



WC23 - Plagiarism and Cheating Policy

College Policy	
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Introduction

This policy outlines the expectations and procedures regarding plagiarism and cheating at Westerfield College. The college is committed to upholding academic integrity and ensuring that all work submitted by students is their own and properly acknowledges the contributions of others.

Purpose

This policy applies to all students enrolled at Westerfield College and covers all forms of academic work, including but not limited to coursework, assignments, examinations and projects.

Definitions

Plagiarism: The act of presenting someone else's work, ideas, or words as one's own without proper acknowledgement. This includes but is not limited to:

- Copying or paraphrasing another person's work without citation.
- Submitting work created by someone else as your own.
- Using sources without proper referencing or citation.

Cheating: Any attempt to gain an unfair advantage in academic work or assessments. This includes but is not limited to:

- Copying from another student during an examination.
- Using unauthorised materials or devices during assessments.
- Colluding with others to produce work that is submitted as an individual effort.
- Submitting false or fabricated data.
- Impersonating another student or allowing someone to impersonate you.

Responsibilities

Students:

- Ensure that all work submitted is their own and properly referenced.
- Familiarize themselves with referencing guidelines and academic integrity expectations.
- Seek clarification from lecturers or support services if unsure about proper referencing or academic practices.

Staff:

- Provide clear guidance on referencing and academic integrity.
- Design assessments that minimise opportunities for plagiarism and cheating.
- Monitor and investigate suspected cases of academic misconduct.

Procedures for Handling Suspected Cases

1. Detection:

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- Plagiarism and cheating may be identified through manual checks or the use of plagiarism detection software.
- Suspicious behaviour during examinations may be reported by invigilators.

2. Investigation:

- The suspected case will be reported to the Academic Appeals Unit (AAU).
- The student will be informed in writing of the allegation and provided an opportunity to respond.
- An investigation will be conducted, including a review of evidence and the student's explanation.

3. Outcomes and Penalties:

- If misconduct is confirmed, penalties may include:
 - A formal warning.
 - Requirement to resubmit the work with penalties.
 - Reduction in grade for the affected work.
 - Awarding a mark of zero for the work.
 - Expulsion from the course for severe or repeated offences.
- The severity of the penalty will depend on factors such as the extent of misconduct and whether it is a repeat offence.

Appeals

Students have the right to appeal decisions made under this policy (C01). Appeals must be submitted in writing within 10 working days of the decision, outlining the grounds for appeal. Forms for the appeals can be provided by Student Support Services. Appeals will be reviewed by the Academic Appeals Unit, an independent body.

Support and Resources

Student Support Services are available to help students understand referencing and academic writing.

Workshops and resources on academic integrity are provided regularly.

Policy Review

This policy will be reviewed every two years by the Academic Board unless there are internal or legislative changes necessitating an earlier review.

Version History

No	Revised on	Version	Changes	Approved by	Date of Approval	Revised by

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