



## Plagiarism and Academic Dishonesty Policy

<b>Policy Number</b>	TLR 3.06
<b>Policy Name</b>	Plagiarism and Academic Dishonesty Policy (Issue Two)
<b>Applicability</b>	All Students
<b>Contact Person</b>	General Manager, Student Administration
<b>Policy Status</b>	Approved Policy
<b>Date of Approval</b>	7 November 2007
<b>Date Last Amended</b>	30 July 2008
<b>Date of Next Review</b>	30 July 2010
<b>Related Policies</b>	

### 1. Overview

Plagiarism is defined in the [Discipline Regulations](#) and is considered misconduct. The Regulations also establish the procedures to be followed where a student is charged with plagiarism. The procedures are designed to ensure that the student concerned receives adequate notice of a charge of plagiarism and the opportunity to submit a defence against the charge. This policy provides advice regarding the detection and avoidance of plagiarism.

The procedures to be followed in a Faculty to determine a charge of plagiarism involve the Dean as decision-maker or, in most cases, his/her nominee (ie the Deputy Dean).

### 2. Definition

Plagiarism is defined as taking and using another person's thoughts, ideas or writings and passing them off as one's own. Plagiarism is a form of cheating as it gives one student an advantage over other students in the class.

The University considers the act of plagiarising another person's work to be academic dishonesty and therefore academic misconduct. The University definition of plagiarism appears in Schedule B – Student Conduct Code of the Discipline Regulations:

- 2 (1)(a)** All forms of academic dishonesty, including cheating or doing anything which may assist a person to cheat, in relation to assessment. For example:
- (i) knowingly plagiarising the work of another person, including a fellow student by adapting or incorporating it in a piece of assessment without due acknowledgement;
  - (ii) knowingly plagiarising the ideas of an author of a text by incorporating them in a piece of assessment without due acknowledgement;
  - (iii) collaborating with another student about assessable work and representing that as individual work;
  - (iv) intentionally fabricating, falsifying or mis-stating results which are reported in, or relied on for the purposes of a piece of assessment;
  - (v) submitting the same or a similar piece of work twice unless prior approval has been obtained from the coordinators of both subjects;
  - (vi) bringing unauthorised material into an examination room.

### **3. The Policy**

#### **3.1 How a Charge of Plagiarism Arises**

When a member of the teaching staff becomes aware that a student may have plagiarised the work of another person, the staff member must decide whether to pursue the allegation. In arriving at this decision the staff member should review all of the available evidence and may consider it appropriate to discuss his/her concerns with the student.

If a formal allegation is to be made, the staff member should collate all relevant evidence and submit a report to the relevant decision maker in the Faculty. If the decision maker determines that a charge of misconduct should be made against the student, the student should be given formal notification of the allegations and charge.

The decision maker may hear the charge and can determine a penalty or decide that the allegations are of a serious nature and warrant review by another decision maker; in this case the Disciplinary Board.

#### **3.2 Notice of a Charge of Misconduct**

The notice must include specific information relating to the allegation as set out in the Regulations. This includes details of the allegation, which definition of misconduct applies (as detailed in Schedule B of the Discipline Regulations), the facts as far as they are known, who will be determining the case and where and when the allegation shall be heard. It is important that the student is fully aware of the allegations so that he/she can prepare for the hearing.

Time limits are stipulated in the Regulations regarding the timeframe within which the student must be notified of a charge and when the case must be decided. Time limits must be observed.

#### **3.3 The Hearing**

The decision maker should review all of the available evidence and in most cases would interview the staff member, the student and any other people who may have information relating to the case. The student may be accompanied by another person not being a legal representative.

#### **3.4 The Decision**

The decision maker must make a decision regarding the allegations and find the student either guilty or not guilty of misconduct. If the student is found to be guilty of misconduct the decision maker should also decide, in accordance with the relevant clauses, the penalty which shall apply. The decision and penalty must be notified to the student in writing and include information on the student's right of appeal.

#### **3.5 Appeals**

The student may appeal the decision of a decision maker regarding the finding of guilt or the penalty imposed.

Appeals arising from a Faculty decision maker are heard by the Discipline Board. The Board will consider all relevant documentary evidence and will also usually take evidence from the teaching staff and student. The Board may also seek advice from any other party considered relevant to the case.

Appeals arising from decisions of the Discipline Board are heard by the Discipline Appeals Committee.

### **4. Related procedures**

[University Regulations, Policies & Procedures: Discipline Regulations](#)

### **5. Related Guidelines and Forms**

Plagiarism and Academic Dishonesty Guidelines (attached)

Plagiarism and Academic Dishonesty Penalties Guidelines (attached)



## PLAGIARISM & ACADEMIC DISHONESTY GUIDELINES

<b>Contact Officer:</b>	General Manager, Student Administration
<b>Date Last Amended:</b>	20 October 2006
<b>Date of Next Review:</b>	20 October 2007
<b>Related Rules &amp; Policies:</b>	<a href="#">Discipline Regulations</a>

### Related Procedures

#### 1. The Definition of Plagiarism

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  - iii. collaborating with another student about assessable work and representing that as individual work;
  - iv. intentionally fabricating, falsifying or mis-stating results which are reported in, or relied on for the purposes of a piece of assessment;
  - v. submitting the same or a similar piece of work twice unless prior approval has been obtained from the coordinators of both subjects;
  - vi. bringing unauthorised material into an examination room.

#### 2. Why Is Plagiarism A Serious Offence?

One of the characteristics of tertiary education is to cultivate original thought through a process of research and analysis. Plagiarism undermines that process because the ability of the student to pursue original or novel ideas is misrepresented. Plagiarism undermines the original author by disguising their identity and can affect the credibility of the institution where the student is studying, including the work of other students at that institution.

Academic integrity is important to the values and standing of the University, its staff and graduates.

The University considers plagiarism to be a serious issue and, where proven, an act of plagiarism will be considered to be misconduct. Allegations of plagiarism will be dealt with under the University's Disciplinary Regulations. The consequences can be severe.

### **3. How Is Plagiarism Detected?**

Plagiarism has traditionally been detected by teaching staff manually verifying the originality of work submitted for assessment. This can arise through the lecturer's detailed knowledge of the subject and related literature. Cases can also be detected through other means such as unexpected increases in grades achieved by the student and inconsistencies in the style of the work including variations in the use of or ability with the language.

Individual teaching staff may also make use of electronic methods of detection such as Turnitin's web-based plagiarism prevention software. In some classes students are able to submit a draft paper to Turnitin to check for inadvertent plagiarism.

### **4. How to Avoid Plagiarism**

Where a student is citing the work of another person, due recognition must be given to the original author. Style guides are available from both the Library and Faculties which provide detailed advice regarding how references should be cited. Some style manuals are specific to a discipline.

Students can avoid plagiarism, for example, by giving due acknowledgement to:

- the original author of an idea;
- collaboration with other students; and
- previous work submitted by the student.

If a student is unsure whether their actions constitute plagiarism, they should check with a member of Faculty staff.

### **5. Staff and Student Responsibilities**

Academic staff should:

- Inform all commencing students of appropriate referencing techniques in their fields of study and provide clear examples of what is acceptable.
- Clearly explain academic expectations and what constitutes plagiarism to students in subject profiles.
- Set realistic assessment loads and vary assignments and questions from semester to semester.
- Set appropriate conditions for group work and make clear the distinction between group work and individual work.
- Cultivate with students a climate of mutual respect for original work.

Students should:

- Submit only work which properly acknowledges the ideas or words of others and which is otherwise their own work.
- Avoid lending original work to others for any reason.
- Be clear about conditions of assessment.
- Be clear about the appropriate referencing and assessment practice in their field of study.
- Discourage others from plagiarising.
- Be aware that teaching staff using manual means and Turnitin software significantly increases the likelihood of plagiarism being detected.

### **6. Consequences of Being Found Guilty of Plagiarism**

Plagiarism is considered to be a form of misconduct. A student found guilty of misconduct can be subject to a range of penalties including a written reprimand, reduction or cancellation of a grade, a fine of up to \$500, or even suspension or expulsion from the University.

## Plagiarism and Academic Dishonesty Penalties Guidelines

<p>Cases regarded as <b>poor scholarship or inexperience</b> rather than culpable plagiarism, where the primary need is for education in appropriate practices and where the extent of the plagiarism in the submitted work would be considered small in terms of its contribution to the overall mark for the submitted work. These cases may be handled by the marker or subject coordinator and need not invoke the formal procedure.</p>	<ul style="list-style-type: none"> <li>▪ The marker or subject coordinator will provide the student with advice on avoiding plagiarism.</li> <li>▪ The mark for the work should not be reduced as a penalty for plagiarism but should <b>reflect the academic quality</b> of the work including any poor practice in referencing, etc. For example:             <ul style="list-style-type: none"> <li>▪ Marks may be reduced for inadequate citation of material (e.g. material copied from online sources without acknowledgment);</li> <li>▪ Marks for an element of submitted work may be shared between students who have clearly submitted joint work without acknowledgment where this is not allowed.</li> </ul> </li> </ul>
<p>Cases brought under the formal procedure where the <a href="#">Decision-maker</a> considers that the plagiarism case <b>has not been adequately demonstrated</b> against the student.</p>	<ul style="list-style-type: none"> <li>▪ The subject coordinator will provide the student with advice on avoiding plagiarism.</li> <li>▪ The <a href="#">Decision-maker</a> will write to the student explaining the outcome of the case. This will be copied to the student's Program Advisor for filing in student's file.</li> <li>▪ The work should be marked as normal and <b>no penalty</b> applied.</li> </ul>
<p><b>Minor cases</b>, where the suspected plagiarism is a <b>first offence</b>, may include:</p> <ol style="list-style-type: none"> <li>a. over-reliance on sources without sufficient evidence of the student's own work;</li> <li>b. an element in a piece of work which makes a small contribution to the mark for the course;</li> <li>c. more significant cases where there are mitigating special circumstances;</li> <li>d. moderately significant cases at an early stage of an undergraduate student's career.</li> </ol>	<ul style="list-style-type: none"> <li>▪ The <a href="#">Decision-maker</a> will send the student a <b>written warning</b> including advice on avoiding plagiarism, a copy of which will be forwarded to the Program Advisor for filing in the student's file.</li> <li>▪ The Faculty database recording cases of plagiarism/academic dishonesty to be updated solely for the purpose of detecting second offences.</li> <li>▪ The <b>mark for the work should not be reduced as a penalty for plagiarism but should reflect the academic quality of the work</b>, recognising, for example, that the referencing may be poor, or that not all the work is the student's own.</li> </ul>
<p>More <b>significant cases</b>, including cases of extensive or concurrent plagiarism by the student.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>▪ work where large sections have been copied from online sources without acknowledgment;</li> <li>▪ cases where plagiarism has been detected in more than one piece of work submitted by a student;</li> <li>▪ work where the plagiarised element would contribute significantly to the mark for the course.</li> </ul> <p><b>Significance</b> Significance must be judged by the <a href="#">Decision-maker</a> on a combination of the following factors:</p> <ul style="list-style-type: none"> <li>▪ Level and stage in the academic career. Honours and postgraduate offences are more significant than those committed by new students. This should also include consideration of the type of assessment in which the plagiarism was committed.</li> <li>▪ Advice given to students on the course about avoiding plagiarism.</li> <li>▪ The marking conventions of the discipline.</li> <li>▪ The opportunities for re-submission.</li> <li>▪ The impact of failure in that assessment.</li> <li>▪ The extent of the plagiarism.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The Subject coordinator will provide the student with advice on avoiding plagiarism.</li> <li>▪ The <a href="#">Decision-maker</a> will decide on the appropriate <b>reduction of the student's mark(s)</b> by an amount to reflect her/his assessment of the extent of the seriousness of the matter.</li> <li>▪ The <a href="#">Decision-maker</a> will send the student a letter outlining the outcome of the hearing. A copy of the letter is to be kept on the student's file in Student Administration and in the relevant Faculty/s.</li> <li>▪ The Faculty database recording cases of plagiarism/academic dishonesty to be updated.</li> </ul> <p><b>Note: First offences</b> First offences must be handled with particular attention to the level and stage of the student in their academic career. A mark of zero can be allocated as a penalty to first offence cases of significant and extensive plagiarism, even where the student is in their first year of study.</p> <p><i>Penalties (listed from minimum to maximum)</i></p> <ul style="list-style-type: none"> <li>▪ <b>Re-marking</b> of the original work with the plagiarised section removed. Marks allocated as a reflection of the academic quality of the remaining work. [Care should be taken in applying this penalty. The 'volume' of</li> </ul>

	<p>plagiarised work should not be used as the sole indicator of the significance of the case. Consideration should also be given to the validity of the remaining work and the ability for it to be marked in an edited form when plagiarised sections have been removed]. any additional attempts or re-submissions of the work, where this is normal practice for the discipline, should be restricted to a <b>pass mark</b>.</p> <ul style="list-style-type: none"> <li>▪ <b>A written warning.</b></li> <li>▪ <b>Reduction of face value mark</b> in bands of 10%, to reflect the significance of the plagiarism e.g. a mark of 57% might be reduced to 47% where the assessment item has been plagiarised by 30% or less.</li> <li>▪ <b>A mark of zero for that assessment</b> where the assessment item has been plagiarised by 50% or more.</li> <li>▪ <b>A mark of zero for that subject</b> where the assessment item has been plagiarised by more than 80%.</li> <li>▪ Serious cases may be referred to the student <b>Disciplinary Board</b> (refer to the <a href="#">Discipline Regulations</a>) where the decision may be made to exclude the student from the University.</li> </ul>
<p>Cases that should be handled through the <b>Discipline Regulation 12.3</b> procedure:</p> <ol style="list-style-type: none"> <li>a. Significant cases where the <a href="#">Decision-maker</a> considers there is a need for referral, for example, where a penalty of 0% for the subject is being recommended.</li> <li>b. First offence cases where there appears to be a <b>deliberate attempt to deceive the examiners</b>.</li> <li>c. All cases that are <b>second offences</b> handled under these plagiarism regulations.</li> </ol>	<ul style="list-style-type: none"> <li>▪ The <a href="#">Decision-maker</a> will make a report in preparation for a disciplinary hearing, which will be arranged as normal under the Discipline Regulations.</li> <li>▪ The <a href="#">Decision-maker</a> will recommend in this report the appropriate reduction of the student's mark(s) by an amount to reflect her/his assessment of the extent of the seriousness of the matter. <ol style="list-style-type: none"> <li>a. A <b>penalty from the list in the previous section</b> should be applied. <b>Additionally, a decision to exclude a student may be applied.</b></li> <li>b. <b>First offences</b>, where there appears to be a <b>deliberate attempt to deceive the examiners</b> should receive a <b>minimum penalty of 0% for the subject</b> where the assessment item has been plagiarised.</li> <li>c. All <b>repeat offences</b> should be awarded a <b>minimum penalty of a mark of zero for the subject</b> unless there are exceptional circumstances.</li> </ol> </li> </ul>