

ACADEMIC HONESTY - PLAGIARISM POLICY

1. COMMENCEMENT, VARIATION AND COMMUNICATION

- 1.1 This policy commences operation on 1 October 2020. The policy is subject to variation by Tintern Grammar from time to time.
- 1.2 Any amendment to the policy will be communicated to all employees, students and families on request.

2. BACKGROUND

- 2.1 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.

3. PURPOSE

- 3.1 Tintern Grammar is committed to ensuring that all sources of material are acknowledged, including 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.

4. PROCEDURE

- 4.1 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

5. PENALTIES FOR PLAGIARISM

- 5.1 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 Head of School, Vice Principal and Principal may 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
- 5.2 For some pieces of work you will be requested to hand in an electronic copy as well as a hard copy of the work
- 5.3 Various electronic tools will be utilised to test for cases of plagiarism. Ignorance of this policy will not be a defence.

6 APPROVAL

Policy Approved by:	Tintern Grammar Executive
Date Approved:	1 October 2020
Reviewer:	Vice Principal
Review Cycle:	3 years
Revision Date:	October 2023

¹ *Northwestern University Senate's Principles Regarding Academic Integrity, ratified May 13, 1992 (internet) <http://www.northwestern.edu/uacc/> visited 25/11/04*