

STUDENT PLAGIARISM

Plagiarism is the presentation of the thoughts or work of another as one's own.*

Examples include:

- direct duplication of the thoughts or work of another, including by copying work, or knowingly permitting it to be copied. This includes copying material, ideas or concepts from a book, article, report or other written document (whether published or unpublished), composition, artwork, design, drawing, circuitry, computer program or software, web site, Internet, other electronic resource, or another person's assignment without appropriate acknowledgement
- paraphrasing another person's work with very minor changes keeping the meaning, form and/or progression of ideas of the original;
- piecing together sections of the work of others into a new whole;
- presenting an assessment item as independent work when it has been produced in whole or part in collusion with other people, for example, another student or a tutor; and,
- claiming credit for a proportion a work contributed to a group assessment item that is greater than that actually contributed.†

Submitting an assessment item that has already been submitted for academic credit elsewhere may also be considered plagiarism.

The inclusion of the thoughts or work of another with attribution appropriate to the academic discipline does *not* amount to plagiarism.

Students are reminded of their Rights and Responsibilities in respect of plagiarism, as set out in the University Undergraduate and Postgraduate Handbooks, and are encouraged to seek advice from academic staff whenever necessary to ensure they avoid plagiarism in all its forms.

The Learning Centre website is the central University online resource for staff and student information on plagiarism and academic honesty. It can be located at:

www.lc.unsw.edu.au/plagiarism

The Learning Centre also provides substantial educational written materials, workshops, and tutorials to aid students, for example, in:

- correct referencing practices;
- paraphrasing, summarising, essay writing, and time management;
- appropriate use of, and attribution for, a range of materials including text, images, formulae and concepts.

Individual assistance is available on request from The Learning Centre.

Students are also reminded that careful time management is an important part of study and one of the identified causes of plagiarism is poor time management. Students should allow sufficient time for research, drafting, and the proper referencing of sources in preparing all assessment items.

* Based on that proposed to the University of Newcastle by the St James Ethics Centre. Used with kind permission from the University of Newcastle.

† Adapted with kind permission from the University of Melbourne.

All assignments and assessment items should be submitted with a signed Assessment Cover Sheet:

I declare that this assessment item is my own work, except where acknowledged, and has not been submitted for academic credit elsewhere, and acknowledge that the assessor of this item may, for the purpose of assessing this item:

Reproduce this assessment item and provide a copy to another member of the University; and/or,

Communicate a copy of this assessment item to a plagiarism checking service (which may then retain a copy of the assessment item on its database for the purpose of future plagiarism checking).

I certify that I have read and understood the University Rules in respect of Student Academic Misconduct.

Signed:date:

1) Two important things must be considered initially:

- a) Is the plagiarism **significant**? (see point 2 below)
- b) Has the student completed the **ELISE** online tutorial or other online tutorial?

All students should have completed ELISE by the end of their first semester of study. If they are beyond the first semester of study but haven't completed ELISE, **and notes about plagiarism are included in your Course Outline**, then they can still be liable for plagiarism under the Student Misconduct Rules.

If the answer to the first consideration is **NO**, or the answer to the second is **NO** **and**

the student is in their first semester of study,

then the student will be counselled on good referencing practice and how to avoid plagiarism.

2) How do you tell if the plagiarism is significant?

There is no one issue to consider, but the academic staff member will address a number of issues, including:

- a) **extent** of the plagiarised material in proportion to the whole assessment;
- b) **importance** of the plagiarised material to the assessment item [e.g. is it the main argument, or a central example, or an important supporting argument];
- c) Whether it appears that the student **intended** to deceive, and
- d) previous **warning** of the student for plagiarism or been entered on the Faculty or Central Plagiarism Registers.
- e) the **year or stage** of the student (e.g. a postgraduate or Upper Level student should meet higher expectations than a first year student)

In reaching a decision on significance the academic will also take into account and any relevant conventions of the discipline.

3) What happens if the plagiarism is significant?

Note: A matter may at any time be referred for action as a Formal Offence (i.e. Levels 3 or 4) where an Academic Staff member considers that a breach is serious or gross in nature. If so, the Academic Staff member will refer the matter to the relevant Head of School or Faculty Student Ethics Officer (FSEO) for joint consideration.

A significant plagiarism will be treated according to one of **4 levels of plagiarism**:

	Significant	Previous Offence	Response
Level 4	Yes	Serious significance and penalties for Level 3 insufficient	Punitive
Level 3	Yes	Yes 3 times Level 1 or 2, or once Level 3; or serious significance	Punitive
Level 2	Yes	Yes	Educative
Level 1	Yes	No	Educative

Level 1: Where the plagiarism is **significant**, *but* the judgment is that an educative rather than punitive response is appropriate, **and** the student has not plagiarised before and is not on the Central Plagiarism Register, then Level 1 applies.

The student will be:

- a) counselled by the Academic Staff member;
- b) referred to the Learning Centre, and;
- c) required to revise and resubmit plagiarised assessment item.

In addition the Head of School and FSEO should be informed in writing and a record placed in the Central Plagiarism Register.

Level 2: Where the plagiarism is **significant**, **and** the judgment is that an educative rather than punitive response is appropriate, **but** the student has **plagiarised before** or is on the Central Plagiarism Register, then Level 2 applies.

The student will be:

- a) advised in writing of the potential penalties for plagiarism;
- b) referred to the Head of School or FSEO for interview;
- c) referred to the Learning Centre, and
- d) required to revise and resubmit plagiarised assessment item.

In addition the Head of School and FSEO will be informed in writing and a record placed in the Central Plagiarism Register.

Level 3: Where the plagiarism is **significant**, **and** of a serious enough nature to require a punitive response, *or* the student has **plagiarised before at least 3 times at Level 1 or 2**, or **once at Level 3**, then Level 3 applies.

This judgment is made jointly by the academic concerned and the Head of School or FSEO. The matter is then referred to the Head of School for consideration, and determination that the plagiarism has occurred, its seriousness, and the extent (if any) of penalty.

The student can be:

- a) warned in writing; or
- b) have marks reduced with an offer of resubmission; or
- c) have marks reduced without offer of resubmission; or
- d) have marks reduced in the course, or
- e) be failed in the course.

The outcome will be recorded in the Central Plagiarism Register.

Level 4: Where the plagiarism is significant, *and* of a serious enough nature to require a punitive response, *and* the penalties for a Level 3 offence are insufficient, then Level 4 applies.

This judgment is made jointly by the Head of School and the FSEO. The matter is then referred to the Vice-Chancellor for consideration under Student Misconduct Rules, and determination that the plagiarism has occurred, its seriousness, and the extent (if any) of penalty.

The student can be:

- a) excluded; or
- b) expelled; or
- c) have a fine imposed.

The outcome will be recorded in the Central Plagiarism Register.

4) How is Level 3 handled?

Student is contacted by School Student Ethics Officer (SSEO), Head of School or FSEO within 5 working days of the determination that this is possibly a Level 3 offence, using standard form letter with marked-up assessment attached, and invited to a meeting with the SSEO, Head of School or FSEO.

Meeting is held with student (who may bring a friend or advisor)

Student advised in writing of finding and penalty (if any)

Who does What?

The Academic:	<p>Determines if plagiarism, on approved definition, may have occurred.</p> <p>Investigates alleged plagiarism [including Turnitin or other Similarity Detection Tool report, source material identification, extent of plagiarism and significance for assignment]</p> <p>Determines if plagiarism is Significant, and also whether student is already on Faculty or Central Plagiarism Registers (contact FSEO).</p> <p>Determines if Level 1 response is appropriate, then:</p> <ul style="list-style-type: none">Counsels student,Remarks revised assignmentRefers student to Learning Centre,Informs Head of School and FSEO <p>Determines if Level 2 response is appropriate, then:</p> <ul style="list-style-type: none">Counsels student,Remarks revised assignmentRefers student to Learning Centre,Informs Head of School and FSEO <p>Determines if Level 3 response is appropriate in consultation with Head of School or FSEO, then:</p> <ul style="list-style-type: none">Passes onto Head of School or FSEO all information relevant to allegation of plagiarism. <p>Determines if Level 4 response is likely, then:</p> <ul style="list-style-type: none">Passes all information onto FSEO and Head of School.
The Head of School:	<p>Writes to students accused of Level 2 plagiarism warning of potential penalties for plagiarism and organising interview, then</p> <ul style="list-style-type: none">Interviews students accused of Level 2 plagiarism <p>Determines if Level 3 response is appropriate in consultation with Academic staff member, then:</p> <ul style="list-style-type: none">Investigates alleged plagiarism (or delegates the investigation)Determines if marks will be deducted in assignment or course and if student will be permitted to resubmit or if student will be failed in course. If a Head of School does undertake the investigation he or she should not also determine penalty, but should refer that decision to the FSEO. <p>Determines in consultation with FSEO if Level 4 response is appropriate and refers matter to VC.</p>
The FSEO:	<p>Maintains Faculty Student Plagiarism Register</p> <p>Can undertake investigations of allegations of plagiarism, assessments of appropriate level and determination of penalty in Levels 2 and 3, on the request of the Head of School.</p> <p>Determines in consultation with Head of School if Level 4 response is appropriate and refers matter to VC.</p>
