

<b>Name:</b>	<b>POLICY for PARTICIPANTS – INTELLECTUAL PROPERTY/PLAGIARISM</b>
<b>Policy No:</b>	181106
<b>Approved by:</b>	Stephen Kinsella, Executive Director
<b>Last reviewed:</b>	November 2018
<b>Responsible</b>	Head of Professional Learning

### 1. Purpose

To encourage academic integrity and honesty.

### 2. Scope

This policy applies to all participants, EdComm staff and contracted writers.

### 3. Policy Principles

- i. To provide a positive learning environment that encourages academic integrity among course participants.
- ii. The research, ideas and contributions of others are to be respected and valued at all times through accurate and appropriate recognition and acknowledgement.
- iii. All Students will be clearly informed of what constitutes Plagiarism, that it is an unacceptable academic practice, and how to prevent it.

### Expectations for participants and staff academic integrity.

1. Course participants will have access to EdComm policies and at the beginning of each course will be directed to review them on the EdComm Course website.
2. Staff will give clear instructions about referencing techniques and styles and acknowledging the work of others, and how to acknowledge collaborative work.
3. It is the responsibility of participants to ensure that work they submit for assessment is genuinely their own work, and the work of others is accurately, fully and appropriately acknowledged.
4. It is the responsibility of participants to keep a copy of all submitted work and be willing to resubmit if requested.
5. Penalties for Plagiarism will be made clear to all participants.
6. Staff Members will display leadership in academic integrity.  
If an infringement is suspected the participant will be informed in writing and the suspicion will be discussed with the Student within 10-14 days.
7. If the suspicion is confirmed a warning will be issued and the offender given an opportunity to resubmit the task within 10-14 days after the written notification.
8. If the warning is not heeded or a second offence occurs the participant will be asked to formally explain their behaviour. The ED will decide if this conduct should attract exclusion from the course.
9. Any incident of plagiarism will be documented and a record of its occurrence lodged with the Education Officer (Professional Learning) and saved on the Commission server.
10. While you are encouraged to use the learning and tools described in these materials, please do not provide links to any of the materials or readings. The videos are freely available on You Tube.