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## PLAGIARISM

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### Preamble

1. Deliberate plagiarism is regarded as a serious act of academic misconduct.
2. A distinction will be made between deliberate plagiarism and inadvertent plagiarism through ignorance.
3. The intent to deceive determines whether a serious offence has been committed.
4. Plagiarism, whether inadvertent or deliberate, shall include the following:
  - 4.1 Word-for-word copying of sentences or whole paragraphs from one or more sources (the work or data of other persons), or presenting of substantial extracts from books, articles, theses, other unpublished work such as working papers, seminar and conference papers, internal reports, computer software, lecture notes or tapes, without clearly indicating their origin. This should be done by quotation marks and references such as footnotes;
  - 4.2 Using very close paraphrasing of sentences or whole paragraphs without due acknowledgement in the form of reference to the original work;
  - 4.3 Submitting another student's work in whole or in part;
  - 4.4 Use of other person's ideas, work, or research data without acknowledgement;
  - 4.5 Submitting work which has been written by someone else on the student's behalf.

### Legislation/Standards

Higher Education Support Act 2003 and Higher Education Provider Guidelines

Training and Skills Development Act 2008

AQTF Standards for Registered Training Organisations

### Delegations

The ACD Board has delegated to the ACD Executive Officer responsibility for the promulgation and implementation of this policy.

### Approvals

This policy was approved by the ACD Board/ACD President on 25 January 2005 and updated on 24 January 2011.

### Associated Documents

*Assessment Exercises and their Presentation – Higher Education Courses of Study*

### Provisions

1. There shall be an educative process with regard to plagiarism. Steps in the educative process should include:
  - 1.1 A statement on plagiarism and guidelines on the presentation of essays to be available to all enrolling students each year;
  - 1.2 Appropriate reference to plagiarism in lectures and in the Library User Education Program to include comparisons on unacceptable and acceptable use of references, quotations, bibliography, etc.
2. A student found guilty of deliberate plagiarism shall be subject to any of the following penalties:
  - 2.1 Failure in the component of the unit, a note in the student's file and a reprimand from the President of the ACD;
  - 2.2 Failure in the unit, a note in the student's file and a reprimand from the President of the ACD;
  - 2.3 Suspension from the ACD for a period not exceeding three years;
  - 2.4 Expulsion from the ACD.
3. The student's transcript for external use will record expulsion or suspension only during the period of suspension.

### Procedures

1. Where an offence appears to be an example of inadvertent plagiarism, the student should be counselled by the lecturer concerned. A note of this counselling session should be kept by the lecturer.
2. Where it is suspected that the case involves deliberate plagiarism, the lecturer concerned shall consult with the Course Coordinator and the ACD Executive Officer.
3. If it is believed that deliberate plagiarism has occurred, the Executive Officer shall establish a formal inquiry consisting of the President of the ACD, two members of academic staff, including the Course Coordinator as appropriate, the Executive Officer and a senior student. The President of the ACD shall preside.
4. The President of the ACD shall write to the student providing details of the incident and inviting the student to attend an inquiry to show cause why a penalty should not be imposed. The letter to the student should include the ACD's definition of plagiarism. The student may be assisted or represented at the inquiry by a student, staff or faculty member of the ACD.
5. The formal inquiry may proceed whether or not the student attends. The President of the ACD shall advise the student and Executive Officer in writing of the results of the inquiry and of any penalty imposed.
6. The student shall have the right of appeal against any penalty and may appeal in writing to the Executive Officer who shall forward the appeal to the ACD General Board for final resolution.
7. Appeals will be heard by a sub-committee of the ACD General Board.
8. This committee:
  - 8.1 will determine its own procedures for the conduct of hearings;
  - 8.2 will consider written submissions from the appellant; and
  - 8.3 may, at its discretion, invite the appellant.
9. The Executive Officer will notify the appellant in writing of the decision within ten working days and will give reasons and full explanation of the decisions and action taken if requested by the appellant.
10. Should the appellant be dissatisfied with the outcome of the above process, the appellant may refer the matter to the South Australian Training Advocate.<sup>1</sup>
11. Appeals at this stage of the process will be handled within a reasonable timeframe, and parties to the appeal will be provided with an indication of the likely timeframe for response by the Training Advocate at the time of making the appeal.
12. The ACD Executive Officer will keep secure the confidential records of grievances lodged under these procedures for at least five years and will give appropriate access to the records to the parties to the complaint.

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<sup>1</sup> The website for the Training Advocate is [www.trainingadvocate.sa.gov.au](http://www.trainingadvocate.sa.gov.au), and telephone 1800 006 488.