

BSE ACADEMIC INTEGRITY POLICY



Help for non-English speakers - If you need help to understand the information in this policy please contact 5443 4522.

RATIONALE

Bendigo South East College teachers are committed to ensuring that all students are ethical users of information throughout their research and submission of assessments. We value 'Striving for Excellence' in all our learning programs and respect the intellectual property of others. Non-authentic work and all forms of plagiarism are not tolerated at Bendigo South East College.

The purpose of this policy is to set out the College's commitment to Academic Integrity, with particular reference to:

- the importance of acknowledgement practice;
- responding to breaches of Academic Integrity in the form of plagiarism and other forms of academic misconduct in a consistent and equitable manner; and
- the roles and responsibilities of staff and students in upholding the values of Academic Integrity and BSE college values.

BREACH OF ACADEMIC INTEGRITY

What is it?

'Presenting someone else's work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement'

<https://www.ox.ac.uk/students/academic/guidance/skills/plagiarism>

'A type of misconduct that, in some cases, may also give rise to copyright infringement. Plagiarism occurs where a student uses someone else's ideas or words in their work and pretends they are their own. If the student has used a lot of someone else's words without that person's permission, copyright infringement may also occur'

<http://www.smartcopying.edu.au/information-sheets/schools/students-and-copyright>

DIFFERENT FORMS OF BREACHES IN ACADEMIC INTEGRITY OR PLAGIARISM

You are breaching Academic Integrity when you do any of the following, even if unintentionally:

- **Verbatim (copy word for word) quotation without clear acknowledgment**
- **Cutting and pasting from the internet without clear acknowledgment**
- **Paraphrasing** the work of others by altering a few words and changing their order
- **Collusion** - This can involve unauthorised collaboration between students, failure to attribute assistance received, or failure to follow precise regulations on group work projects.
- **Inaccurate citation** - it is important to cite correctly, according to the conventions of your discipline. As well as listing sources (i.e. in a bibliography/reference list), student must indicate where a quoted passage comes from.
- **Failure to acknowledge assistance** must clearly acknowledge all assistance which has contributed to the production of the work, such as advice from fellow students, education support staff, and other external sources.
- **Use of material written by professional agencies, other persons or artificial intelligence program/s.**
- **Auto-plagiarism** must not submit work for assessment that has already been submitted (partially or in full).

<https://www.ox.ac.uk/students/academic/guidance/skills/plagiarism>

SUPPORT FOR STUDENTS, PARENTS/GUARDIANS & STAFF IN AUTHENTICATION OF WORK:

Sometimes students don't realise they are plagiarising, or they don't know how to avoid it.

Here are some techniques to help:

- Make sure you are organised with good time management skills in order to have enough time for referencing and proof reading.
- Ensure you understand the task, by clarifying exactly what is required with your teacher and how to appropriately research your response.
- Learn how to manage your time so you don't panic nearing a due date and feel plagiarism is the only alternative.
- Develop efficient and effective note-taking strategies.
- Don't allow others to copy your work, as you will be considered as contributing to a breach and penalised as well.
- Don't hand in someone else's work as your own – ever.
- Properly construct a bibliography of all the sources you used for your assignment (called 'end-text referencing').
- Properly use direct and indirect quotations in your assignment (called 'in-text referencing').
- Be aware of Australian copyright guidelines – refer to <http://www.copyright.org.au/page3.htm>
- Citation support from staff is available at BSE for students to access and use.

- When taking notes from any source, always copy the bibliographic information immediately so you can easily acknowledge this when writing the assignment later.
- Acknowledge your sources: statistics, facts and expert opinions strengthen your research but they must be referenced. Have a clear understanding of referencing conventions.
- Separate your ideas from others' as you are taking notes. Some use brackets or different coloured pens to separate their comments from the author's words.
- Learn how to legally paraphrase. Look up note-taking methods. Use a thesaurus.
- Learn how to effectively synthesise information into something that is your own work. There are many excellent writing sites on the web.
- Seek support and clarity from your classroom teacher if unsure at any point and request ongoing feedback.
- Staff are able to apply authenticity checks on all submissions via Google Classroom, Google Docs or complete a Google cut and paste search of student work.
- Parents and guardians are able to assist with proofreading students' work and assisting students with time management and referencing resources.

CONSEQUENCES OF A BREACH IN ACADEMIC INTEGRITY

Each incident and breach of Academic Integrity will be assessed on an individual basis.

Considerations to include;

- Circumstances relating to the breach.
- Nature of the incident/breach.
- Level of intent (intentional/non-intentional)
- If this is a recurring issue circumstances related to the plagiarism.
- Seriousness of the breach and impact on the college learning program.

Steps to be applied when a breach occurs:

If a teacher reasonably believes, based upon significant evidence, that a student has breached academic integrity, plagiarised or assisted another student to do so, then that student may be subject to any of the following penalties, depending on the nature and extent of the plagiarism:

- Conversation to occur with the student/s involved and given the opportunity to express their version of events.
- Verbal warning initially and record made on Compass – Chronicle note to be added as a record of the incident.
- Students may be asked to resubmit part or all of the task after discussion with the teacher.
- Reduction of marks for the assignment or no marks at all given for the assignment.
- Insistence on student re-writing the assignment (or a similar one), using original ideas or style.
- The breach will also be documented on Compass and parents/guardians will be informed. Written notification (Compass Chronicle) to parents/guardians, possibly a meeting to occur as well for multiple offences.
- All reports of incidents need to be reported to the Head of Department to then inform all staff within the learning area to be aware and monitor other students' work, the Assistant Principal of Learning and the Students House Advisor and Year Level Coordinator. Incident recorded.
- Depending on the scale of the Breach, students' level of involvement and impact across the college this could lead to involvement of the Principal.
- Suspension of participation in designated school activities for continual involvement or large impact to whole college learning program.
- Re-education program if required and presentation at year level assembly reiterating policy.

Consequences at VCE

- VCAA Rules and Regulations (as outlined by the yearly VCE VCAA handbook) will support this process to ensure the college is following state-wide fair and equitable processes that align to senior college's processes.
- The SAC/SAT will not be assessed.
- The student will be given a zero grade for the SAC/SAT (both Unit 1/2 and 3/4). The student will run the risk of receiving an N for the VCE Unit unless they are able to demonstrate achievement of the outcome by other means of assessment.
- Students who plagiarise a SAC/SAT, once given a zero grade, will not be given an opportunity to redeem their SAC/SAT performance.

REVIEW

This policy was created in October 2021 and is scheduled for review in March 2023 and then placed on a 3year cycle in line with the college VCE and Exam Policies.

Date Approved by School Council: 27.03.2023

Signature of School Council President:

Signature of Principal:

POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2023
Approved by	Principal
Next scheduled review date	March 2026