

POLICY ON PLAGIARISM

Authorised By:	Vice-Chancellor and President	Date Authorised: 25 September 2006
Effective Date:	25 September 2006	
Last Amendment Date:	18 September 2006	
Review Due Date:	10 May 2008	
TRIM File Number:	F.2003/119	
Related Documents:	<i>Examinations Policy</i> , available at http://www.adelaide.edu.au/policies/465 <i>Rules for Student Conduct in the University</i> , available at http://www.adelaide.edu.au/policies/33 <i>Student Complaints Policy</i> , available at http://www.adelaide.edu.au/policies/100 <i>Rules for Assessment</i> (based on existing Statute Chapter 17), available at http://www.adelaide.edu.au/policies/241 <i>Guidelines and Rules for Responsible Practice in Research</i> available at http://www.adelaide.edu.au/policies/96/ <i>Policy On Cheating in Examinations and Related Forms of Assessment</i> , available at http://www.adelaide.edu.au/policies/1963	

Implementation & Review: Deputy Vice-Chancellor and Vice-President (Academic)

Superseded Documents: In combination with the *Policy On Cheating in Examinations and Related Forms of Assessment*, the *Policy on Plagiarism* replaces the following:
Policy Statement on Plagiarism, Collusion and Related Forms of Cheating (1994); and
Guidelines and Procedures for Implementing the Policy Statement on Plagiarism, Collusion and Related Forms of Cheating (1994).

Any person who requires assistance with any aspect of this document should contact Director, Centre for Learning & Professional Development on: Ph +61 8 83035771 or email clpd@adelaide.edu.au; or Student Policy and Appeals on: Ph +61 8 83037503 or 83037572, <http://www.adelaide.edu.au/student/policies/>

1. Overview

Academic integrity is an essential component of teaching, learning and research, fundamental to the very nature of universities. The ideas and work of others must be acknowledged rather than claimed as one's own.

The purpose of this Plagiarism Policy is to outline:

- a The University's commitment to high standards of academic integrity
- b The issues associated with plagiarism and collusion and their effect on student learning
- c The principles under which preventing, detecting and dealing with cases of plagiarism and collusion and related forms of cheating are managed.

2. Scope

This policy applies to all University students and staff involved in academic assessment tasks and scholarly work.

3. Definitions

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

Central Plagiarism and Cheating Register: the University's central register of cases of student plagiarism is used 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.

Citation: Directly quoting or paraphrasing another person's text, work or idea, and giving credit to the author by referencing it.

Collaboration: An academic activity involving more than one person.

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

Formative assessment: Assessment that is intended to provide feedback to students on their level of performance. Marks are not used to formulate a student grade for the course or program.

Head: Head of School/ Discipline.

Paraphrasing: Repeating a section of text using different words which retain the original meaning.

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

Plagiarism Review Committee: Discipline/School Plagiarism Review Committee

Procedural fairness: (also called "natural justice") in the handling of a complaint involves all of the following elements:

- a The student must have the opportunity to present her or his case to the decision-maker; to be informed of the nature and substance of all allegations and of all information used in arriving at the decision; and to respond to that information. Normally students will also be given the opportunity for an oral hearing, but this is not required by procedural fairness, unless credibility is at issue.
- b The right to an independent, unbiased decision-maker. This includes that the person laying the charge cannot be the decision-maker, nor must there be a reasonable apprehension of bias.
- c A final decision must be based solely on the relevant evidence.
- d Reasons must be given for the decision.

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

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

Summative assessment: Assessment that is marked and where the mark is used to formulate a student grade for the course or program.

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

4. Policy Principles

- a Plagiarism, collusion and other forms of cheating are expressly forbidden under the University's Rules for Assessment¹, which state that:
 - i No student will submit for assessment any piece of work that is not entirely the student's own, except where either:
 - the use of the words, designs, computer code, creative works or ideas of others is appropriate and duly acknowledged, or
 - the assessor has given prior permission for joint or collaborative work to be submitted.
 - ii No student will submit as if they were genuine any data or results of laboratory, field or other work that are fabricated or falsified.
 - iii 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.
 - iv No student will submit the same piece of work for assessment in two different courses, except in accordance with approved study and assessment schemes.
- b Any form of cheating in examinations is expressly forbidden in the University's *Policy on Cheating in Examinations and Related Forms of Assessment* <<http://www.adelaide.edu.au/policies/1963>>.
- c 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.
- d 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.
- e 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.

4.1 Types of Plagiarism that will Incur Penalties

- a Plagiarism that will incur penalties can take several forms:
 - i Presenting works in any format, without appropriate attribution to the original source.

¹ <http://www.adelaide.edu.au/policies/241/>

- ii Paraphrasing sentences or whole paragraphs without due acknowledgement by reference to the original work.
- b Related forms of collusion and cheating that will be treated in the same way as direct plagiarism include:
 - i Submitting assessment work with the intention to deceive the assessor as to the contribution made by the student submitting the work.
 - ii 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 task.
 - iii A student submitting the same piece of his or her own work, or significant parts of that work, for two (or more) different courses, without the assessor's permission.
- c For forms of cheating in examinations, refer to the University's *Policy on Cheating in Examinations and Related Forms of Assessment*, available at <http://www.adelaide.edu.au/policies/1963>.

4.2 Consequences of Plagiarism and Collusion

- a 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 that does not meet the required standards of evidence-based writing.
- b All assessment work submitted by a student should be assessed in accordance with its academic merit. If a student receives a reduced grade or fails an assessment task because of the absence of appropriate citations and references it may be a consequence of the student failing to meet the stated criteria for the task, rather than as a punishment for plagiarism.
- c Inappropriate practices in the use of referencing, citations, quotations or attributions for formative assessment may be dealt with by the assessor, who may refer students to appropriate resources to improve their academic skills. Suspected incidents of plagiarism involving summative assessments must be dealt with according to section 11 of the Guidelines for this policy.
- d 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 task, failing the course, expulsion and/or the imposition of a financial penalty.
- e The University keeps a central register of cases of student plagiarism (Central Plagiarism and Cheating 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.
- f In addition, each Faculty will keep a record of all suspected incidents of plagiarism brought to the attention of Heads. The relevant Associate Dean for Learning and Teaching in each Faculty will review the procedural aspects of these records to ensure that they have been dealt with according to the appropriate University Rules, Policies and Guidelines. The Associate Dean is not required to pass judgment on the issue of plagiarism, only to ensure that the appropriate procedures have been followed.
- g If a Plagiarism Review Committee finds that a student has committed multiple and/or systematic acts of plagiarism, or admits to, 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 as 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.
- h All procedures used for dealing with cases of plagiarism must incorporate the following principles:
 - i **Procedural Fairness:** See 3. DEFINITIONS above.
 - ii **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.

- iii **Confidentiality:** Under the University's *Privacy Policy*² all information provided in plagiarism procedures is strictly confidential and can be used only for the investigation of the suspected plagiarism incident, unless:
 - The express consent of the individual(s) concerned is obtained; or
 - 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
 - The use is specifically required by law.
- iv **Equity:** Plagiarism cases are dealt with in an equitable and culturally sensitive manner, and are judged strictly on their merits.
- v **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.
- vi **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 criminal law principle of "beyond reasonable doubt".
- i 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 on Plagiarism*, available at <http://www.adelaide.edu.au/policies/230>.
- j 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.

4.3 Appeals

A student who wishes to appeal against a ruling decided under the *Guidelines and Procedures for Implementing the Policy on Plagiarism* 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.

5. Responsibilities

5.1 Responsibilities of the Faculty/School/Discipline

Faculties, Schools and Disciplines will:

- a Inform students, as appropriate, of the *Rules for Assessment* (based on existing Statute Chapter 17) <<http://www.adelaide.edu.au/policies/241>>
- b Ensure each course guide will contain information on the requirements for citation, together with the Faculty/School/Discipline's required (or preferred) referencing style, where appropriate.
- c Ensure that each course coordinator provides information to students that contains specific warnings about plagiarism and refers to the University's *Policy on Plagiarism*, where appropriate.
- d Require all work submitted by students to contain an acknowledgement of originality with the appropriate referencing and citations as a declaration of authorship.
- e Apply the University's Rules, Policies and Guidelines related to plagiarism and collusion in a consistent manner.
- f Keep a Faculty register of suspected plagiarism incidents brought to the attention of Heads.

5.2 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:

² Available at <http://www.adelaide.edu.au/policies/62/>

- a Provide clear instructions regarding assessment requirements, including group activities and/or collaborative work.
- b Provide resources and feedback, as appropriate, to assist students to practise and learn the academic language and conventions required for their assessment tasks.
- c Set appropriate assessment tasks that minimise the opportunities for plagiarism.
- d Provide marking criteria and an "Assessment Cover Sheet" for summative assessment tasks and require the signature of the student declaring that all cited works have been acknowledged. It may be appropriate for Program and/or Course Coordinators to issue a "Program Assessment Cover Sheet" or "Course Assessment Cover Sheet" for multiple assessment tasks with similar criteria. For electronic submission of assignments, the MyUni digital drop-box should be used, where appropriate, and a notice attached to the submission page indicating that submission of the assignment involves the student declaring that all cited works have been acknowledged.
- e Take all reasonable steps to detect plagiarism and collusion. The particular steps taken may vary with discipline, but staff should incorporate the use of the University plagiarism detection software, where appropriate.
- f If a suspected plagiarism incident is brought to the attention of a Course Coordinator or Head, she/he has a responsibility to investigate the incident according to the University Rules, Policies and Guidelines.
- g 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 work of others.

5.3 Responsibilities of the Student

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

- a Read and abide by all instructions distributed by the University/Faculty/School/ Discipline/Teaching Staff including course guides, assessment task requirements and the *Rules for Assessment* <<http://www.adelaide.edu.au/policies/241>> and the *Policy on Plagiarism*.
- b Seek assistance with their learning and assessment tasks if they are unsure of appropriate forms of attribution and referencing for their discipline.
- c Submit assessment tasks according to staff instructions.
- d 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.
- e Take reasonable steps to prevent their own assessment work being copied by another student with the intention to deceive the assessor.
- f Not produce all or part of an assessment work for another student with the intention to deceive the assessor.
- g Use quotations, paraphrasing, referencing and attribution in accordance with accepted academic conventions and with any explicit instructions given by the assessor.

6. Delegations of Authority

Heads and Associate Deans (Learning and Teaching) have specific roles as defined in this policy (outlined in section 5).

7. Implementation and Review

The implementation and review of this policy are the responsibility of the Pro Vice-Chancellor (Learning and Quality). The University Learning and Teaching Committee will be consulted on all reviews for this policy.

8. Communication

This policy is available on the University's Policies Website at <http://www.adelaide.edu.au/policies/230/>

GUIDELINES & PROCEDURES FOR IMPLEMENTING THE POLICY ON PLAGIARISM

9. Academic Integrity and Plagiarism

- a** Academic integrity is a quality associated with high standards of scholarship and is a responsibility of both staff and students. Academic staff should provide examples of good practice in academic integrity by acknowledging appropriately the works, designs, ideas and words of others in their teaching and research. Providing appropriate examples of assessment work that display good practice in using citations, references and acknowledgements and providing opportunities for students to practise their use will assist in developing academic skills and in reducing the instances of plagiarism and collusion.
- b** The University is committed to assisting staff and students in maintaining high standards of academic integrity by implementing appropriate educational programs and highly visible procedures for plagiarism detection. Staff can also assist by employing approaches to assessment that minimise the possibility for students to submit plagiarised material.
- c** Teaching staff can provide information and opportunities that will assist a student's progress from a high level of dependence on the works of others to a stage where they are using the work of others to augment their own interpretation of a concept, issue or event. University rules, policies and guidelines tend to focus on the punitive aspects of procedures rather than the educative and often fail to articulate to students why the conventions of citing and referencing are an integral part of developing scholarly writing skills, and why plagiarism is considered a serious offence in the academic environment.
- d** Plagiarism may occur because of cultural issues, such as misunderstanding academic conventions in a particular discipline, or because a student's level of English language skills prevents adequate expression. In some cultures, the close replication of an expert's work represents a sign of learning and respect. However, some plagiarism results from an intention to deceive the assessor and is outright cheating. Whatever the reasons, there are actions for all members of the University community that will minimise the incidence of plagiarism.

10. Responsibilities

10.1 Responsibilities of the Faculty/School/Discipline

- a** The University is committed to taking a consistent and equitable approach to the issue of plagiarism and collusion. Faculties, Schools and Disciplines are encouraged to develop their own approaches to providing students with information about the University's rules, policies and guidelines relating to plagiarism and collusion, and to provide learning opportunities for students to make use of the resources available to assist them in writing and other assessment tasks.
- b** Students require guidance on issues of academic integrity, academic styles of writing and discipline conventions for referencing and acknowledging the works of others. They also require opportunities to practise applying these attributes to their own work. Students should be provided with opportunities to engage in learning activities that can lead to improvements in both their skills and their participation in group activities, and be given constructive feedback in relation to the use of sources. They require explicit information on referencing styles appropriate to the discipline area in which they are studying.
- c** Faculties, Schools and Disciplines have the right to set the criteria and marking schemes associated with assessment tasks. Criteria associated with referencing and originality can be used effectively to reinforce the importance of academic integrity and high standards in scholarly activity.
- d** Associate Deans (Learning and Teaching) will be responsible for reviewing notifications recorded at the Faculty level as suspected plagiarism incidents, and the procedural issues of the associated investigations. This review will occur at least twice yearly, and the Associate Dean will review the documentation to ensure that investigations of suspected plagiarism incidents are undertaken according to the appropriate University Rules, Policies and Guidelines. The Associate Dean may discuss with the appropriate Head or Dean any concerns they may have over the review of the Faculty level notification documentation.

- e The Associate Dean is responsible for reviewing the documentation in relation to the procedural issues, and is not required to review the decision regarding a suspected plagiarism incident. Associate Deans (Learning and Teaching) will meet annually to review procedural issues associated with suspected plagiarism incidents and propose any changes to the University Learning and Teaching Committee.

10.2 Responsibilities of Staff

- a Commencing students should be introduced explicitly to the concept of academic integrity and the culture of evidence-based writing. Teaching staff can provide opportunities to discuss standards and expectations in relation to academic work and assessment. Teaching staff are in a position to design assessment tasks that minimise instances of plagiarism, for example, by setting learning outcomes that require students to satisfy specific criteria to explain information that has been included in a submission and to include a recommendation or conclusion based on an issue discussed specifically in the course content.
- b Teaching staff can also assist students to understand discipline-specific approaches to academic writing and presentations by allocating formal contact time to discuss examples and expectations.
- c All teaching staff should be involved in the prevention and detection of plagiarism. The detection methods may vary depending on the discipline. Examples include the random sampling of assessment submissions for similarities; using copy detection software (such as Turnitin) to review assessment submissions for appropriate referencing or copying; being aware of significant differences in a student's performance across a number of tasks or using more than one assessor.
- d The principal methods that should be used to reduce plagiarism are educative and involve ensuring that students are aware of the expectations and standards associated with an assessment task for a particular discipline. It is important that students see examples of accepted academic conventions for acknowledging another person's work. Students should be rewarded for expressing ideas in their own words (at an appropriate standard). The use of formative assessment tasks for which timely feedback will be available will reinforce skills in summarising, paraphrasing and referencing appropriately.
- e Useful resources for staff can be found at <http://www.adelaide.edu.au/clpd/>.

10.3 Responsibilities of the Student

- a Students should take responsibility for being informed about conventions and expectations in their chosen discipline. When information and opportunities are provided on referencing and writing skills students should allocate sufficient time to be familiar with the issues. It is important for students to continue to discuss and clarify points of confusion with tutors and lecturers until they have gained a solid understanding of the role of citing and referencing in tertiary assignments.
- b Student submissions must provide some form of acknowledgment for the following:
 - direct quotations from a published text,
 - paraphrasing or summarising other people's published ideas,
 - the use of graphics, tables or images from a hard copy text or the web.
- c Students need to be aware that changing a few words, or the order of words, within a text does not constitute paraphrasing. If a student is unsure of what should be acknowledged, then teaching staff can assist. In addition, students can attend academic writing workshops or attend 'Helpdesk' sessions in the Centre for Learning and Professional Development. Useful resources for students can be found at <http://www.adelaide.edu.au/clpd/>.

- d It is appropriate that students should develop their own writing style as they progress through their program. Web-based software, such as Turnitin, may be used by students as an educational tool to improve their writing style. The system enables students to review their use of citations and referencing and to experiment with paraphrasing and summarising in a formative mode.

11 Procedures and Penalties for Plagiarism

- a All plagiarism is unacceptable, and these guidelines and procedures provide assistance to staff and students in determining the most appropriate way to deal with the different instances of Plagiarism.
- b The University's approach to suspected cases of Plagiarism should be consistent and fair. Students should be aware of the expectations of academic integrity and how they will be upheld. Students should also be aware of their rights and responsibilities for dealing with issues associated with Plagiarism and keep copies of their drafts, notes and literature sources so that they are familiar with the details of their submissions.
- c If a case of suspected plagiarism is detected, the principles of procedural fairness should be employed to deal with it. This means that a student will be presented with all the evidence relating to allegations of plagiarism, and be given an opportunity to discuss the circumstances with an unbiased decision-maker in a manner that is mindful of the stress associated with such allegations. Students should consider having a support person present so that they do not feel unduly stressed or confused by a formal hearing. The evidence of plagiarism will include showing the original source of the work that the student had not cited or referenced appropriately.

11.1 Suspected Plagiarism Notification Form

- a If an assessor believes that students have received adequate instructions about the requirements of evidence-based writing, and the assessor has evidence that a student has submitted an assessment task that contains plagiarised material, the assessor will notify either the student's lecturer, Course Coordinator or Head, as appropriate.
- b This notification will be recorded on the appropriate form (Faculty Suspected Plagiarism Notification Form) at the Faculty level. The Course Coordinator or Head will check the Faculty's plagiarism records as well as the University Central Plagiarism and Cheating Register to see if there is an existing record for the student.
- c If the suspected plagiarism incident involves a document prepared for reporting research output, then it should be dealt with under the *Guidelines and Rules for Responsible Practice in Research* available at <http://www.adelaide.edu.au/policies/96/>.

11.2 Plagiarism Cases with No Previous Record

11.2.1 Inappropriate Referencing

Amended Sep 2006

- a If the evidence suggests that there is an inadequate understanding or application of the procedures of appropriate referencing, and there is no previous record in the University Central Plagiarism and Cheating Register, the student will be contacted, **within 5 business days of the suspected incident being recorded at the Faculty level**, and referred to relevant workshops and/or other resources for gaining the necessary skills.
- b The assessor, Course Coordinator or Head, as appropriate, may request that the work be resubmitted and re-marked, or marks may be deducted because of inappropriate referencing. No record will be entered in the confidential Central Plagiarism and Cheating Register of the University, but the Course Coordinator or

Head will update the Faculty level records of cases where students have been contacted and referred to relevant workshops.

- c Faculty level records for each suspected plagiarism incident will be destroyed three years after graduation or five years after the student was last enrolled in the University.

11.2.2 Substantial Plagiarism

Amended Sep 2006

- a If the Head examines the evidence and concludes that it may involve more than an inadequate understanding or application of the appropriate referencing procedures, he or she will notify the student in writing of the alleged plagiarism **within 5 business days of the suspected incident being recorded at the Faculty level**.
- b The notification to the student will contain details of the assessment task, the evidence pertaining to the material suspected of being plagiarised, their rights concerning the process of investigating allegations of plagiarism and the support available to them, including advice and representation by an Education and Welfare Officer (EWO) or other support person.
- c The notification must also include the scheduled time, date and place for the hearing, which will normally be **within 10 business days** from the date of notification, and the names and positions of all attending staff members.
- d The student will be invited to respond to the Head on the evidence of plagiarism **within 10 business days** of the date of notification. The student may respond in writing, or by meeting with the Head in person, or both.
- e The student may invite an EWO or other appropriate support person to any meeting to provide them with advice.
- f If the student and/or his/her support person cannot reasonably meet the time nominated by the Head for the meeting, the hearing may be switched to an alternative mutually agreed time, but in any case no longer than **20 business days** from the date of notification.
- g Telephone conferences may be used to help overcome scheduling clashes, or where the student may be interstate or overseas, with the nominated EWO or other support person in attendance with the Head.
- h If there is no response to the notification the Head is required to make one final reasonable attempt at contacting the student, by telephone, email and/or in writing, using the current contact details on the student administration system, or other available contact details.
- i If there is still no response **5 business days** after this attempt has been made, or the student fails to arrive at the scheduled time and place, the Head will proceed with the hearing in the student's absence.
- j After consulting the assessor and the Coordinator, taking into account any extenuating circumstances presented by the student or his/her support person, and applying to the evidence the principle of "the balance of probabilities" rather than the criminal law principle of "beyond reasonable doubt", the Head may then decide on one of the following actions:
 - i If, on the balance of probabilities, the available evidence is not sufficient to indicate plagiarism, then no further action need be taken. No record will be entered in the confidential Central Plagiarism and Cheating Register of the University and the student will be notified of this outcome in writing **within 5**

business days. The Head will update the Faculty level records of cases where students have been contacted and referred to relevant workshops, as described above.

- ii If, on the balance of probabilities, the available evidence is sufficient to indicate that material was plagiarised, then:
 - the student may be given zero marks for the assessment task, and may be given the option of resubmitting. The student will also be provided with resources and assistance in developing a scholarly approach to assessment task, including appropriate methods for referencing and acknowledging the works of others.
 - The Head may decide that any resubmitted assessment task should be awarded a maximum mark of 50%.
 - A record of the incident, together with the resources and assistance provided, will be entered in the Central Plagiarism and Cheating Register of the University (see Central Plagiarism and Cheating Register Notification Form below) and the student will be notified of this outcome in writing **within 5 business days**. The notification letter should include a reference to the student's right to appeal the decision under the provisions of the University's Student Complaints Policy, available at <http://www.adelaide.edu.au/policies/100>
 - Central Plagiarism and Cheating Register records for each confirmed plagiarism incident will be destroyed three years after graduation or five years after the student was last enrolled in the University.
- k The Head will update the Faculty level records of cases where students have been contacted and referred to relevant workshops, as described above.

11.3 Plagiarism Cases with a Previous Record

11.3.1 Previous Faculty Record

Where the Faculty records indicate that the student has been previously referred to a Centre for Learning and Professional Development plagiarism workshop or other plagiarism resources, the case will be managed according to the same procedures as those outlined in **section 11.2** above. Where the finding is that the material was plagiarised (see **section 11.2.2j ii above**), the Head will take the previous referral into account in deciding on the appropriate penalty.

11.3.2 Previous Central Register Record

- a Where a previous record exists in the Central Plagiarism and Cheating Register of the University, the case will be referred to a Plagiarism Review Committee, instigated by the Head.
- b The student will be notified of the Committee hearing in writing **within 5 business days**, using the same procedures and timelines as those outlined in **section 11.2.2 above**. The initial notification letter or email to the student will contain an additional statement to the effect that the range of possible outcomes and penalties is significantly expanded because of the student's previous record, and make reference to the University's *Rules For Student Conduct in the University*.

11.3.3 Plagiarism Review Committee

Amended Sep 2006

- a The Plagiarism Review Committee will consist of the Head, the original assessor and/or lecturer and/or Course Coordinator, another academic staff member from a the same or a cognate discipline, and if required, a secretary or note-taker who would provide administrative support only.
- b The Committee will proceed without undue formality, and will act according to equity, good conscience, the principles of procedural fairness and the substantial merits of the case, without regard to legal technicalities or forms.

- c The Committee will examine all of the relevant evidence, including the student's oral and/or written submission.
- d If, on the balance of probabilities, the available evidence is not sufficient to indicate plagiarism, then no further action need be taken. No additional record will be entered in the confidential Central Plagiarism and Cheating Register of the University and the student will be notified of this outcome in writing **within 5 business days**. The Head will update the Faculty level records of cases where students have been referred to relevant workshops, as described above.
- e If the Committee finds that, on the balance of probabilities, all or significant portions of the material was plagiarised, then the assessment task will be given a mark of zero and the student will fail the course without the option of taking a supplementary examination. A record will be entered in the Central Plagiarism and Cheating Register of the University (see Central Plagiarism and Cheating Register Notification Form below) and the student will be notified of this outcome in writing **within 5 business days** of the Committee meeting.
- f If the Plagiarism Review Committee determines that multiple and/or systematic acts of plagiarism have been committed by the student, or if the student 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 Plagiarism Review Committee will recommend that the case be dealt with under a complaint of misconduct under the *Rules for Student Conduct in the University*, and further penalties may be imposed as provided for in those Rules.

12 Appeals

- a Students should retain a copy of all assessment tasks submitted and any draft notes and sources of information they have used during the preparation of their submitted work. This will assist them should an assessor query aspects of the referencing or originality. It will also assist a student should she/he appeal against a reduced mark for the lack of referencing or for inappropriate use of sources in an assessment task.
- b If a student has received a reduced mark for not referencing or acknowledging the work of others appropriately, she/he should seek assistance from staff in the School/Discipline or the Centre for Learning and Professional Development so that she/he may avoid this situation in the future.
- c If a student does not accept that she/he should have received a low mark for lack of referencing or inappropriate use of sources, the initial complaint should be directed to the original assessor or Coordinator. If the student is not satisfied with the assessor's or Coordinator's decision, she/he may request, in writing, that the Head or Dean (as appropriate) review that decision. If the student is not satisfied with the review decision, she/he may lodge an appeal with the University's Student Appeals Committee. Full details of this process can be found in the *Student Complaints Policy*, available at <http://www.adelaide.edu.au/policies/100>.
- d A student who wishes formally to appeal against an assessment mark or a decision resulting from a case dealt with under the Procedures and Penalties for Plagiarism, may do so in writing according to the procedures outlined in the Student Complaints Policy. Students should be informed of this right in the notification of any investigation of plagiarism or collusion from the Head (see 11.2.1j(ii)).

13 Delegations of Authority

Added Dec 2006

Key	Authority Category	Authority	Delegation Holder	Limits
Academic	Assessment	Rule on plagiarism cases	Head of School	Consultation with the assessor, Coordinator and the student involved
		Review the decision of an assessor or Coordinator to give a low mark for lack of referencing or inappropriate use of sources	Head of School or Dean (as appropriate)	

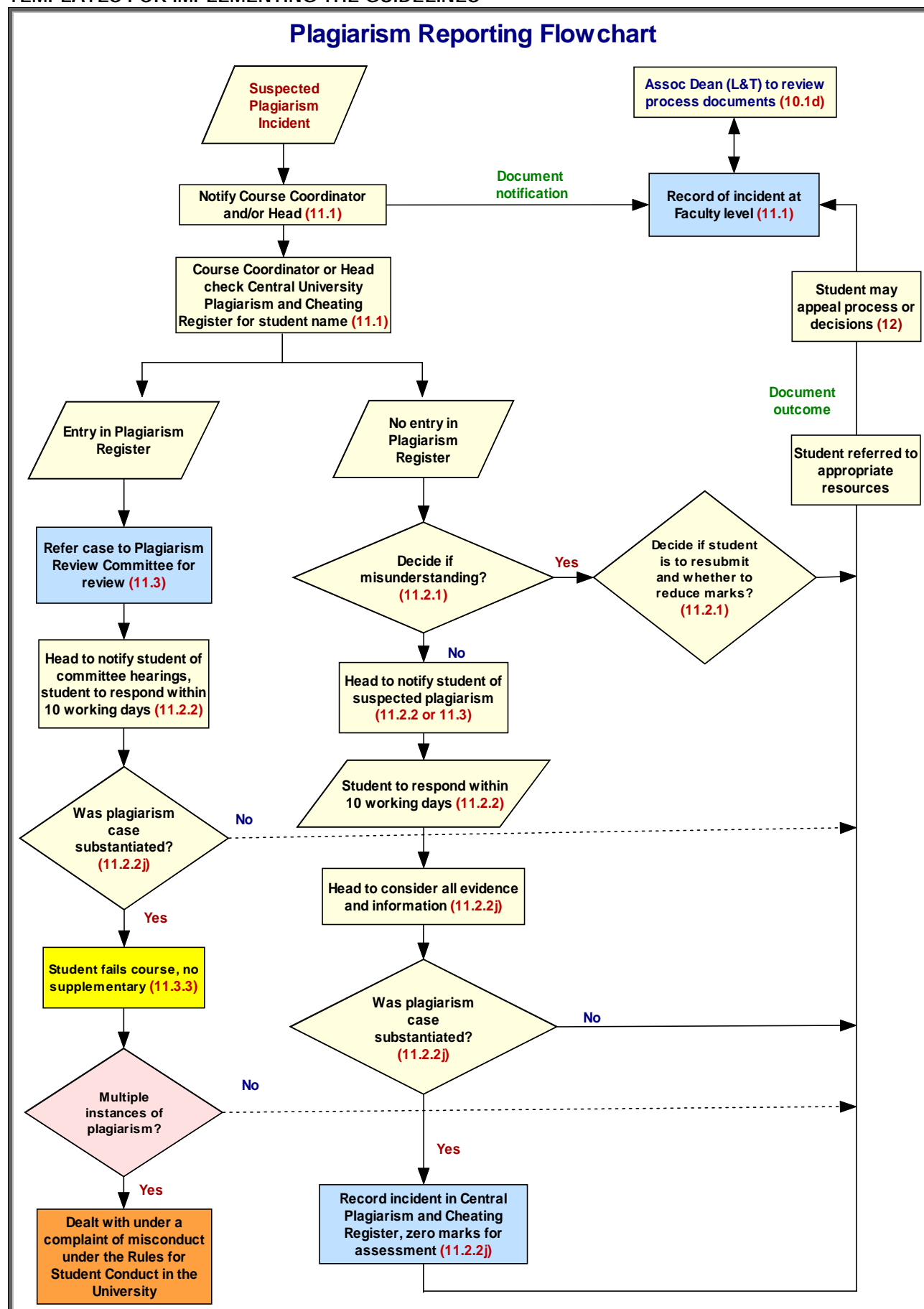
14 Implementation and Review

University Learning and Teaching Committee, Student Administrative Services, Student Policy and Appeals

15 Communication

This policy is referred to in all course outlines, School handbooks and relevant University publications for students, and is available on the University's Website at <http://www.adelaide.edu.au/policies/230/>

TEMPLATES FOR IMPLEMENTING THE GUIDELINES



Recipient's Name
Recipient's Organisation
Street Address 1
SUBURB STATE POSTCODE

Dear <INSERT NAME OF STUDENT>

Your assessment item <INSERT TITLE OR IDENTIFYER> in the course <INSERT COURSE NAME> appears to contain <INSERT 'unattributed' or 'material very similar to <INSERT SOURCE>'>. This material has been highlighted in the attached document and has been identified as a suspected plagiarism incident. You are receiving this formal notification under section 11 of the *Guidelines & Procedures for Implementing the Policy on Plagiarism* (<http://www.adelaide.edu.au/policies/230>). A notification has been entered into the <INSERT NAME OF FACULTY> suspected plagiarism incidents file. We have consulted the Central Plagiarism and Cheating Register for the University and determined that there is <INSERT 'no entry' OR 'an entry'> containing your name.

You are advised to consult the full document on the *Policy on Plagiarism* (<http://www.adelaide.edu.au/policies/230>) and the University's *Rules for Assessment* (<http://www.adelaide.edu.au/policies/241>). You are also advised to seek assistance from an Education and Welfare Officer (EWO) or other support person before formally responding to this notice. You can contact an EWO through StudentCare at: Ph +61 8 83035430; or Email StudentCare@adelaide.edu.au

You may respond to this notice in person and/or in writing. Please contact this office by phone, fax or email as soon as possible to arrange a meeting or to notify us that you will respond in writing or orally. The meeting, or your written response, should be arranged before <INSERT DATE>. The following people will be present at the meeting, or will read your written response or be present for your oral response, <INSERT NAMES OF THOSE TO BE PRESENT>. If a meeting is arranged, it will take place at <INSERT LOCATION> and you may bring a support person or EWO.

If we do not hear from you **within 10 business days** of this notification, we will make one final reasonable attempt at contacting you by telephone, email and/or in writing, and if we have still not heard from you **5 business days** after that attempt, proceed with this suspected plagiarism incident according to section 11.2.2 of the *Guidelines & Procedures for Implementing the Policy on Plagiarism*.

Yours sincerely

SENDER'S NAME
Sender's Title

cc: Copies to

Recipient's Name
Recipient's Organisation
Street Address 1
Street Address 2
SUBURB STATE POSTCODE

Dear <INSERT NAME OF STUDENT>

Thank you for <INSERT 'attending the meeting of DATE' and/or 'responding in writing on DATE OF LETTER' or 'telephoning on DATE'> to discuss the suspected plagiarism incident outlined in my letter of <DATE AND REFERENCE NUMBER>. This letter is to formally confirm the outcome of that <INSERT 'meeting' or 'correspondence'>. In this case, and after consulting <INSERT NAMES> and taking into account any extenuating circumstances presented by you and your representative, and applying to the evidence the principle of "the balance of probabilities", I have decided on the following actions: <INSERT DECISION> <either> it has been determined that the suspected plagiarism incident has NOT been confirmed, and NO penalty will be applied. There will be no record entered into the Central Plagiarism and Cheating Register of the University. The Faculty level records of suspected plagiarism incidents will be updated with this information.

<or> it has been determined that the suspected plagiarism incident HAS been confirmed and no previous record exists in the Central Plagiarism and Cheating Register of the University, and the penalty imposed for this misconduct is that you will receive <INSERT PENALTY: a mark of zero for this assessment item; possibility to resubmit with 50% maximum mark or no possibility for resubmission; other penalty>. You are advised to seek assistance with the requirements for evidence-based writing from <INSERT DETAILS>. The Faculty level records of suspected plagiarism incidents will be updated with this information.

<or> it has been determined that the suspected plagiarism incident HAS been confirmed and a previous record exists in the Central Plagiarism and Cheating Register of the University, and the penalty imposed for this misconduct is that you will <INSERT PENALTY: fail the course with no offer of a supplementary; other penalty>. Your case will be referred to the Plagiarism Review Committee for confirmation and you will be notified of their final decision by <INSERT DATE>. The Plagiarism Review Committee may decide to impose additional penalties under the *Rules for Student Conduct in the University*. You are advised to seek assistance with the requirements for evidence-based writing from <INSERT DETAILS>. The Faculty level records of suspected plagiarism incidents will be updated with this information and a record will also be added to the Central Plagiarism and Cheating Register of the University.

Under the University's *Student Complaints Policy* (<http://www.adelaide.edu.au/policies/100>), you have the right to appeal this decision. You are encouraged to consult an Education Welfare Officer (EWO) for advice on the details of the University appeal process. You can contact an EWO through StudentCare at: Ph +61 8 83035430; or Email StudentCare@adelaide.edu.au Appeals must be lodged **within 20 business days** of the date of this notification.

Yours sincerely

SENDER'S NAME
Sender's Title
cc: Copies to

FACULTY SUSPECTED PLAGIARISM AND CHEATING NOTIFICATION FORM

ID Number:

Faculty:

Student Name:

Student Number:

Course in which suspected incident occurred:

Year and semester of course:

Course Coordinator/Supervisor:

Details of assessment task involved:

Details of the suspected incident:

Details of communication with student:

Details of resources and assistance recommended to student:

Details of any penalties applied:

Name of person informing Head or Course Coordinator:

Signature:

Date:

Name of Head or Dean:

Signature:

Date:

Name of Associate Dean (L&T):

Signature:

Date:

CENTRAL PLAGIARISM AND CHEATING REGISTER NOTIFICATION FORM

ID Number:

Student Name:

Student Number:

Course in which incident occurred:

Year and semester of course:

Faculty that imposed penalty:

Course Coordinator/Supervisor:

Details of assessment task Involved:

Details of the incident:

Details of any confirmed collusion:

Details of penalties applied:

Details of resources and assistance recommended to student:

Name of Head or Dean:

Signature:

Date:

Members of Plagiarism and Cheating Review Committee (if required):

Faculty Plagiarism and Cheating Notification Form completed?

Yes

No