



## Damascus College Plagiarism Procedure 2019

### Introduction

*Plagiarism is taking the work of others and presenting it as if it was your original work;*

Plagiarism is communicated through a number of official College documents in Parent Agreements/Handbook, VCE Handbook and the College Diary. However, what is the process for teachers when they believe plagiarism has occurred. Below is the process used by the College:

### Impacts

This document applies to:

- All students submitting assessment tasks at Damascus College
- All staff assessing assessment tasks at Damascus College

### The Procedure

1. If there are suspicion and evidence for plagiarism teachers will first notify the Learning Area Leader.
2. Learning Area Leader will ascertain the best course of action. If the plagiarism occurred at a VCE level, the VCE Coordinator will need to be contacted and a formal investigation will take place.
3. If plagiarism occurs at Years 7-10 level, the Learning Area Leader must be notified. The teacher will need to get statements from the involved student/s, any witnesses and the teacher. All evidence will also need to be collated.
4. Learning Area Leaders and/or The VCE Coordinator will then discuss the evidence with the Assistant Principal of Teaching and Learning. If deemed necessary a formal panel hearing will be conducted. At a Year 7-10 level an outcome may be decided upon between Teacher, Learning Area Leader and Assistant Principal- Learning and Teaching.
5. If a panel occurring occurs. The student will be notified of the panel hearing and the allegation against them. At the panel hearing, the student will have an opportunity to present evidence and discuss the allegation.
6. The panel will then discuss an appropriate outcome to the allegation which may then be discussed with the College Principal and impact the final decision on the outcome.
7. The affected students and teachers will be notified of the outcome to the allegation.
8. Parents and Guardians will be part of the communication at all times.

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