



Plagiarism Policy & Procedure

1. Purpose

The purpose of this policy is to provide participants and staff of Brush Farm Corrective Services Academy (BFCSA) with knowledge about plagiarism and its unacceptability in any form; written, verbal presentation, recording, artwork etc. (see attachment), and to provide examples of appropriate recognition of another's work.

2. Scope

This policy applies to all work (including academic examinations, class based and workplace activities and assessments) submitted by trainees and course participants, and all work undertaken for or on behalf of Corrective Services Academy by trainees, course participants and staff.

3. Definitions

Academic Misconduct

Academic misconduct includes collusion by two or more participants in the presentation of an assignment that is the result of unauthorised collaboration. It also includes taking credit for contributing to group work that is greater than the contribution made. These are also forms of plagiarism.

CS	Corrective Services
CSA	Corrective Services Academy
BFCSA	Brush Farm Corrective Services Academy
CSNSW	Corrective Services New South Wales

Plagiarism Plagiarism is when a person deliberately or unintentionally presents work as their own when it is, in fact, the work of another person. It is a direct quote, paraphrase or idea that has not been properly credited to the original author. This includes a person's own work that has previously been assessed or approved.
Plagiarism also occurs when a job application has been prepared by a consultant and has not been identified as such

4. Policy Statement

Through its training and development programs, the Academy encourages the development of original thought. Ideas germinate through studying the work of others and providing original critique. Not acknowledging the work of others is unfair to the author of the original work and is a form of cheating. It also breaches copyright.

Trainees and course participants must submit material that properly acknowledges the work of others. Staff, in developing training courses or other written, verbal, artistic or electronic material, must set an example by fully accrediting the work of others. Should plagiarism be identified, the trainee/course participant/employee may be subject to disciplinary action (see section **10. Procedure**)

5. Responsibility

It is the responsibility of the user of the document to ensure that the most current version is being applied.

It is the responsibility of Director CSNSW Academy & Operational Training to ensure that policy documents are regularly reviewed and the most current approved version is available online.

It is the responsibility of trainees, course participants and staff to submit work that fully credits the sources of information.

It is the responsibility of trainers to identify possible cases of plagiarism and collusion and report it to their manager.

6. Legislative Context

Copyright Act 1968 (Commonwealth)

7. Changes and Updates

All policies and procedures are subject to ongoing revisions to reflect systems improvements. All online documentation is considered to be the current version.

8. Monitoring and Evaluation

This policy will be reviewed three years from the date of implementation, or earlier should a review be warranted.

9. Associated Documents

An Introduction to Copyright in Australia: Information Sheet G010, v17, Jan 2012', Australian Copyright Council, <http://www.copyright.org.au/find-an-answer>.

BFCSA Assessment Validation Policy & Procedure-D09/265795

BFCSA Code of Conduct and Ethics –D11/533771

BFCSA Assignment/Assessment Cover or submission Sheet –D09/067207

BFCSA Audit Policy & Procedure-D09/329993

Copyright Act 1968 (Commonwealth)

Corrective Services NSW Guide to Conduct and Ethics 2010, http://dcs-intranet.online.dcs.nsw.gov.au/__data/assets/pdf_file/0006/240198/guide-to-conduct-and-ethics-updated-feb-2011.pdf

Intellectual Property Management Framework for the NSW Public Sector, NSW Premier's Department, 2005.

10. Procedure

10.1. Introduction

All assignments/assessments must be original work. If the author copies someone else's work, fully or in part, or if they allow someone else to copy that work, without the appropriate acknowledgement, it is plagiarism.

There are various levels of plagiarism, from inadequate or misleading referencing due to a lack of understanding of the academic process, to a fraudulent intention to mislead. These procedures provide examples of appropriate referencing of the work of others including other CSNSW staff members.

There are other acceptable methods of referencing and Academy trainers or managers may provide his or her preferred system. However it is up to the author, as originator of a work, to ensure the referencing is appropriate.

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10.2. When is referencing required?

Referencing is required whenever the work of others is included. This includes (but is not limited to):

- Textbooks
- Journals
- Websites
- Work created by other CSNSW staff members

10.3. Examples of referencing

10.3.1. Direct quotes

When quoting a short paragraph or sentence from another's work to illustrate an argument, use quotation marks and reference the source.

Example:

"Despite being a perennial concern, there has probably been no other time in history when the topic of ethics has been so obviously or widely debated in the private and public arenas of social discourse" (Longstaff, 1994, p 138).

Include the full reference in a reference section at the end of the document, i.e.:

Longstaff, S. (1994) *Ethics Education and Training*, Sydney: The Federation Press.

If the work being quoted has been written by another staff member, include the name (if given), date and title as above, the relevant branch, then "Corrective Services NSW".

10.3.1.1. Changing a direct quote

If any words in a direct quote are changed, the author must use square brackets to indicate where the change has occurred, and periods to indicate if words have been omitted.

Example:

Longstaff states that "[d]espite being a perennial concern" it is likely that at "no other time in history [has] the topic of ethics ... been so obviously or widely debated in the private and public arenas of social discourse" (Longstaff, 1994, p. 138).

10.3.1.2. Paraphrasing

If the author chooses to express someone else's ideas in a different way, quotation marks are not required. However, the new version must be considerably different to the original and must still credit the original writer.

Example:

Ethical dilemmas are widely discussed, now more than ever before, in both public and private spheres (Longstaff, 1994, p. 138).

10.3.1.3. Common Knowledge

A credit for a statement considered to be common knowledge, that is, something generally known, is not required.

Example:

Ethics is a topic widely discussed.

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10.4. Reporting plagiarism

Trainers are expected to maintain a high standard of academic integrity by providing examples of good practice and educating trainees and participants in appropriate referencing of academic work. They must also take reasonable steps to identify cases of plagiarism and collusion.

Should a participant, trainer or staff member suspect a case of plagiarism or collusion, he or she must report it to the relevant Academy Unit Manager with the relevant evidence.

10.5. Investigating and managing cases of plagiarism and collusion

In cases of suspected plagiarism or collusion the Training Unit Manager will undertake an investigation to determine if plagiarism or collusion has occurred. If the evidence suggests that a participant has plagiarised, then the Unit Manager will document the review findings and make appropriate recommendations. If the evidence suggests that collusion has occurred then the review should establish the intent of both parties. If the evidence suggests that both parties participated in the collusion/plagiarism then both would be sanctioned. If the evidence indicates that one party had knowledge of or intention to participate in deliberate plagiarism/collusion with the other party, then a warning may be imposed/deemed sufficient. The findings and recommendations from a review/investigation of either plagiarism or collusion will be reported to the Director, CSNSW Academy & Operational Training who will advise/approve the appropriate course of action. This may include local remedial action or may involve forwarding the matter to the Professional Standards Committee (PSC) for disciplinary action.

10.6. Action taken if plagiarism is found to have occurred

If plagiarism is found to have occurred, action can be taken in two specific regards:

10.6.1. Academic/vocational action

If the breach is minor and unintentional, eg referencing has been omitted, the work may be returned for re-submission once amended.

In other cases, any evidence or work that is deemed to breach this policy will be excluded from any assessment processes and the relevant assessor will be advised to not consider it when reaching his or her assessment decision. If this excludes all evidence associated with the assessment process the assessment outcome will be deemed to be 'Not Yet Competent' (NYC).

10.6.2. Misconduct action

Breaches that involve misconduct on the part of one or more staff members will be referred to the Corrective service NSW Professional Standards Branch for further action.

Bibliography:

- Longstaff, S., 1994, *what is Ethics Education and Training*, in *Ethics for the Public Sector: Education and Training*, Preston, N. (Ed.), The Federation Press, Sydney.
- University of Adelaide, University Policies and Procedures, Plagiarism Policy & Guidelines, 12 Dec 2006, <http://www.adelaide.edu.au/policies/230/>
- University of New South Wales, <https://student.unsw.edu.au/plagiarism>
- University of Wollongong, Course Handbook, Acknowledgement Practice/Plagiarism, <http://www.uow.edu.au/student/services/ld/students/UOW021315.html>
- University of Melbourne, Academic Honesty and Plagiarism, <http://academichonesty.unimelb.edu.au/plagiarism.html>

Attachment 1

Examples of Plagiarism

Without appropriate referencing, the following are examples of plagiarism:

- Directly copying a sentence or paragraph without quotation marks and a full reference.
- Copying an idea, concept, text, design, artwork, computer data, web text or design, image, sound etc.
- Paraphrasing another person's work.
- Following the structure of another person's argument or layout.
- Incorporating sections of another's work in a different order.
- Submitting an assignment as an independent work that is the product of collusion with others.
- Submitting an assignment as one's own work that is all or part of another participant's original work.
- Claiming credit for contributing to a group assignment that is greater than the actual contribution.
- Submitting a correctly referenced work that has already been marked for a different assignment.
- Submitting a job application that has been completed by a consultant.
- Allowing another person to copy or take credit for one's own original work.
- Aiding another participant to plagiarise.

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