



ACADEMIC HONESTY - PLAGIARISM POLICY

BACKGROUND

All knowledge and intellectual and creative endeavour builds on the work of others.

In presenting a piece of work it is intellectually and morally wrong to represent the ideas of others as your own. This is plagiarism.

One definition of plagiarism is “submitting material that in part or whole is not entirely one’s own work without attributing those same portions to their correct source.”¹

POLICY/PROCEDURE

The source of material that needs to be acknowledged includes all forms of intellectual pursuits and all types of media. Using words from a song or images from a painting should include acknowledgement of the source of these items. Material published on the Internet needs to be cited equally with work published in books or journals.

To prevent plagiarism the following points should be kept in mind:

- Citing sources can be done in a range of ways but it must be clear and specific, that is, include detail such as page numbers. The point of citing a source is that the material could be easily found and checked for its accuracy, for example, by an examiner
- All direct quotations should be cited. However, quoting more than one sentence is also considered plagiarism as the piece of work should be in your own words, not the wise words of others
- Where an idea is not commonly known it should also be acknowledged with the same degree of specific detail as a direct quotation
- Minor changes of words or syntax does not make the piece become your own words

For some examples of what is acceptable and what is plagiarism students are recommended to read the “Reference Guide for Senior Students” that has been prepared by the Secondary School Library.

Penalties for plagiarism

In cases where plagiarism is detected the following steps may apply:

- Interview with VCE or IB Co-ordinator, Head of Department and subject teacher as per VCAA guidelines or Senior College Handbook guidelines
- The Vice Principals and the Principal will be notified
- The student may be required to sit another task or part of a task
- The student’s work may be marked with the plagiarised section discounted
- Other penalties that may be deemed appropriate, for example, awarding a zero for a piece of work

For some pieces of work you will be requested to hand in an electronic copy as well as a hard copy of the work.



Electronic aids such as Turnitin.com will be used on a random basis to test for cases of plagiarism. Ignorance of this policy will not be a defence.

1. Northwestern University Senate's Principles

Regarding Academic Integrity, ratified on May 13,
1992 (internet) <http://www.northwestern.edu/uacc/>
visited 25/11/04

APPROVAL

Policy Approved By: Tintern Schools Executive

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