copying another person’s work, whether deliberately or unintentionally, and submitting it as your own.
- Copying directly from another person.
- Submitting work which has been completed by another person

#### **Technical Plagiarism:**

- Substantially copying (changing only a few words) someone else’s work.
- Summarising/copying material or text from another person or published source and/or from the internet without acknowledging the source. This is academic theft.
- Failing to properly document and cite reference material using the conventions of referencing. (See ‘Compiling a Bibliography’ in the PVCC Student Diary).
- Inclusion of text/ideas that is not cited in the Bibliography or List of References.

#### **Determination of Plagiarism/Cheating**

- In the event of a teacher suspecting that plagiarism or cheating has been committed, parents must be notified immediately. In most cases, using relevant search engines, documented evidence of plagiarism or cheating will be provided. The teacher and relevant Year Coordinator will meet with the student to discuss the seriousness of plagiarism and to determine a suitable consequence.
- In the event it is suspected or known that a staff member has plagiarised material the relevant Head of Section or College Principal must be informed.

#### **Academic Consequences**

- Student:  
Evidence of intentional plagiarism will result in the student receiving a ZERO for the assessment task. The student will be required to resubmit the assessment task in order to achieve a UGS for the task. A lunchtime detention may be issued at the discretion of the Year Coordinator.  
Evidence of Technical plagiarism will result in the student receiving a deduction of marks for the assessment task. This will be determined by the relevant subject teacher, Year Coordinator and KLA Coordinator.
- Staff:  
Evidence of intentional plagiarism will result in a summative performance review with consequences determined by the College executive.

## DOCUMENT HISTORY & VERSION CONTROL RECORD

Name of Document: **Plagiarism Policy**  
Responsible Officer: Principal  
Approved by: Principal  
Assigned review period: Biennial  
Date of next review: November 2020

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1.0	19/11/2015	Principal	Initial issue as a controlled document
1.1	15/11/2018	Principal	Reviewed and Signed

Approved By:

Date:



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Mr John Metcalfe  
Principal