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## Academic Integrity and Plagiarism Detection Policy and Software Guidelines

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### 1.0 Purpose

The purpose of this policy is to clarify the techniques employed by EIT to discourage and detect plagiarism and thus encourage academic honesty.

### 2.0 Scope

This policy applies to all members of EIT's higher education community.

### 3.0 Objectives

The objective of this guidelines is to promote the understanding and importance of academic integrity. EIT will undertake to:

- Discuss the importance of maintaining academic integrity and the benefits of avoiding plagiarism.
- Train students in proper citing techniques and discourage uncited work.
- Encourage discussion.
- Refer students to EIT's website for more information on plagiarism.
- Help students learn what constitutes plagiarism, how to avoid it, and the consequences of submitting plagiarised material.

## 4.0 Implementation

The initial implementation will arise through collaboration between teaching staff and students. Lecturers and students will be working together for a common cause (i.e. maintaining academic integrity and protecting the academic standing of EIT's higher education courses). It is especially important to be vigilant about maintaining academic integrity and eliminating plagiarism as EIT is primarily an online institution and thus more susceptible than for a residential college or university.

EIT has adopted *TurnItIn* from iParadigms as a Plagiarism Detection Software tool for online submission of written assignments. Other tools may be used. The use of plagiarism detection software is only one element of the overall strategy aimed at encouraging academic integrity and sound scholarly practice. The professional judgement of academic staff remains the most effective way to determine whether a piece of assessment has been plagiarised.

### Student awareness

EIT will remind students that plagiarism detection software may be used as a means of upholding academic integrity.

During the enrolment process, all students are required to acknowledge their awareness that plagiarism detection software may be used in courses in which they enrol.

To further raise awareness, the following paragraph will be inserted on all assessment coversheets.

*Work submitted may be subjected to a plagiarism detection process. If this process is used, then copies of this work would be retained and used as source material for conducting future plagiarism checks.*

### Plagiarism Detection Software – *TurnItIn*

In the first instance plagiarism detection tools should be used primarily for educational purposes. Students will be allowed to use the software to educate themselves through submission of draft assignments. It should be kept in mind that *TurnItIn* is more accurately described as a text matching tool for use in the deterrence and detection of plagiarism.

### Student benefits:

- Students learn how to prepare and submit original work (e.g. use of proper referencing techniques).
- Students learn to evaluate their own skills and self-educate themselves on avoiding plagiarism in the future.
- Students know that academic integrity is being maintained and value that their degree is being protected.
- Students know their intellectual property is protected - *TurnItIn* date stamps submitted work providing an indication of originality; and assists those wanting to publish their work as it provides some protection against others copying all or part of their work.

### **Staff benefits:**

- The software provides a faster and more thorough check for plagiarism due to the breadth of the database search.
- The Peer Review tool within *TurnItIn* facilitates on-line peer review.
- The Grademark tool (on line marking) within *TurnItIn* could be used to:
  - Develop and apply rubrics (rules or comments for common errors in assignments) which reduces marking time
  - Allow more than one marker to grade at any one time – no waiting time for the first marker to complete their task.

### **Joint Benefits:**

- The integrity and value of EIT's awards are protected.
- Awareness of how to avoid plagiarism is increased.
- Promotes better assignment writing and citation practices.

### **Limitations of plagiarism detection software**

The use of plagiarism detection software is a tool used to identify possible plagiarism by matching text. Staff will use this software as an initial tool to detect possible plagiarism, and then apply professional judgement to determine whether or not a material has been plagiarised. Staff will then undertake to determine if it was done intentionally.

*TurnItIn* cannot be used to check images or computer programs. In addition, resources that are not available electronically require manual checking.

## **5.0 Definitions**

**Academic Integrity:** Demonstrating the values of honesty, trust, fairness, respect and responsibility in all academic endeavours, including preparing and presenting work for assessment as part of coursework or research.

**Plagiarism:** Using another person's ideas, designs, words or works without appropriate acknowledgement.

**Turnitin:** An electronic text matching system that compares text in a student assignment against electronic text found in the publicly accessible Internet, published works, commercial databases, and student assignments.

## **6.0 Related policies and procedures**

The following policies and procedures are related to this policy:

- Academic Honesty Policy
- Academic Misconduct Policy
- Integrity and Security in Assessment and Testing, Policy and Procedures – Computer Based Testing



## **7.0 Accountabilities**

The Academic Board is responsible for review and approval of this policy.

The policy is to be implemented via induction and training of staff and distribution to students and EIT's community via the website and other publications.