

## SA.19 POLICY ~ PLAGIARISM

APPROVED BY	ACADEMIC BOARD	Last reviewed	2020
REVIEW STAKEHOLDERS	▪ TE TAUIRANGI, PRINCIPAL	Published	March 2023
	▪ HEADS OF SCHOOL	Review period	3 YEARS
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### 1 PURPOSE

This policy aims to prevent plagiarism and sets out responses in the event of plagiarism occurring.

### 2 PRINCIPLES

In academic and professional presentations, plagiarism is a serious ethical offence. It offends such Christian principles as honesty, integrity, and respect for others. The institute is committed to upholding standards within the academic community and encouraging the academic growth of students in a tertiary context.

### 3 DEFINITIONS

Plagiarism occurs when another person's published, or unpublished work, is used as if it were one's own. It involves (without clear acknowledgment) direct copying, quoting, paraphrasing of material, or downloading from the internet, another person's ideas. Plagiarism also includes copying from another student's assignments, copying from one's own work previously submitted for (and gained) academic credit, or using artificial intelligence (AI) to create your assignments or parts of them.

### 4 POLICY

- 4.1 The Institute will endeavour to support and instruct students in the appropriate process of academic writing, particularly with reference to the conventions of referencing. This is the responsibility of all academic educators as well as a focus within Academic Support and the online orientation programme.
- 4.2 The Academic Support team will provide students with access to published material as well as face-to-face tutorials on correct academic conventions. Students will be made aware of the nature and seriousness of plagiarism.
- 4.3 Students will be required to submit an assignment cover sheet certifying that the work is their own and has not previously been submitted for, (and gained), academic credit.
- 4.4 If a student has plagiarised or incorrectly referenced the educator may use this example for teaching purposes and, writing on the assignment, will draw the student's attention to the need to reference more carefully.
- 4.5 In cases where there is evidence or indications of more serious plagiarism, the educator will consult with the Course Coordinator (or equivalent) and/or a learning advisor in the first instance. The student will then be called to a meeting. Depending on the seriousness of the plagiarism, the outcome of such a meeting may be:
  - a) The student is required to rework the assessment task to demonstrate acknowledgment of source material. The resubmitted work must be at a passing grade and the student will be allocated a passing grade of CP.
  - b) The assessment will receive a failed grade without the opportunity to resubmit.
    - It is appropriate for a grade of 0% (F) to be given where there is limited evidence of understanding.
    - It is appropriate for a grade of up to 29% to be given where there is excessive plagiarism but some evidence of understanding.
    - It is appropriate for a grade of up to 49% to be given where there is significant plagiarism and clear evidence of understanding.
  - c) A review of studentship will be initiated (refer General Academic Regulations).