



Academic Board **Policy: Academic Honesty and Plagiarism**

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Approved by: Academic Board on 14 November 2001  
Date of effect: 1 January 2002  
Last amended: 5 April 2006

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## 1 - Preliminary

### 1.1 Commencement

This ~~Policy~~ commence on xxx.

Deleted: **IMPORTANT NOTICE: These resolutions must be read in conjunction with the "Student Plagiarism: Coursework Policy and Procedure" document.**

### 1.2 Purpose

The purpose of this document is:

- 1.2.1 to set out the principles underpinning the University's approach to plagiarism and academic honesty;
- 1.2.2 to identify responsibilities for ensuring that the principles of academic honesty in coursework are implemented;
- 1.2.3 to be a resource document relating to academic honesty in coursework; and
- 1.2.4 to be a resource document containing the procedures relating to academic honesty in coursework, pursuant to Senate rules and regulations, Academic Board policies.

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### 1.3 Authority

The University of Sydney (Academic Governance) Rule 2003 requires the Academic Board to formulate and review policies, guidelines and procedures in relation to academic matters. The University of Sydney (Coursework) Rule 2000 (Division 1, 5(4)) requires the Academic Board to establish policies for assessment and examination of coursework.

### 1.4 Revision

This document is maintained by the Academic Board in consultation with the Registrar and is published by the Academic Board.

### 1.5 Dictionary

In this document:

Acknowledgement of the Source means identifying at least:

- the author or person who owns the Work; and
- the place from which the Work or part of the Work was sourced.

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**Assessment** means evaluation of a student's performance by written/oral examination, assignments, presentation, theses, etc.

**Award course** means a formally approved program of study which can lead to an academic award granted by the University.

**Coursework award course** means an award course not designated as a research award course. While the program of study in a coursework award course may include a component of original, supervised research, other forms of instruction and learning normally will be dominant. All undergraduate award courses are coursework award courses.

**Dean** means the dean of a faculty or the director or principal of an academic college or centre, or chairperson of a board of studies.

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**Department** or **school** means the academic unit which has responsibility for the relevant unit of study.

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**Dishonest Plagiarism** has the meaning given to it in 3.3.4.

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**Examiner** means the person responsible for assessing the Work.

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**Faculty** means a faculty, or college board, as established in each case by its constitution, or, where applicable, a board of studies. Faculties are responsible for award courses, and in this document the term refers to the faculty responsible for the award course concerned.

Deleted: means the person/s assessing either the written/oral examination, coursework assignments, presentations etc of a student or students.

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**Groupwork** means a formally established project to be conducted by a number of students in common, resulting in a single piece of assessment or a number of associated pieces of assessment.

**Legitimate co-operation** means any constructive educational and intellectual practice that aims to facilitate optimal learning outcomes through interaction between students, including:

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- a) researching, writing and/or presenting joint Work;
- b) discussion of general themes and concepts;
- c) interpretation of assessment criteria;
- d) informal study/discussion groups; and
- e) strengthening and development of academic writing skills through peer assistance.

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**Negligent Plagiarism** has the meaning given to it in 3.3.3.

Deleted: means any constructive educational and intellectual practice that aims to facilitate optimal learning outcomes through collaborative interaction between students.

**Nominated academic** means the relevant Heads of School and/or Associate Deans responsible for handling Plagiarism or their delegates, as nominated by the Dean of the Faculty in accordance with the University's Delegations of Authority.

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**Plagiarism** means presenting another person's ideas, findings or work as one's own by presenting, copying or reproducing them without due acknowledgement of the source. In addition, please refer to the definitions of negligent and dishonest plagiarism in *Student Plagiarism: Coursework Policy and Procedure*.

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**Recycling** means the submission for assessment of one's own work, or of work which is substantially the same, which has previously been counted towards the satisfactory completion of another unit of study, and credited towards a university degree, and where the examiner has not been informed that the student has already received credit for that work.

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**Student** means a person enrolled as a candidate for an award course or unit of study.

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**Unit of study** or **unit** means a stand-alone component of an award course. Each unit of study is the responsibility of a department.

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**Work** means ideas, findings or written and/or published material.

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**Written Warning** means a warning issued under 3.3.3.2 (b) or 3.3.4.4 (b).

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1.6 Related Documents

This Academic Board Policy refers to, or should be read in conjunction with, the following:

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1.6.1 University of Sydney By-laws 1999;

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- 1.6.2 University of Sydney (Amendment Act) Rule (as amended);
- 1.6.3 University of Sydney (Coursework) Rule 2000 (as amended);
- 1.6.4 Delegations of Authority: Academic Functions;
- 1.6.5 Academic Board Resolution: *Assessment and Examination of Coursework*;
- 1.6.6 Academic Board Resolution: *The Management and Evaluation of Teaching*;
- 1.6.7 Resolutions of the Senate: *Student Appeals against Academic Decisions*;
- 1.6.8 Academic Board Resolution: *Student Appeals against Academic Decisions: Undergraduate and Postgraduate Course Awards*;
- 1.6.9 Academic Board Resolution: *Student Appeals against Academic Decisions: Postgraduate Research Awards*;
- 1.6.10 Code of Practice for Responsible Research Practice and Guidelines for Dealing with Allegations of Research Misconduct;
- ~~1.6.11 Student Plagiarism: Coursework Policy and Procedure;~~
- ~~1.6.11 University of Sydney (Academic Governance) Rule 2003 (as amended)~~
- 1.6.12 Student Code of Conduct
- ~~1.6.13 Academic board Resolution: *Review Process for Postgraduate Research*~~

Students

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DRAFT. 20 August, 2009

## 2 – Principles of Academic Honesty

### 2.1 Introduction

The role of the University of Sydney is to create, preserve, transmit and apply knowledge through teaching, research, creative works and other forms of scholarship. The University is committed to academic excellence and high standards of ethical behaviour as the cornerstones of scholastic achievement and quality assurance. The University requires all students and staff to act honestly, ethically and with integrity in their dealings with the University, its employees, members of the public and others students.

Academic honesty is a core value of the University of Sydney. The University is opposed to and will not tolerate Plagiarism. It is the responsibility of all staff and students to:

- (1) ensure that they do not commit or collude with another person to commit Plagiarism;
- (2) in the case of students and academic staff, report possible instances of Plagiarism; and
- (3) comply with this Policy and Procedure.

This document sets out principles of academic honesty for all staff and students and details the procedure for ensuring academic honesty and dealing with plagiarism and other forms of academic dishonesty in the case of coursework students. Research students are also expected to abide by the same principles of academic honesty, while staff are expected to display the highest standards of academic honesty in their research, teaching and in the creation of official documents. Breaches of academic honesty in the case of research students will be dealt with according to the Code of Conduct for Responsible Research Practice and Guidelines for Dealing with Allegations of Research Misconduct and policy on the Review Process for Postgraduate Research Students. Breaches of academic honesty in the case of staff will be dealt with in accord with the Code of Conduct and through appropriate misconduct provisions in policies, awards and industrial agreements.

The University will treat all identified cases of student Plagiarism seriously, in accordance with this Policy and Procedure, and with Chapter 8 of the University of Sydney By-Law 1999 (as amended) which deals with Student Discipline.

### 4

### 2.2 Plagiarism and academic honesty

2.2.1 Plagiarism for the purpose of this Policy means presenting another person's Work as one's own Work by presenting, copying or reproducing it without Acknowledgement of the Source. Plagiarism may take many forms. The most common form of plagiarism is where a student presents written work, including sentences, paragraphs or longer extracts from published work without attribution of its source. Work submitted for assessment may also be regarded as plagiarised where significant portions of an assignment have been reproduced from the work of another student, since this exceeds the boundaries of legitimate co-operation.

2.2.2 Plagiarism includes presenting Work for assessment, publication, or otherwise, that includes:

- (a) phrases, clauses, sentences, paragraphs or longer extracts from published or unpublished Work (including from the Internet) without Acknowledgement of the Source; or
- (b) the Work of another person, without Acknowledgement of the Source and presented in a way that exceeds the boundaries of Legitimate Cooperation.

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2.2.3 Plagiarism can be negligent (Negligent Plagiarism) or dishonest (Dishonest Plagiarism).

2.2.3.1 Negligent Plagiarism

- (1) Negligent Plagiarism means innocently, recklessly or carelessly presenting another person's Work as one's own Work without Acknowledgement of the Source.
- (2) Negligent Plagiarism often arises from a student's fear of paraphrasing or writing in their own words, and/or ignorance of this Policy and Procedure. It arises from:
  - a. failure to follow appropriate referencing practices;
  - b. failure to determine or verify and acknowledge the source of the Work.

2.2.3.2 Dishonest Plagiarism

- (1) Dishonest Plagiarism means knowingly presenting another person's Work as one's own Work without Acknowledgement of the Source.
- (2) Alleged Plagiarism will be deemed to be alleged Dishonest Plagiarism where:
  - a. substantial proportions of a student's Work have been copied from the Work of another person, in a manner that clearly exceeds the boundaries of Legitimate Cooperation;
  - b. a student's Work contains a substantial body of copied material (including from the Internet) without Acknowledgement of the Source, and in a manner that cannot be explained as Negligent Plagiarism;
  - c. there is evidence that the student engaged another person to produce or conduct research for the Work, either partly or wholly, for payment or other consideration; or
  - d. the student has previously received a Written Warning.

2.2.4 No penalty should be imposed on a student for plagiarism without complying with the procedures set out in this policy.

2.3 Other forms of academic dishonesty

Other forms of academic dishonesty which should be referred to the head of department/school in accordance with this Policy include, but are not limited to:

- 2.3.1 recycling;
- 2.3.2 fabrication of data;
- 2.3.3 the engagement of another person to complete an assessment or examination in place of the student, whether for payment or otherwise;
- 2.3.4 communication, whether by speaking or some other means, to other candidates during an examination;
- 2.3.5 bringing into an examination and concealing forbidden material such as textbooks, notes, calculators or computers;
- 2.3.6 attempts to read other student's work during an examination; and/or

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Deleted: 2.2.2 Legitimate co-operation can be defined as any constructive educational and intellectual practice that aims to facilitate optimal learning outcomes through interaction between students. Typical examples of these practices may include the researching and writing of joint projects/written works/tutorial papers; discussion of general themes and concepts; interpretation of assessment criteria; informal study/discussion groups; strengthening and development of academic writing skills through peer assistance. Legitimate co-operation is based on the principle that producing the work remains the independent responsibility of the student (or group of students where a joint project is undertaken), (... [27])

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- 2.3.7 writing an examination or test paper, or consulting with another person about the examination or test, outside the confines of the examination room without permission.

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### 3. Fostering Academic Honesty and Preventing Plagiarism

Fostering academic honesty within the University is an essential element of an ethical education and sustaining an ethical culture involves much more than a rigorous and effective mechanism for detection. Academic staff have a duty as mentors and role models of academic honesty and to educate students about academic honesty and plagiarism. Faculties have a responsibility to foster an understanding of the nature and role of assessment in sustaining a culture of academic honesty, and to monitor the pressures that may lead students to plagiarise. As Betty Leask has pointed out, good teaching is itself a deterrent to plagiarism<sup>1</sup>.

Deleted: 2.5 Principles for dealing with cases of alleged academic dishonesty ¶  
The University's approach to suspected cases of academic dishonesty should be:¶  
Equitable; ¶  
Consistent;¶  
Procedurally fair;¶  
<#>Timely; and¶  
<#>Effective.¶  
¶

The following key principles underlie the prevention of plagiarism in coursework at the University of Sydney.

3.1.1 Assessment should be designed to minimise incentives for students to plagiarise and maximise their opportunities to learn (in particular, reuse of essay questions should be avoided where it is likely to create an opportunity for plagiarism or recycling, questions should encourage students to apply theory to a current event or situation).

3.1.2 Students should be provided with formal opportunities to learn about plagiarism through such vehicles as the Plagiarism and Academic Honesty module on the Library website (<http://elearning.library.usyd.edu.au/learn/plagiarism/index.php>) and other discipline-specific modules as appropriate.

3.2.3 Unit of study outlines should give clear guidelines on the University's policies and procedures on plagiarism and, where appropriate, should also include discipline or subject specific examples. Where students are facing a specific type of assessment for the first time, students should be provided with written guidance on the steps they might take to ensure that plagiarism is avoided and a formative discussion around that written guidance should be undertaken.

#### 3.2.4 Compliance Statements

All students are required to submit a signed statement of compliance with all Work submitted to the University for assessment, presentation or publication. A statement of compliance must be in the form of:

- a. a University assignment cover sheet;
- b. a University electronic form; or
- c. a University written statement;

certifying that no part of the Work constitutes a breach of this Policy.

### 4 - The Detection of Plagiarism

4.1 Plagiarism is a form of academic dishonesty, and the principles of fair and transparent assessment (as set out in the Academic Board Policy: Assessment and Evaluation of Coursework) dictate that plagiarised work not be given any credit. It is a key responsibility of an assessor to distinguish original from plagiarised work.

<sup>1</sup> Leask, Betty. 2006. Plagiarism, cultural diversity and metaphor—implications for academic staff development. *Assessment & Evaluation in Higher Education*, 31(2):183-199. <<http://www.informaworld.com/10.1080/02602930500262486>>. (accessed 15 September 2009).

4.2 The detection and identification of plagiarism is fundamentally a judgement made by an academic who is an expert in the relevant discipline and in the task of academic assessment. Web-search or plagiarism detection software, and other such means should be regarded only as tools in assisting the academic in making that judgement.

4.3 Where plagiarism is suspected in any item of Work, an academic should employ any reasonable means to clarify whether the work contains plagiarism, including the use of plagiarism detection software, web search engines, comparison with other assignments, and consultation with colleagues.

4.4 Where a staff member or academic unit intends to mandate the use of a particular piece of detection software within a unit of study, this is to be accompanied by appropriate training and information for the students involved.

4.5 Any decision to make detection mandatory in a unit of study or group of units of study should be reported to the Learning and Teaching Committee of the Academic Board.

## 5 – Procedures relating to Plagiarism and Academic Dishonesty

### 5.1 Introduction

The aim of this Part is to ensure that faculties have proper regard for ensuring the highest standards of academic honesty. Each faculty must implement both an effective management procedure and a preventative (education & communication) strategy, in regard to academic dishonesty.

### 5.2 Responsibility for dealing with matters of Plagiarism and Academic Dishonesty

5.2.1 Issues concerning breaches of academic standards of honesty may be dealt with either through the process of determining academic results in a unit of study in accordance with this Policy, or, in the most serious cases, by invocation of misconduct procedures in accordance with the University of Sydney By-law 1999, Chapter 8 *Student Discipline*.

5.2.2 In determining the result which a student should receive in a unit of study, the Head of Department or equivalent academic unit may consider not only the results of all work submitted for assessment but also other factors as stipulated in this policy and in the University of Sydney (Coursework) Rule 2000. This includes compliance with University requirements for academic standards of honesty.

5.2.3 Failure to comply with the University's standards regarding academic honesty and plagiarism may lead in appropriate cases to failure in the work submitted for assessment or failure overall in the unit of study or such penalty as is imposed in accordance with the University procedures on student discipline (University of Sydney By-law 1999, Chapter 8).

5.2.4 In cases other than those in which procedures under Chapter 8 of the University of Sydney By-law 1999 are invoked, decisions about how to respond to cases in which a student has breached academic standards of honesty shall be made by the Nominated Academic (as defined by the "Student Plagiarism: Coursework Policy and Procedure") or head of department/school responsible for finalising results in that unit of study. Any decision relating to a case of plagiarism must be made in accordance with the "Student Plagiarism: Coursework Policy and Procedure".

**Comment [P10]:** I have included this because it was in the Working Party Report. I think we should either delete it, or else think through how we intend to capture and use the information and why we need it.

**Comment [P11]:** Section 5.1, and 5.3 5.4, 5.5 and 5.6 on Detection of Plagiarism based on recommendations in working party report. I suggest 5.6 be considered carefully.

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**Comment [P12]:** For the moment I have left 3.2 of the old policy in place. It could be argued that it could be deleted or abridged. The issue at stake is whether the statements about dealing with it through the mark, cause confusion about whether the policy and procedure needs to be adhered to. It is the case that dealing with plagiarism as an academic failing rather than an issue of dishonesty was common in the days prior to the policy being introduced because it was felt the Draconian nature of Chapter 8 resulted in few students being caught. Perhaps now we have the procedure the statements are unnecessary since the procedure tells staff what to do if plagiarism is found (including what sort of marks they should issue).

**Comment [P13]:** Some of this may be able to go. Needs discussion.

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### 5.3 Procedure for dealing with Plagiarism and Academic Dishonesty

#### 5.3.1 Principles for dealing with cases of alleged plagiarism and academic dishonesty

The University's approach to suspected cases of academic dishonesty should be:

- Equitable;
- Consistent;
- Procedurally fair;
- Timely; and
- Effective

#### 5.3.2 Procedural Fairness

- (1) The University is committed to dealing with student Plagiarism and Academic Dishonesty in accordance with the principles of procedural fairness, including the right of a student to:
  - a. be informed of the allegations against them in sufficient detail to enable them to understand the precise nature of the allegations and to properly consider and respond;
  - b. have a reasonable period of time within which to respond to the allegations against them;
  - c. have the matter resolved in a timely manner;
  - d. be informed of their rights under this Policy and Procedure and under Chapter 8 of the *University of Sydney By-Law 1999* (as amended);
  - e. invite a support person or student representative to any meeting regarding alleged Plagiarism or academic dishonesty;
  - f. impartiality in any investigation process; and
  - g. an absence of bias in any decision-maker.

#### 5.3.3 Identification and Assessment of Alleged Plagiarism or academic dishonesty

- (1) Where an Examiner detects or is made aware of alleged Plagiarism or academic dishonesty by a student, the Examiner must report the alleged Plagiarism or academic dishonesty to a Nominated Academic.
- (2) Where:
  - a. an Examiner reports alleged Plagiarism or academic dishonesty to a Nominated Academic; or
  - b. a Nominated Academic otherwise becomes aware of alleged Plagiarism or academic dishonesty;

the Nominated Academic must, in consultation with the Examiner, make a preliminary assessment of whether the alleged Plagiarism or academic dishonesty would, if proven, constitute Negligent Plagiarism or Dishonest Plagiarism.

#### 5.3.4 Negligent Plagiarism

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Comment [A15]: Deleted after consultation. It was felt these issues listed were not relevant in deciding whether the plagiarism was negligent or dishonest.

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<#>the extent of the alleged Plagiarism or academic dishonesty measured against the student's original contribution to the Work;¶  
<#>the percentage value of the Work in the unit of study or course;¶  
<#>the student's overall academic performance in the unit of study or course; and¶  
<#>the circumstances in which the Plagiarism is alleged to have occurred

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- (1) Cases of alleged Negligent Plagiarism will be handled by the Nominated Academic in accordance with this clause and with Part D Clause 9 (Procedural Fairness) above.
- (2) Where, following discussion with the student, a Nominated Academic forms the view that the Student is guilty of Negligent Plagiarism, the Nominated Academic will:
- counsel the student by explaining referencing guidelines, providing a copy of this Policy and Procedure, and referring the student to services for assistance; and
  - issue a Written Warning about the consequences of any subsequent breaches of this Policy.
- (3) A copy of a Written Warning issued under Part D Clause 11(2)(b) above must be:
- signed and dated by the Nominated Academic and the student;
  - retained by the student; and
  - placed on a central file maintained by the Registrar.
- (4) Where, following discussion with the student, the Nominated Academic forms the view that the student is guilty of Negligent Plagiarism, the Nominated Academic may also take other appropriate action, including:
- requiring the student to resubmit the Work for assessment;
  - requiring the student to undertake another form of assessment;
  - requiring the student to undertake other remedial action; or
  - applying a fail grade to the Work or part thereof.

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### **5.3.5 Dishonest Plagiarism**

- (1) Cases of alleged Dishonest Plagiarism will be handled in accordance with this clause and with Part D Clause 9 (Procedural Fairness) above.
- (2) The Nominated Academic will make a preliminary assessment of whether the alleged Dishonest Plagiarism is serious enough, if proven, to constitute potential student misconduct under Chapter 8 of the *University of Sydney By-Law 1999* (as amended).
- (3) In making his or her assessment under Part D Clause 12(2) above, the Nominated Academic will take into account:
- whether the student has previously received a Written Warning;
  - the extent of the alleged Dishonest Plagiarism measured against the student's original contribution to the Work;
  - the percentage value of the Work in the unit of study or course;
  - the capacity of the alleged Dishonest Plagiarism to adversely affect the student's peers and/or teachers; and
  - the capacity of the alleged Dishonest Plagiarism to impact adversely on the actual or perceived academic standards of the University.
- (3) Where the Nominated Academic assesses that the alleged Dishonest Plagiarism is *not* serious enough, if proven, to constitute potential student misconduct under Chapter 8 of the *University of Sydney By-Law 1999* (as amended), the Nominated Academic will, following discussion with the student:

- a. counsel the student by explaining referencing guidelines, providing a copy of this Policy and Procedure, and referring the student to services for assistance; and
  - b. issue a Written Warning about the consequences of any subsequent breaches of this Policy.
- (4) A copy of a Written Warning issued under 3.3.4.4 (b) above must be:
- a. signed and dated by the Nominated Academic and the student;
  - b. retained by the student; and
  - c. placed on a central file maintained by the Registrar.
- (5) Where the Nominated Academic assesses that the alleged Dishonest Plagiarism is *not* serious enough, if proven, to constitute potential student misconduct under Chapter 8 of the *University of Sydney By-Law 1999* (as amended), the Nominated Academic *may* also, following discussion with the student, take other appropriate action, including:
- a. requiring the student to resubmit the Work for assessment;
  - b. requiring the student to undertake another form of assessment;
  - c. requiring the student to undertake other remedial action;
  - d. applying a fail grade to the Work or part thereof; or
  - e. applying a fail grade to the unit of study.
- (6) Where the Nominated Academic assesses that the alleged Dishonest Plagiarism *is* serious enough, if proven, to constitute potential student misconduct under Chapter 8 of the *University of Sydney By-Law 1999* (as amended), the Nominated Academic will refer the alleged Dishonest Plagiarism to the Registrar.
- (7) The Nominated Academic will refer the alleged Dishonest Plagiarism to the Registrar in all cases of alleged Dishonest Plagiarism where the student has previously received a Written Warning.

### 5.3.6 Appeals

An appeal by a student against a decision made under the *University of Sydney (Student Appeals against Academic Decisions) Rule 2006* (as amended), after first appealing to the Faculty as set out in that Rule.

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Comment [P16]: 3.3.2 – 3.3.6 are identical to equivalent sections in Plagiarism policy.

Deleted: Part D Clauses 11(4)(a)-(d) and 12(6)(a)-(e) of this Procedure will be handled by the University in accordance with the Resolutions of Senate and the Academic Board on Student Appeals against Academic Decisions.¶

**5.3.7 Review by Faculty Committee**

Once per year, the head of department/school shall give an account of the way in which breaches of academic standards have been dealt with and how compliance with relevant University policies has been ensured to the Teaching and Learning Committee of the Faculty or its equivalent, or such other committee as is determined by resolution of Faculty. The Committee will forward a consolidated report from the Faculty to the Academic Board for consideration and incorporation in the monitoring and review process. This report is to be in the form prescribed by the Academic Board.

**Deleted:** Please refer to the specific processes for dealing with cases of plagiarism in the "Student Plagiarism: Coursework Policy and Procedure" document.¶

¶ Faculties should ensure that procedures for considering allegations of academic dishonesty contain the following elements:¶

**3.3.1 Identification of academic dishonesty¶**

3.3.1.1 Where an examiner detects or is made aware of recycling or irregularities in an assessment and/or examination, the examiner shall either arrange a ... [35]

**6- Code of practice for Academic Honesty**

[renumber below to 6.1.1, etc]

**6.1 Introduction**

**6.1.1** This Code of Practice sets out the general responsibilities of the University, faculties, departments, and individual teachers to ensure that academic honesty is a core value of the University.

**6.1.2** The following guidelines must be read in conjunction with University regulations for particular degrees, the defined role of faculties/deans and departments/heads of departments, and Academic Board policies on teaching and learning and assessment and examination of coursework.

**6.2 Responsibilities and obligations of the University**

The University has a responsibility and obligation to:

**6.2.1** ensure that its policies on academic honesty are publicised to all academic staff and students;

**6.2.2** ensure that its policies on academic honesty are implemented and applied consistently across all faculties;

**6.2.3** promote best practice in the detection of academic dishonesty;

**6.2.4** ensure that academic staff and students understand clearly the different dimensions of academic honesty;

**6.2.5** ensure that fair and well-publicised procedures are applied for the consideration of any cases where students are accused of academic dishonesty.

**6.3 Responsibilities and obligations of each Faculty and Board**

Each Faculty and Board has a responsibility and obligation to:

**6.3.1** ensure:

**6.3.1.1** the timeliness of investigation of allegations of academic dishonesty;

**6.3.1.2** fair hearing of all allegations of academic dishonesty;

**6.3.1.3** accurate record-keeping;

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**Comment [P21]:** Frof ... [40]

**Comment [P22]:** Frof ... [41]

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6.3.1.4 compliance with State privacy legislation<sup>2</sup>

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6.3.1.5 that all parties are informed of their rights and responsibilities in relation to an investigation of an allegation of academic dishonesty; and

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6.3.1.6 consistent application of policies and practices at both faculty and department level;

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6.3.2 put in place and maintain appropriate procedures to oversee and monitor departmental implementation of University and faculty policies on academic honesty;

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6.3.3 reinforce both student and staff awareness of their responsibilities in the area of academic honesty including a statement of University and faculty policies in appropriate publications.

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6.3.4 communicate the academic honesty Resolution to all teaching staff to guide staff in their role in:

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6.3.4.1 the detection of academic dishonesty; and

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6.3.4.2 the process governing academic dishonesty including information regarding the referral process for allegations of academic dishonesty and the process of management (steps and outcomes).

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6.3.5 incorporate into its orientation of new students, whether undergraduate or postgraduate, a program to inform students of good academic practice in regard to their academic performance.

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6.3.6 design and deliver an appropriate program of communication to first year students regarding their obligations for meeting the requirements of academic honesty in all facets of their academic performance.

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#### 6.4 Responsibilities and obligations of each department and school

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Departments and schools have a responsibility and obligation to:

6.4.1 inform students of their requirements by providing a departmental style guide (or guides) for the presentation of assignments. This (or these) must at least set down the styles of writing appropriate for different tasks and the form(s) of referencing demanded for each task;

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6.4.2 ensure that all academic staff are aware of the need to introduce and reinforce, from the start, student understanding of the professional and academic skills demanded by the discipline at all levels;

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6.4.3 ensure that all academic staff are aware of the appropriate sources of assistance for students seeking to develop their skills in academic writing;

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6.4.4 incorporate material into first year courses that will aid students to understand what academic honesty means;

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<sup>2</sup> NSW Privacy and Personal Information Protection Act 1998

**6.4.5** put in all appropriate public documents such as departmental handbooks a statement which: Deleted: 4

**6.4.5.1** states the University definition of plagiarism and gives examples relevant to the discipline; Deleted: 4

**6.4.5.2** makes clear that plagiarism is unacceptable; Deleted: 4

**6.4.5.3** explains the process of dealing with complaints of academic dishonesty; Deleted: 4

**6.4.5.4** provides support for students in improving their skills in the preparation and presentation of all assignments; Deleted: 4

**6.4.5.5** provides clear guidelines on group work, especially concerning assessment and division of tasks among group members; Deleted: 4

**6.4.5.6** implements appropriate security practices for submission and return of assignments; Deleted: 4

**6.4.5.7** provides clear guidelines outlining where co-operation and collaboration is encouraged and where it is prohibited; and Deleted: 4

**6.4.5.8** provides clear procedures for monitoring groupwork by academic staff, to ensure fair assessment. Deleted: 4

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## **6.5 Responsibilities and obligations of academic staff**

Academic staff have a responsibility and obligation to:

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**6.5.1** know the policies of the University, with respect to academic honesty including plagiarism, co-operation and groupwork, and to apply them consistently; Deleted: 4

**6.5.2** be aware of and responsive to different cultural backgrounds of students, especially in relation to the use of the work of others and to writing skills; Deleted: 4

**6.5.3** incorporate the principles of academic honesty into course outlines and assessment criteria; Deleted: 4

**6.5.4** apply appropriate referencing styles/conventions for all assessment tasks and be consistent regarding referencing styles across tasks; Deleted: 4

**6.5.5** provide feedback and consultation to students which identifies gaps in learning and knowledge skills and refer students to appropriate sources of assistance to improve their skills; Deleted: 4

**6.5.6** provide students with early notification and fair warning if they believe any individual or group may be at risk of breaching guidelines relating to plagiarism, groupwork and co-operation; Deleted: 4

**6.5.7** provide clear written instructions on the level of co-operation permitted within each assessment component. Deleted: 4

## **6.6 Responsibilities and rights of students**

Students have a responsibility to:

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**6.6.1** act in accordance with the principles of academic honesty as set out in this Resolution in the preparation, conduct and submission of academic work; Deleted: 4

**6.6.2** comply with the University's policies regarding plagiarism and academic honesty; Deleted: 4

**6.6.3** become familiar with the academic writing expectations in their particular disciplines, subjects and courses of study; Deleted: 4

**6.6.4** seek assistance from appropriate sources with any academic writing areas where they are aware they need more knowledge and skills; and Deleted: 4

**6.6.5** retain a copy of all assignments submitted. Deleted: 4

Students have a right to:

**6.6.6** be informed of the Resolution and policies of the University with respect to academic honesty including plagiarism, co-operation and groupwork; Deleted: 4

**6.6.7** gain easy access to plain English information on these issues via publications which must be available to every student; Deleted: 4

**6.6.8** be provided with clear guidelines on academic styles required in each department/subject; Deleted: 4

**6.6.9** expect consistent application of University policies and practices; Deleted: 4

**6.6.10** receive practical comments which assist them to review their work; Deleted: 4

**6.6.11** expect early notification or fair warning in the case where an academic believes a student or group of students may be at risk of breaching guidelines relating to plagiarism, groupwork and co-operation; Deleted: 4

**6.6.12** expect a consistent definition of academic honesty and consistent application of procedures for dealing with suspected academic dishonesty across the University; Deleted: 4

**6.6.13** expect explicit referencing styles within each department and consistency across tasks. (NB: some departments may sanction only one referencing style/convention, others may sanction several); Deleted: 4

**6.6.14** expect clear guidelines relating to all aspects of groupwork; Deleted: 4

**6.6.15** expect clear assessment information in each course outline, especially concerning which components are individual and which are collective; Deleted: 4

**6.6.16** expect clear procedures for monitoring groupwork by academic staff, to ensure fair assessment; Deleted: 4

**6.6.17** expect clear written instructions on the level of co-operation permitted within each assessment component; and Deleted: 4

**6.6.18** request that an allegation against them of academic dishonesty be referred to the Registrar under the terms of Chapter 8 of the *University of Sydney By-Law 1999* (as amended).

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**7 – Review**

This Policy will be reviewed two years from the date of effect and subsequently according to Academic Board policy relating to review of Resolutions and Policies.

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<p>This document sets out principles of academic honesty for all staff and students and details the procedure for ensuring academic honesty and dealing with plagiarism and other forms of academic dishonesty in the case of coursework students. Research students are expected to abide by the same principles of academic honesty. Breaches of academic honesty in the case of research students will be dealt with according to the Code of Conduct for Responsible Research Practice and Guidelines for Dealing with Allegations of Research Misconduct and policy on the Review Process for Postgraduate Research Students. It is expected that staff will display higher standards of academic honesty in their research, teaching and creation of official documents.</p>		
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<p>The University is committed to the basic academic right that students receive due credit for work submitted for assessment. Integral to this is the notion that it is clearly unfair for students to submit work for assessment that dishonestly represents the work of others as their own. Such activity represents a form of fraud.</p>		
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Please refer to the definitions of negligent plagiarism and dishonest plagiarism in the “Student Plagiarism: Coursework Policy and Procedure” document.

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Plagiarism can be broadly defined as presenting another person's ideas, findings or work as one's own by copying or reproducing the work without due acknowledgment of the source.		
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<p><b>2.2.2</b> Legitimate co-operation can be defined as any constructive educational and intellectual practice that aims to facilitate optimal learning outcomes through interaction between students. Typical examples of these practices may include the researching and writing of joint projects/written works/tutorial papers; discussion of general themes and concepts; interpretation of assessment criteria; informal study/discussion groups; strengthening and development of academic writing skills through peer assistance. Legitimate co-operation is based on the principle that producing the work remains the independent responsibility of the student (or group of students where a joint project is undertaken), while recognising the educational value of interaction between students.</p>		
Page 6: [28] Deleted	McCallum	11/08/2009 6:28:00 PM
<p><b>2.2.3</b> Plagiarism is always unacceptable in academic work but may not necessarily involve dishonest intent. Some plagiarism occurs when students fail to follow the practices of referencing which are expected in the relevant field of study. Plagiarism may also occur when students copy word for word from authors who are regarded as experts not out of dishonesty but out of a fear of paraphrasing or writing in their own words. Such students may choose to use the words of the experts for a variety of reasons including lack of confidence in their ability or comprehension, language difficulties, or diverse cultural backgrounds. Plagiarism which represents poor referencing practice, or which reflects an unwillingness to use one's own words, should be addressed as an educational issue. Students should be counselled about proper referencing practices and the importance of writing in their own words and the University's expectations relating to assessment should be clarified.</p>		

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Should this be deleted? I am inclined to think so. I think it sends a conflicting message about the actions to be taken when plagiarism is discovered.

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**2.2.4** Written work which contains plagiarism should be assessed in accordance with its academic merit, and in appropriate cases may fail the assessment task. This is not a penalty for plagiarism but an evaluation of the merit of the written work in the light of the University's expectations and standards.[P1]

Page 6: [31] Comment [P3] McCallum 20/08/2009 2:40:00 PM

Note> original 2.2.4 deleted because it seemed at odds with the policy and was redundant

Page 6: [32] Comment [P4] McCallum 20/08/2009 2:40:00 PM

If the statements on Academic Honesty in the old AB policy (section 2.3) are felt necessary, they should be abridged and inserted after the first paragraph of 2.2

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for dealing with plagiarism outlined in "Student Plagiarism: Coursework Policy and Procedure"

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## **2.3 Academic dishonesty**

**2.3.1** The University procedures relating to academic dishonesty and plagiarism must be invoked where an examiner considers that the student has presented another person's ideas, findings or written work as his or her own by copying or reproducing them without due acknowledgement of the source and with intent to deceive the examiner.

**2.3.2** It is reasonable to consider that the student has intended to deceive the examiner where:

2.3.2.1 substantial portions of the work submitted for assessment were copied from another student, or from the work of a former student, in a manner which clearly exceeds the boundaries of legitimate co-operation or groupwork;

2.3.2.2 written work contains a substantial body of material copied from published work, including on the Internet, without any attribution of its source and in a manner which cannot readily be explained by poor referencing, language difficulties or lack of confidence in using one's own words;

2.3.2.3 there is evidence that the student engaged another person to write the assignment, either partly or wholly, whether for payment or otherwise;

2.3.2.4 there is evidence that the student paid another person to conduct research for the assignment; and/or

2.3.2.5 the student has previously received a formal warning in relation to plagiarism and the plagiarism in the work submitted for assessment cannot be explained by continuing difficulties in understanding the university's requirements for written work.

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Please refer to the specific processes for dealing with cases of plagiarism in the "Student Plagiarism: Coursework Policy and Procedure" document.

Faculties should ensure that procedures for considering allegations of academic dishonesty contain the following elements:

### **3.3.1 Identification of academic dishonesty**

3.3.1.1 Where an examiner detects or is made aware of recycling or irregularities in an assessment and/or examination, the examiner shall either arrange a consultation with the student or refer the matter to the Nominated Academic for further action.

3.3.1.2 If the examiner believes that the student acted without the intention to deceive, or was otherwise not acting dishonestly, the examiner may:

3.3.1.2.1 counsel the student by explaining referencing guidelines, providing information concerning plagiarism and referring the student to services for assistance; and/ or

3.3.1.2.2 issue a written warning about the consequences of breaching University policy on academic honesty.

A copy of the warning should be:

3.3.1.2.3 signed and dated by both the student and examiner;

3.3.1.2.4 retained by the student;

3.3.1.2.5 forwarded by the examiner to the Nominated Academic for filing; and

3.3.1.2.6 forwarded to the Central Register for retention.

3.3.1.3 If the examiner believes that the student acted with the intention to deceive, or was otherwise acting dishonestly, the matter should be referred immediately to the Nominated Academic.

3.3.1.4 The Nominated Academic should either refer the matter to the Registrar in accordance with clause 62(1) of the University of Sydney By-law 1999, Chapter 8 *Student Discipline*, or proceed to deal with the issue by discussing the matter with the student in accordance with the procedures below.

### **3.3.2 Fair Hearing**

3.3.2.1 In cases other than those in which procedures under Chapter 8 of the University of Sydney By-law 1999 are invoked, the Nominated Academic must give the student a fair hearing in relation to the concerns about breaches of academic standards of honesty.

3.3.2.2 The Nominated Academic will deal with the matter no later than three (3) weeks from the time that he or she is notified of the alleged breach of academic standards of honesty.

3.3.2.3 A student shall be given a reasonable opportunity to know specifically the nature of the allegations concerning the breach of academic standards of honesty, and given a reasonable time in which to prepare a response.

3.3.2.4 The student may invite a support person or the relevant student representative to any meeting with the Nominated Academic.

3.3.2.5 The student shall be given a reasonable opportunity to be heard on the allegations of failure to comply with academic standards of honesty.

3.3.2.6 The Nominated Academic will make a decision about the matter within two (2) weeks of the date of meeting or other form of consultation.

### **3.3.3 Decisions**

Taking into account the student's level of experience, reasons for or circumstances relating to the breaching academic standards of honesty and/or previous incidents of such breaches, the Nominated Academic shall make a determination by either:

3.3.3.1 dismissing the case with no further action other than counselling the student;

3.3.3.2 issuing a written warning;

3.3.3.3 requiring the student to resubmit the work for assessment; or to undertake an alternative assessment;

3.3.3.4 requiring the student to undertake another form of assessment in lieu of the assignment in question, such as an unseen examination;

3.3.3.5 applying a fail grade to the work, or part thereof, submitted for assessment;

3.3.3.6 applying a fail grade overall in the unit of study; or

3.3.3.7 where the Nominated Academic assesses that the alleged academic dishonesty *is* serious enough, if proven, to constitute potential student misconduct under Chapter 8 of the *University of Sydney By-Law 1999* (as amended), the Nominated Academic will refer the alleged academic dishonesty to the Registrar. The Nominated Academic will refer the alleged academic dishonesty to the Registrar in all cases of alleged academic dishonesty where the student has previously received a Written Warning.

### **3.3.4 Record-keeping**

3.3.4.1 A brief record of the interview shall be made on each matter regardless of outcome. This report shall be in a form designed to record the nature of the incident, attributing factors, evidence, outcome and follow up and a copy is to be kept by the Department or School.

3.3.4.2 A letter outlining the decision and the reasons for the decision shall be sent to the student involved. This letter will constitute a Written Warning as defined by "Student Plagiarism: Coursework Policy and Procedures".

### **3.3.5 Appeal Process**

Appeals against a decision made under Part 3, sections 3.3.3.1 to 3.3.3.7 of these Resolutions must follow the process set down for appeals against academic decisions, as set out in the University of Sydney *Calendar*.

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From original AB policy.		
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Key Principles are adapted from recommendations in the Working Party report.		
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This is included because it was in the working party report. I question whether it is desirable that it be included.		
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From previous plagiarism policy		
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From previous plagiarism policy		
Page 12: [42] Comment [P23]	McCallum	20/08/2009 2:40:00 PM
5.2 is new, based on conversations between PMcC and BS		
Page 12: [43] Comment [P24]	McCallum	20/08/2009 2:40:00 PM
I have included this because it was in the Working Party Report. I think we should either delete it, or else think through how we intend to capture and use the information and why we need it.		
Page 12: [44] Comment [P25]	McCallum	20/08/2009 2:40:00 PM
Section 5.1, and 5.3 5.4, 5.5 and 5.6 on Detection of Plagiarism based on recommendations in working party report. I suggest 5.6 be considered carefully.		
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<b>4 – Preventing Plagiarism</b>		
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The following key principles underlie the prevention of plagiarism in coursework at the University of Sydney.<sup>[P2]</sup>

- 4.1.1 Assessment should be designed to minimise incentives for students to plagiarise and maximise their opportunities to learn (in particular, reuse of essay questions should be avoided where it is likely to create an opportunity for plagiarism or recycling, questions should encourage students to apply theory to a current event or situation).
- 4.1.2 Students should be provided with formal opportunities to learn about plagiarism through such vehicles as the Plagiarism and Academic Honesty module on the Library website (<http://elearning.library.usyd.edu.au/learn/plagiarism/index.php>) and other discipline-specific modules as appropriate.
- 4.2.3 Unit of study outlines should give clear guidelines on the University's policies and procedures on plagiarism and, where appropriate, should also include discipline or subject specific examples. Where students are facing a specific type of

assessment for the first time, students should be provided with written guidance on the steps they might take to ensure that plagiarism is avoided and a formative discussion around that written guidance should be undertaken undertaken.[P3]

#### 4.2.4 Compliance<sup>[P4]</sup> Statements<sup>[P5]</sup>

- (1) All students are required to submit a signed statement of compliance with all Work submitted to the University for assessment, presentation or publication. A statement of compliance must be in the form of:
  - a. a University assignment cover sheet;
  - b. a University electronic form; or
  - c. a University written statement;certifying that no part of the Work constitutes a breach of this Policy.

### 5 - The Detection of Plagiarism

5.1 Plagiarism is a form of academic dishonesty, and the principles of fair and transparent assessment (as set out in the Academic Board Policy: Assessment and Evaluation of Coursework) dictate that plagiarised work not be given the same credit as original work. It is a key responsibility of an assessor to distinguish original from plagiarised work.

5.2 The detection and identification of plagiarism is fundamentally a judgement made by an academic who is an expert in the relevant discipline and in the task of academic assessment. Web-search or plagiarism detection software, and other such means should be regarded only as tools in assisting the academic in making that judgement. <sup>[P6]</sup>

5.3 Where plagiarism is suspected in any item of Work, an academic should employ any reasonable means to clarify whether the work contains plagiarism, including the use of plagiarism detection software, web search engines, comparison with other assignments, and consultation with colleagues,

5.4 Where a staff member or academic unit intends to mandate the use of a particular piece of detection software within a unit of study, this is to be accompanied by appropriate training and information for the students involved.

5.5 Any decision to make detection mandatory in a unit of study or group of units of study should to be reported to the Learning and Teaching Committee of the Academic Board.<sup>[P7]</sup>

<sup>[P8]</sup>

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