



PLAGIARISM PROCEDURE: EDUCATION; COUNSELLING, CHAPLAINCY AND SPIRITUAL CARE

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Approved by	Academic Board	
Approval date	17 October 2018	
Effective date	17 October 2018	
Review date	October 2021	
Superseded documents	Plagiarism Policy 2014	
Related documents	Academic Misconduct Policy: Education; Counselling, Chaplaincy and Spiritual Care Avoiding Plagiarism Guidelines Community Code Grievance (Academic Matters) Policy: Education; Counselling, Chaplaincy and Spiritual Care	
Procedure classification <i>Select a General OR an Academic option</i>	General	Academic Learning & Teaching

1. PURPOSE

To describe the procedure to investigate allegations of plagiarism, which is a form of academic misconduct.

Morling College takes all allegations of plagiarism seriously and each one will be investigated.

In any allegation of plagiarism or academic misconduct, the principles of natural justice will apply and due consideration will be given to any mitigating circumstances that may have influenced the student’s actions.

2. DEFINITIONS

Key Term - Acronym	Definition
Plagiarism	Plagiarism is using the words or ideas of others, whether intentionally or not, and presenting them as your own, without clearly acknowledging the source. This includes material from any source, including other staff or students, the internet, published and unpublished works. It also includes self-plagiarism which is the use of one's own

	previous work in another context, or assessment, without citing where it was used previously.
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3. STEPS

STEP 1 – PLAGIARISM SUSPECTED

If plagiarism is suspected by a lecturer or reported by a third party, an investigation will be undertaken promptly by the lecturer.

STEP 2 – INVESTIGATION

Investigations shall be concluded as quickly as practicable and normally within 7 days.

The investigator may collect evidence and communicate via any medium. Records of such communication should be kept.

Findings from such investigations may be:

- No case to answer;
- Unintentional plagiarism;
- Intentional plagiarism.

STEP 3 – INVESTIGATION REPORT

On completion of an investigation a report will be given to the respective Dean and will contain the findings and recommendations in relation to the matter.

STEP 4 – INVESTIGATION OUTCOME

A. No case to answer

If there is no case to answer, no action will be taken.

The student will be informed in writing of the outcome of the investigation.

B. Unintentional plagiarism

This could be due to misunderstanding of academic conventions or poor referencing skills.

The student will be informed in writing of the outcome of the investigation, including the penalty and a warning of the consequences of a subsequent incident.

The penalty may include a deduction of marks or the opportunity to resubmit the assessment.

In addition, staff will be expected to counsel him/her to prevent further occurrences. Such counselling will normally include providing information to the student about

why the allegation of plagiarism was made, as well as providing advice and guidance about how plagiarism could be avoided in the future.

C. Intentional plagiarism

If, after receipt of the report of an investigation, there is a case to answer the student will be advised by the respective Dean in writing, of:

- (a) the nature of the information and/or evidence which led to the investigation;
- (b) the enquiries made;
- (c) the findings and recommendation(s) as to the penalty to be imposed; and
- (d) the invitation to the student to provide, within 7 days, a written submission in relation to the findings and the recommendation to be made to the respective Dean.

Upon receipt of the written submission from the student, or where no written submission is received, at the expiration of the 7-day period, the respective Dean will advise the Dean for Academic and Regional Development in writing, of:

- the nature of the information and/or evidence which led to the investigation;
- the enquiries made;
- the findings and recommendation(s) as to a penalty to be imposed;
- provide the student's written submission in relation to the finding and recommendation(s), where received.

When recommending a penalty to be imposed, the respective Dean shall have regard to:

- the seriousness of the academic misconduct;
- the experience of the student at tertiary level;
- whether or not the student has previously been found guilty of plagiarism or any other form of academic misconduct.

In cases of severe plagiarism, a student may be subject to a separate disciplinary process approved by the Academic Board.

STEP 5 – PENALTIES FOR INTENTIONAL PLAGIARISM

In cases of plagiarism due consideration will be given to the student's experience of tertiary education. In severe cases, a student may be subject to a separate disciplinary process approved by the Academic Board. In general, students in the second or subsequent years will be penalised more severely than students in their first year.

First offence: Depending on the nature of the offence, a substantial reduction in marks, the awarding of a zero percent for the assessment, or request for a resubmit for an assignment (where an assignment is

resubmitted it can only gain a Pass), as well as a notation on the student's file.

Second offence: Graded as Fail for the unit, a notation on the student's file together with a formal warning, in writing, by the respective Dean of the likelihood of exclusion if the student offends again.

Third offence: Graded as Fail, for the unit and the student is requested to show cause why they should not be excluded from MC. A student may be excluded from the award in which they are enrolled for up to a period of two years.

A student excluded from one unit of study, award or degree for plagiarism or academic misconduct shall not be permitted to transfer any internal advanced standing to another course of study at MC. Fees paid for the course, award or degree shall be foregone.

4. APPEALS

Any appeals can be undertaken by following the MC Grievance Procedures (Academic Matters) Policy: Education; Counselling, Chaplaincy and Spiritual Care.

VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
1	Academic Board	17 October 2018	17 October 2018	New document. Text extracted from the Plagiarism Policy 2014. Minor amendments to reflect changes on names and roles. Changes made to the 2014 Policy to make the penalties for plagiarism consistent across MC policies: (1) Penalty options for inadvertent plagiarism extended to include deducting marks and the opportunity to resubmit the assessment. (2) Added 'up to' (2 years) to the period of exclusion for a third offence. (3) Added the option of a separate disciplinary process approved by the Academic Board for severe offences. (4) Added Appeals via the MC Grievance (Academic Matters) Policy.

Always download this procedure anew from the Policies folder on the Morling share drive Policies/Student Policies, as it may have changed.