

DIVISION OF STUDENT AND STAFF SERVICES

POLICY STATEMENT ON PLAGIARISM, COLLUSION AND RELATED FORMS OF CHEATING

Authorised by: Deputy Vice-Chancellor and Provost

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Any person who requires assistance with any aspect of this document can contact Policy and Appeals on 8303 7503.

1. Introduction and Purpose

The University expects a high level of professional conduct from staff and students and is committed to development activities that support the attainment of high academic standards. The University provides an environment that encourages all to aspire to high academic achievement and staff and students have responsibilities to uphold these standards.

Academic integrity is an essential component of scholarly activity. Such activity involves researching, understanding and building upon the work of others and requires that credit to others be given where it is due and that the contributions of others be acknowledged.

The purpose of a Plagiarism Policy is to outline

- i the University's commitment to high standards of academic integrity
- ii the issues associated with plagiarism and collusion and its effect on student learning
- iii the principles under which the preventing, detecting and dealing with cases of plagiarism and collusion and related forms of cheating are managed.

2. Definitions

Academic integrity and student learning involve many issues and a list of terms used in discussing these issues is provided below.

Assessment Committee: Departmental/School Assessment Committee

Attribution: acknowledging the author or artist of words, music, computer code, artistic works, designs or ideas.

Citation: directly quoting or paraphrasing and giving credit to another person's text, work or idea.

Collaboration: an activity involving more than one person.

Collusion: another person assisting in the production of an assessment submission without the express requirement, or consent or knowledge of the assessor.

Coordinator: Course or Program Coordinator

Copyright: the legal right granted to an author, artist, publisher, or distributor to exclusive publication, production, sale, or distribution of a literary, musical, dramatic, or artistic work.

Group work: a group of people working collaboratively on a common activity with the encouragement, or consent, or knowledge of the assessor.

Head: Head of School/Department/Discipline.

Natural Justice: “Natural justice” is general procedural fairness in the handling of a complaint, and involves all of the following elements:

- (a) The right to a fair hearing
- (b) The right to attend hearings with an advocate, representative, friend or support person, if required
- (c) The opportunity for all parties involved to openly present their case
- (d) The subject of the complaint having full knowledge of the nature and substance of all allegations
- (e) The person laying the charge not determining the charge
- (f) The right to an independent, unbiased decision-maker
- (g) A final decision that is based solely on the relevant evidence.

Paraphrasing: repeating a section of text using different words with the intention of retaining the original meaning.

Plagiarism: using another person’s ideas, designs, words or works without appropriate acknowledgement.

Public Domain: a work that is available to most people and free to be used without the requirement for permission or payment of royalties.

Quotation: to place an excerpt from an original source into a paper using either quotation marks or indentation, with the source cited, using an approved referencing system in order to give credit to the original author.

Referencing: to provide a full bibliographic reference to the source of the citation (in a style as determined by the Faculty, School, Lecturer, or journal publisher).

Works: refers to words, music, computer code, artistic works, designs or ideas.

3. Issues Associated with Plagiarism, Collusion and Cheating

For students, plagiarism, collusion and other forms of cheating are expressly forbidden under the University’s [Rules for Assessment](#), which state that:

1. No student will submit for assessment any piece of work that is not entirely the student's own, except where either:

- (a) the use of the words, designs, computer code, creative works or ideas of others is appropriate and duly acknowledged, or*
- (b) the assessor has given prior permission for joint or collaborative work to be submitted.*

2. No student will submit as if they were genuine any data or results of laboratory, field or other work that are fabricated or falsified.

3. No student will assist any candidate in any piece of assessed individual work, and no student shall accept assistance in such a piece of assessed individual work, except in accordance with approved study and assessment schemes.

4. No student will submit the same piece of work for assessment in two different courses, except in accordance with approved study and assessment schemes.

Any form of cheating in examinations is expressly forbidden in Section 4.5 of the University's [Examinations Policy](#).

The University regards all plagiarism as unacceptable. At the very least, unintentional plagiarism is a lowering of the standards of academic integrity and an impediment to student learning. Where plagiarism is intentional and/or systematic, it is cheating. In order to maintain high standards of academic integrity it is the obligation of every member of the University to know and respect the rules concerning plagiarism, and to seek and foster a learning environment that encourages the development of academic skills that are appropriate for each discipline. Plagiarism is always unacceptable but can occur as a result of inadequate understanding of the procedures of appropriate referencing or because of a lack of skills in academic writing.

3.1 Responsibilities of the Faculty/School/Department

Faculties, Schools and Departments will:

3.1.1 Inform students, as appropriate, of the [Rules for Assessment](#) (based on existing Statute Chapter 17).

3.1.2 Ensure each course guide will contain information on the requirements for citation, together with the Faculty's / School's / Department's required (or preferred) referencing style, where appropriate.

3.1.3 Ensure that each course coordinator provides information to students that contains specific warnings about plagiarism and refers to the University's *Policy Statement on Plagiarism, Collusion and Related Forms of Cheating*, where appropriate.

3.1.4 Require all work submitted by students to contain an acknowledgement of originality with the appropriate referencing and citations as a declaration of authorship.

3.1.5 Apply the University Rules, Policies and Guidelines related to plagiarism and collusion in a consistent manner.

3.2 Responsibilities of Staff

All staff involved in teaching will assist in providing a learning and teaching environment that upholds academic integrity. It is the teaching staff's responsibility to:

3.2.1 Provide clear instructions regarding assessment requirements, including group activities and/or collaborative work.

3.2.2 Provide resources and feedback, as appropriate, to assist students to practise and learn the academic language and conventions required for their assessment tasks.

3.2.3 Set, as appropriate, assessment tasks that minimise the opportunities for plagiarism.

3.2.4 Provide marking criteria and an "Assessment Cover Sheet" for all summative assessment tasks and require the signature of the student declaring that all cited works have been acknowledged.

3.2.5 Take reasonable steps to detect plagiarism and collusion.

3.2.6 When submitting works for publication or for research grants, it is the staff member's responsibility to uphold the discipline standards of academic integrity in relation to the use of the works of others.

3.3 Responsibilities of the Student

Engaging in plagiarism impedes a student's ability to learn. It is each student's responsibility to:

3.3.1 Read and abide by all instructions distributed by the University/Faculty/School/Department/Teaching Staff including course guides, assessment task requirements and the *Rules for Assessment (based on existing Statute Chapter 17)* and the *University Policy Statement on Plagiarism, Collusion and Other Forms of Cheating*.

3.3.2 Seek assistance with their learning and assessment tasks if they are unsure of appropriate forms of attribution and referencing for their discipline.

3.3.3 Submit assessment tasks according to staff instructions.

3.3.4 Submit for assessment, whether by examination or otherwise, only their own piece of work, except where:

- i the works of others is appropriately acknowledged
- ii the assessor has required, or given prior permission for group or collaborative work to be submitted.

3.3.5 Not allow their own assessment work to be copied by another student with the intention to deceive the assessor.

3.3.6 Not produce all or part of an assessment work for another student with the intention to deceive the assessor.

3.3.7 To use quotations, paraphrasing, referencing and attribution in accordance with accepted academic conventions and with any explicit instructions given by the assessor.

3.4 Types of plagiarism, collusion and other forms of cheating that will incur penalties

Plagiarism that will incur penalties can take several forms:

- i Presenting works in any format, without appropriate attribution to the original source (see examples given in *Guidelines and Procedures for Implementing the Policy Statement on Plagiarism, Collusion and other Forms of Cheating*).
- ii Paraphrasing sentences or whole paragraphs without due acknowledgement by reference to the original work.

Related forms of collusion and cheating that will be treated in the same way as direct plagiarism include:

- iii Submitting assessment work with the intention to deceive the assessor as to the contribution made by the student submitting the work.
- iv Students separately submitting the same piece of work with the intention to deceive the assessor as to the contribution they have made to the assessment work.
- v A student submitting the same piece of his or her own work for two (or more) different courses, without the assessor's permission.

For forms of cheating in examinations, refer to the University's [Examinations Policy](#).

3.5 Procedures and Consequences for Plagiarism and Collusion

All plagiarism is unacceptable and each case of plagiarism should be treated on its own merits. Educational procedures should be in place to assist students to avoid submitting assessment work containing material from a source other than the student and not referenced or acknowledged in an appropriate manner.

All assessment work submitted by a student should be assessed in accordance with its academic merit. If a student fails an assessment task because of the absence of appropriate citations and references it is a consequence of the student failing to meet the stated criteria for the task, not just as a punishment for plagiarism.

The penalties associated with plagiarism are designed to impose sanctions that reflect the seriousness of the University's commitment to academic integrity. Penalties may include revising and resubmitting assessment work, receiving a result of zero for the assessment work, failing the course, expulsion and/or the imposition of a financial penalty.

The University keeps a central register of cases of student plagiarism (Plagiarism Register) to assist in the detection of students committing multiple offences in different courses. The Register is held by the Records Management Office and is maintained by the Office of the Executive Director, Student and Staff Services.

If a student admits, or is found to have committed multiple and/or systematic acts of plagiarism, or admits, or is found to have committed, conduct that prejudices the interests of other students or the integrity of an assessment scheme itself, then the case will be dealt with under a complaint of misconduct under the *Rules for Student Conduct in the University*, and a further penalty may be imposed as provided for in those Rules.

All procedures used for dealing with cases of plagiarism must incorporate the following principles:

(a) Natural Justice: See 2. Definitions above.

(b) Transparency: The procedures aim to be easily accessible to all staff and students, with transparent operation and outcomes, and capable of resolving plagiarism cases in a timely

manner with clear deadlines for each stage of resolution. Reasons for each decision are provided to all parties concerned, and are fair to and cognisant of the interests of both students and staff.

(c) Confidentiality: All information provided in plagiarism procedures is strictly confidential and can be used only for the purposes for which it was collected, unless:

- i The express consent of the individual(s) concerned is obtained; or
- ii The University has reasonable grounds for believing that the use of the information will reduce a threat to the life or health of any person; or
- iii The use is specifically required by law.

(d) Equity: Plagiarism cases are dealt with in an equitable and culturally sensitive manner, and are judged strictly on their merits, irrespective of the presentation of the person(s) involved in the allegations of plagiarism, or of the defence against them.

(e) Representation/Support: Persons subject to allegations of plagiarism should have the option of attending meetings to discuss those allegations and to review plagiarism decisions in the company of a designated advocate, representative, friend or support person.

(f) Balance of Probabilities: The rules of evidence under common law and other legal conventions do not apply to meetings dealing with plagiarism cases. The principle to be applied to the evidence in reaching a decision is the “balance of probabilities” rather than the more rigorous legal principle of “beyond reasonable doubt”.

The specific procedures that should be followed in cases of suspected plagiarism by students are found in the *Guidelines and Procedures for Implementing the Policy Statement on Plagiarism, Collusion and other Forms of Cheating*.

Written records will be kept by the Coordinator and/or Head (as appropriate), of all official meetings once an investigation has commenced. A copy of the assessment work, written records of meetings, phone conversations, emails and oral presentations involving the student and the assessor, the Coordinator and the Head, as appropriate, will be kept as confidential records.

3.6 Appeals

A student who wishes to appeal against a ruling decided under the *Guidelines and Procedures for Implementing the Policy Statement on Plagiarism, Collusion and other Forms of Cheating* may do so in writing under the Student Appeals Policy. Students will be informed of this right in the notification of an investigation from the Head.