



Academic Board Policy: Academic Dishonesty and Plagiarism

Deleted: H

Approved by: Academic Board on [insert]
Date of effect: [insert]

Deleted: 14 November 2001

Formatted

Deleted: 1 January 2002

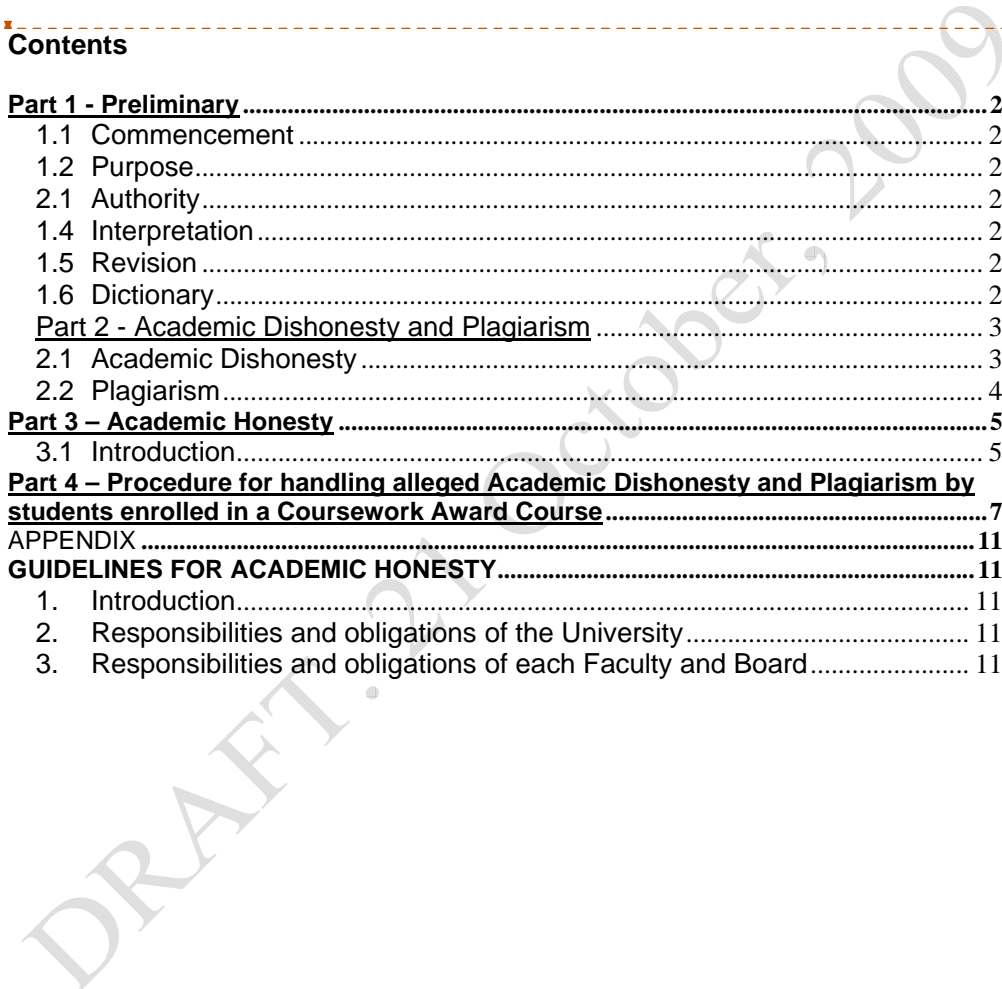
Formatted

Deleted: Last amended: 5 April 2006

Formatted

Contents

Part 1 - Preliminary 2
1.1 Commencement 2
1.2 Purpose 2
2.1 Authority 2
1.4 Interpretation 2
1.5 Revision 2
1.6 Dictionary 2
Part 2 - Academic Dishonesty and Plagiarism 3
2.1 Academic Dishonesty 3
2.2 Plagiarism 4
Part 3 - Academic Honesty 5
3.1 Introduction 5
Part 4 - Procedure for handling alleged Academic Dishonesty and Plagiarism by students enrolled in a Coursework Award Course 7
APPENDIX 11
GUIDELINES FOR ACADEMIC HONESTY 11
1. Introduction 11
2. Responsibilities and obligations of the University 11
3. Responsibilities and obligations of each Faculty and Board 11



Part 1 - Preliminary

1.1 Commencement

This Policy and Procedure commence on [xxx]. They replace all previous University of Sydney policies and procedures relating to academic dishonesty and plagiarism.

1.2 Purpose

The purpose of this Policy and Procedure is to:

1.2.1 set out the principles underpinning the University's approach to academic honesty;

1.2.2 identify individual responsibilities for promoting the principles of academic honesty; and

1.2.3 prescribe a transparent process for handling allegations of academic dishonesty and plagiarism by students enrolled in Coursework Award Courses.

2.1 Authority

This Policy and Procedure are made by the Academic Board pursuant to clause 4.3.4 of the University of Sydney (Academic Governance) Rule 2003.

1.4 Interpretation

This Policy and Procedure are to be read and interpreted in accordance with the University of Sydney Act 1989 (as amended) and any delegated legislation (such as By-laws or Rules of the University) as amended from time to time.

1.5 Revision

This document is maintained by the Academic Board in consultation with the Deputy Vice-Chancellor (Education), and is published by the Academic Board.

1.6 Dictionary

In this document:

Academic Dishonesty has the meaning given to it in clause 2.1.1.

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.

Assessment means evaluation of a student's performance, including by written or oral examination, assignments, presentation, and thesis.

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 will generally be dominant. All undergraduate award courses are Coursework Award Courses.

Dean means the dean of a faculty or chairperson of a board of studies.

Formatted

Deleted: document

Deleted: to

Formatted

Deleted: plagiarism and academic honesty

Deleted: to

Deleted: ensuring that

Deleted: in coursework are implemented

Deleted: 1.2.3 .

Deleted: 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 dealing with plagiarism in coursework, pursuant to Senate rules and regulations, and Academic ... [1]

Formatted ... [2]

Deleted: 1.3 .

Deleted: The

Formatted

Deleted: requires the ... [3]

Deleted: The University ... [4]

Formatted ... [5]

Formatted

Deleted: 4

Deleted: Registrar

Deleted: 5

Formatted

Formatted

Formatted ... [6]

Deleted: '

Deleted: /

Deleted: theses, etc

Deleted: award course

Deleted: a

Deleted: c

Deleted: a

Deleted: c

Deleted: c

Deleted: award

Deleted: normally

Deleted: c

Deleted: award

Deleted: c

Deleted: the director or ... [7]

Deleted: Department c ... [8]

Dishonest Plagiarism has the meaning given to it in [clause 2.4.1](#).

Deleted: 3.3.4

Examiner means the person responsible for assessing the Work.

Deleted: ¶

Deleted: ,

Faculty means a faculty or college board, as established in each case by its constitution, or, where applicable, a board of studies.

Deleted: Faculties are responsible for award courses, and in this document the term refers to the faculty responsible for the award course concerned.

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

Deleted: **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.¶

- 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.

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 54 pt + Tab after: 0 pt + Indent at: 72 pt

Negligent Plagiarism has the meaning given to it in [clause 2.3.1](#).

Deleted: ¶

Deleted: 3.3.3

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

Deleted: a

Deleted: or their delegates

Plagiarism has the meaning given to it in clause 2.2.1.

Deleted: means presenting another person'

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

Deleted: s ideas, findings or work as one'

Written Warning means a warning issued under [clause 4.3.2 \(b\)](#) or [4.4.4 \(b\)](#).

Deleted: 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* ... [9]

Part 2 - Academic Dishonesty and Plagiarism

2.1 Academic Dishonesty

2.1.1 For the purpose of this Policy and Procedure, Academic Dishonesty means seeking to obtain or obtaining academic advantage (including in the Assessment or publication of Work) by dishonest or unfair means.

Deleted: ¶
Recycling means the ... [10]

Deleted: **Student** means a person enrolled as a student ... [11]

2.1.2 Academic Dishonesty includes, but is not limited to:

Formatted

Deleted: 3.3

Deleted: 3.3

- (a) recycling – that is, the resubmission for Assessment of work previously submitted for Assessment in the same or in a different unit of study (except in the case of legitimate resubmission with the approval of the Examiner for purposes of improvement);
- (b) fabrication of data;
- (c) the engagement of another person to complete an Assessment or examination in place of the student, whether for payment or otherwise;
- (d) communication, whether by speaking or some other means, to other candidates during an examination;
- (e) bringing into an examination and concealing forbidden material such as textbooks, notes, calculators or computers;
- (f) attempts to read other student's work during an examination; and
- (g) 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.

Deleted: 1.6 Related Documents¶ ... [12]

Deleted: Other forms of

Deleted: which should be referred to the head of ... [13]

Deleted: are

Deleted: <#>¶

Formatted ... [14]

Deleted: assessment

Deleted: assessment

Deleted: e

Deleted: assessment

2.2 Plagiarism

2.2.1 For the purpose of this Policy and Procedure, Plagiarism means presenting another person's Work as one's own Work by presenting, copying or reproducing it without Acknowledgement of the Source.

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.

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

Deleted: 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.

Deleted: assessment

2.3 Negligent Plagiarism

2.3.1 For the purpose of this Policy and Procedure, Negligent Plagiarism means innocently, recklessly or carelessly presenting another person's Work as one's own Work without Acknowledgement of the Source.

2.3.2 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.

Formatted: Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, ... + Start at: 2 + Alignment: Left + Aligned at: 0 pt + Tab after: 36 pt + Indent at: 36 pt

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 36 pt + Tab after: 54 pt + Indent at: 54 pt

2.4 Dishonest Plagiarism

2.4.1 For the purpose of this Policy and Procedure, Dishonest Plagiarism means knowingly presenting another person's Work as one's own Work without Acknowledgement of the Source.

2.4.2 Alleged Plagiarism will be deemed to be alleged Dishonest Plagiarism where:

- a. substantial proportions of the Work have been copied from the Work of another person, in a manner that clearly exceeds the boundaries of Legitimate Cooperation;
- b. the 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. in the case of a student preparing Work for Assessment, 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.

Formatted: Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, ... + Start at: 2 + Alignment: Left + Aligned at: 0 pt + Tab after: 36 pt + Indent at: 36 pt

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 36 pt + Tab after: 54 pt + Indent at: 54 pt

Deleted: a student's

Deleted: a student's

Part 3 – Academic Honesty

3.1 Introduction

3.1.1 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.

3.1.2 Academic honesty is a core value of the University of Sydney. The University is opposed to and will not tolerate Academic Dishonesty or Plagiarism. It is the responsibility of all staff and students (including research students) to:

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

3.1.3 University employees are expected to display the highest standards of academic honesty in their research, teaching and in the creation of University documents.

3.1.4 The University will treat all identified cases of Academic Dishonesty seriously, in accordance with:

- (a) for students enrolled in a Coursework Award Course, this Policy and Procedure and Chapter 8 of the University of Sydney By-law 1999 (as amended) which deals with Student Discipline;
- (b) for students enrolled in a research Award Course, the Academic Board Code of Conduct for Responsible Research Practice and Guidelines for Dealing with Allegations of Research Misconduct, the Academic Board policy on the Review Process for Postgraduate Research Students, and Chapter 8 of the University of Sydney By-law 1999 (as amended) which deals with Student Discipline;
- (c) for University employees, the Code of Conduct and relevant misconduct provisions in individual contracts, individual agreements, enterprise agreements and awards.

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

Deleted: Principles of

Formatted

Formatted

Formatted

Deleted: Plagiarism

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 36 pt + Tab after: 54 pt + Indent at: 54 pt

Deleted: Plagiarism

Deleted: Plagiarism

Deleted: 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, and staff

Deleted: official

Deleted: 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 th ... [15]

Deleted: student Plagiarism

Deleted:

Formatted ... [16]

Deleted: ,

Deleted: with

Formatted

Deleted: L

Formatted

Deleted: .

Formatted

Formatted

Formatted

Formatted

Formatted

3.2 Fostering Academic Honesty and Preventing Plagiarism

3.2.1 Fostering academic honesty within the University is an essential element of an ethical education. Sustaining an ethical culture within the University involves much more than a rigorous and effective mechanism for detection. Academic staff have a duty as mentors and role models to act honestly 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 ensuring academic honesty, and to monitor the pressures that may lead students to plagiarise. As Betty Leask has pointed out, good teaching itself acts as a deterrent to plagiarism¹.

Deleted: of academic honesty

Deleted: assessment

3.2.2 The following guidelines help promote academic honesty in coursework at the University of Sydney.

Deleted: key principles

Deleted: underlie

Deleted: the prevention of Plagiarism

(a) 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).

(b) 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.

(c) 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.

Deleted: p

Deleted: d

Deleted: assessment

Deleted: p

Deleted: undertaken

3.3 Detecting Plagiarism

3.3.1 It is a key responsibility of an assessor to distinguish original from plagiarised work. 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 credit.

Deleted: Plagiarism is a form of academic dishonesty, and t

Deleted: assessment

Formatted

Deleted: p

3.3.2 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 an academic to make that judgement.

Deleted: assessment

Deleted: p

Deleted: the

Deleted: in

Deleted: making

3.3.3 Where Plagiarism is suspected, an academic should employ all reasonable means to clarify whether the relevant Work contains Plagiarism, including the use of Plagiarism detection software, web search engines, comparison with other assignments, and consultation with colleagues.

Deleted: p

Deleted: in any item of Work

Deleted:

Deleted: any

Deleted: work

Deleted: p

Deleted: p

Deleted: ,

¹ 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).

3.3.4 Any decision to make use of Plagiarism detection software 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. The report should make the academic case for the use of the software which would include an assessment of the validity and reliability of the software in the intended context and the intended processes surrounding its use that will allow the academic intent of its introduction to be achieved.

Deleted: Where a staff member or academic unit intends to mandate the use of a particular piece of Plagiarism detection software for all students, for a particular

Deleted: assessment

3.3.5 Where a staff member or academic unit intends to mandate the use of a particular piece of Plagiarism detection software for all students, for a particular Assessment task or for all work within a unit of study, this is to be preceded by timely advice to this effect and accompanied by appropriate training and information for the staff and students involved.

Deleted: Assessment task or for all work within a unit of study, this is to be accompanied by appropriate training and information for the students involved.

Deleted: Any decision to make use of Plagiarism detection software 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.

3.4 Compliance Statements

3.4.1 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 University assignment cover sheet;
- a University electronic form; or
- a University written statement;

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

Deleted: assessment

Formatted: Bulleted + Level: 1 + Aligned at: 54 pt + Tab after: 72 pt + Indent at: 72 pt

Formatted: Numbered + Level: 2 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 36 pt + Tab after: 72 pt + Indent at: 72 pt

3.5 Academic Board Review

3.5.1 At the end of each academic year, all Faculties will report to the Teaching and Learning Committee of the Academic Board on:

- (a) the number of allegations of Academic Dishonesty and Plagiarism received by the Faculty in that year;
- (b) the manner in which the Faculty handled any allegations of Academic Dishonesty or Plagiarism;
- (c) steps taken by the Faculty to promote compliance with this Policy and Procedure, including maintenance of a register of units of study or groups of units of study in which Plagiarism detection software is mandated.

Deleted: s

Deleted: relating to

Deleted: Plagiarism and

Deleted: ¶
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.¶

Part 4 – Procedure for handling alleged Academic Dishonesty and Plagiarism by students enrolled in a Coursework Award Course

Deleted: 5.3 Procedure for dealing with Plagiarism and Academic Dishonesty¶

4.1 Procedural Fairness

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

4.1.1 The University is committed to dealing with alleged Academic Dishonesty and Plagiarism by students in accordance with the principles of procedural fairness, including the right of a student to:

The University's approach to suspected cases of academic dishonesty should be:¶
 <#>Equitable;¶
 <#>Consistent;¶
 <#>Procedurally fair;¶
 <#>Timely; and¶ ... [17]

(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;

Deleted: student Plagiarism and

Formatted ... [18]

- (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.

4.2 Identification and Assessment of Alleged Plagiarism or Academic Dishonesty

4.2.1 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.

4.2.2 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, Dishonest Plagiarism or Academic Dishonesty.

4.2.3 A fail grade may be applied to the Work or part thereof, following Assessment of the Work by the Examiner on academic grounds (without regard to the alleged Academic Dishonesty or Plagiarism), notwithstanding any action taken by the Faculty in accordance with this Procedure. The Faculty may not impose any penalty on a student for Academic Dishonesty or Plagiarism except in accordance with this Procedure.

4.3 Negligent Plagiarism

4.3.1 Cases of alleged Negligent Plagiarism will be handled by the Nominated Academic in accordance with this clause and with clause 4.1 (Procedural Fairness) above.

4.3.2 Where, following discussion with the student, a Nominated Academic forms the view that the Student is guilty of Negligent Plagiarism, the Nominated Academic *will*:

- 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.

4.3.3 A copy of a Written Warning issued under 4.3.2.2 (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.

Deleted: ¶
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 standa ... [19]

Formatted: Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, ... + Start at: 2 + Alignment: Left + Aligned at: 0 pt + Tab after: 36 pt + Indent at: 36 pt

Deleted: a

Deleted: d

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 54 pt + Tab after: 72 pt + Indent at: 72 pt

Deleted: Dishonest Plagiarism

Deleted: Part D Clause 9

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 54 pt + Tab after: 72 pt + Indent at: 72 pt

Deleted: 5.3.4

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 54 pt + Tab after: 72 pt + Indent at: 72 pt

4.3.4 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:

- 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; or
- d. applying a fail grade to the Work or part thereof.

Deleted: assessment

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 54 pt + Tab after: 72 pt + Indent at: 72 pt

4.4 Academic Dishonesty and Dishonest Plagiarism

4.4.1 Cases of alleged Academic Dishonesty and Dishonest Plagiarism will be handled in accordance with this clause and with clause 4.1 (Procedural Fairness) above.

Deleted: Part D Clause 9

4.4.2 The Nominated Academic will make a preliminary assessment of whether the alleged Academic Dishonesty or 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).

Formatted: Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, ... + Start at: 2 + Alignment: Left + Aligned at: 0 pt + Tab after: 36 pt + Indent at: 36 pt

4.4.3 In making his or her assessment under clause 4.4.2 above, the Nominated Academic will take into account:

Deleted: Part D Clause 12(2)

- a. whether the student has previously received a Written Warning;
- b. the extent of the alleged Academic Dishonesty or Dishonest Plagiarism measured against the student's original contribution to the Work;
- c. the percentage value of the Work in the unit of study or course;
- d. the capacity of the alleged Academic Dishonesty or Dishonest Plagiarism to adversely affect the student's peers and/or teachers; and
- e. the capacity of the alleged Academic Dishonesty or Dishonest Plagiarism to impact adversely on the actual or perceived academic standards of the University.

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 54 pt + Tab after: 72 pt + Indent at: 72 pt

4.4.4 Where the Nominated Academic assesses that the alleged Academic Dishonesty or 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:

Formatted: Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, ... + Start at: 2 + Alignment: Left + Aligned at: 0 pt + Tab after: 36 pt + Indent at: 36 pt

- a. counsel the student by (where relevant) 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.

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 54 pt + Tab after: 72 pt + Indent at: 72 pt

Formatted: Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, ... + Start at: 2 + Alignment: Left + Aligned at: 0 pt + Tab after: 36 pt + Indent at: 36 pt

4.4.5 A copy of a Written Warning issued under 4.4.4 (b) above must be:

Deleted: 5.3

- 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.

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 54 pt + Tab after: 72 pt + Indent at: 72 pt

4.4.6 Where the Nominated Academic assesses that the alleged Academic Dishonesty or 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),

Formatted: Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, ... + Start at: 2 + Alignment: Left + Aligned at: 0 pt + Tab after: 36 pt + Indent at: 36 pt

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.

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 54 pt + Tab after: 72 pt + Indent at: 72 pt

Deleted: assessment

Deleted: assessment

4.4.7 Where the Nominated Academic assesses that the alleged Academic Dishonesty or 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 Academic Dishonesty or Dishonest Plagiarism to the Registrar.

Formatted: Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, ... + Start at: 2 + Alignment: Left + Aligned at: 0 pt + Tab after: 36 pt + Indent at: 36 pt

4.4.8 The Nominated Academic will refer the alleged Academic Dishonesty or Dishonest Plagiarism to the Registrar in all cases of alleged Academic Dishonesty or Dishonest Plagiarism where the student has previously received a Written Warning.

4.5 Appeals

4.5.1 An appeal by a student against a decision made under clause 4.3.4(a)-(d) and 4.4.6(a)-(e) of this Procedure will be handled by the University in accordance with the *University of Sydney (Student Appeals against Academic Decisions) Rule 2006* (as amended).

Formatted: Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 pt + Tab after: 36 pt + Indent at: 36 pt

Formatted

Deleted: , after first appealing to the Faculty as set out in that Rule

Deleted: 4.6 Review by Faculty Committee¶

¶
4.6.1 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.¶
¶

DRAFT. 21 October 2016

APPENDIX GUIDELINES FOR ACADEMIC HONESTY

1. Introduction

1.1 These Guidelines set out the role of the University, faculties, schools, and academic staff and students to promote academic honesty as a core value of the University.

1.2 These Guidelines must be read and interpreted in accordance with the University of Sydney Act 1989 (as amended) and any delegated legislation (such as By-laws or Rules of the University) as amended from time to time as well as any Academic Board policies on teaching and learning, and assessment and examination of coursework.

2. Responsibilities and obligations of the University

2.1 The University has a responsibility and obligation to:

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

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

2.1.3 promote best practice in the detection of academic dishonesty;

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

2.1.5 ensure that fair and well-publicised procedures are applied to the handling of alleged academic dishonesty.

3. Responsibilities and obligations of each Faculty and Board

Each Faculty and Board has a responsibility and obligation to:

3.1 ensure:

3.1.1 the timeliness of investigations of alleged academic dishonesty;

3.1.2 the fair hearing of all allegations of academic dishonesty;

3.1.3 accurate record-keeping;

3.1.4 compliance with State privacy legislation;

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

3.1.6 consistent application of policies and practices at both faculty and school level;

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

3.3 reinforce both student and staff awareness of their responsibilities in the area of academic honesty, including by referencing University and faculty policies in appropriate publications;

3.3.1 explain the Academic Board Policy on Academic Dishonesty and Plagiarism to all academic staff;

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

3.4.1 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.

4 Responsibilities and obligations of each department and school

Deleted: ¶
CODE OF PRACTICE

Formatted

Formatted

Deleted: This Code of Practice sets

Deleted: general responsibilities

Deleted: departments

Deleted: individual teachers

Deleted: ensure that

Deleted: is

Deleted: The following g

Deleted:

Deleted: in conjunction with University regulations for particular degrees, the defined role of faculties/deans and departments/heads of departments, and

Formatted: Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 pt + Tab after: 36 pt + Indent at: 36 pt

Deleted: for

Deleted: consideration of any cases where students are accused of

Formatted: Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 pt + Tab after: 18 pt + Indent at: 18 pt

Formatted: Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 pt + Tab after: 36 pt + Indent at: 36 pt

Deleted: allegations of

Deleted: an allegation of

Deleted: department

Formatted ... [20]

Deleted: a statement of

Deleted: communicat(... [21]

Formatted ... [22]

Formatted

Deleted: teaching staf(... [23]

Deleted: in their role (... [24]

Formatted ... [25]

Deleted: their academ(... [26]

Formatted ... [27]

Departments and schools have a responsibility and obligation to:

- 4.1 inform students of their requirements by providing a school style guide (or guides) for the presentation of assignments. This (or these) must at least set out the styles of writing appropriate for different tasks and the form(s) of referencing demanded for each task;
- 4.2 ensure that all academic staff are aware of the need to introduce and reinforce, from the outset, student understanding of the professional and academic skills demanded by the discipline at all levels;
- 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;
- 4.4 incorporate material into first year courses that will aid students to understand what academic honesty means;
- 4.5 put in all appropriate public documents such as school handbooks a statement which:
 - 4.5.1 states the University definition of plagiarism and gives examples relevant to the discipline;
 - 4.5.2 makes clear that plagiarism is unacceptable;
 - 4.5.3 explains the process of dealing with complaints of academic dishonesty;
 - 4.5.4 provides support for students in improving their skills in the preparation and presentation of all assignments;
 - 4.5.5 provides clear guidelines on group work, especially concerning assessment and division of tasks among group members;
 - 4.5.6 implements appropriate security practices for submission and return of assignments;
 - 4.5.7 provides clear guidelines outlining where co-operation and collaboration is encouraged and where it is prohibited; and
 - 4.5.8 provides clear procedures for monitoring group work by academic staff, to ensure fair assessment.

Formatted: Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 pt + Tab after: 36 pt + Indent at: 36 pt

Deleted: departmental

Deleted: down

Formatted: Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 4 + Alignment: Left + Aligned at: 0 pt + Tab after: 36 pt + Indent at: 36 pt

Formatted: Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 pt + Tab after: 36 pt + Indent at: 36 pt

5 Responsibilities and obligations of academic staff

Academic staff have a responsibility and obligation to:

- 5.1 know the University's policy on academic honesty including plagiarism, co-operation and group work, and to apply them consistently;
- 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;
- 5.3 incorporate the principles of academic honesty into course outlines and assessment criteria;
- 5.4 apply appropriate referencing styles/conventions for all assessment tasks and be consistent regarding referencing styles across tasks;
- 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;

Formatted: Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 pt + Tab after: 36 pt + Indent at: 36 pt

Deleted: policies of the

Deleted: , with respect to

- 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, group work and co-operation;
- 5.7 provide clear written instructions on the level of co-operation permitted within each assessment component.

6. Responsibilities and rights of students

Students have a responsibility to:

- 6.1 act in accordance with the principles of academic honesty in the preparation, conduct and submission of academic work;
- 6.2 comply with the University's policies regarding plagiarism and academic honesty;
- 6.3 become familiar with the academic writing expectations in their particular disciplines, subjects and courses of study;
- 6.4 seek assistance from appropriate sources with any academic writing areas where they are aware they need more knowledge and skills; and
- 6.5 retain a copy of all assignments submitted.

Deleted: as set out in this Resolution

Formatted: Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 pt + Tab after: 36 pt + Indent at: 36 pt

Students have a right to:

- 6.6 be informed of the University's policies on academic honesty including plagiarism, co-operation and group work;
- 6.7 gain easy access to plain English information on these issues via publications that are available to every student;
- 6.8 be provided with clear guidelines on academic styles required in each department/subject;
- 6.9 expect consistent application of University policies and practices;
- 6.10 receive practical comments which assist them to review their work;
- 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, group work and co-operation;
- 6.12 expect a consistent definition of academic honesty and consistent application of procedures for dealing with suspected academic dishonesty across the University;
- 6.13 expect explicit referencing styles within each school and consistency across tasks. (NB: some departments may sanction only one referencing style/convention, others may sanction several);
- 6.14 expect clear guidelines relating to all aspects of group work;
- 6.15 expect clear assessment information in each course outline, especially concerning which components are individual and which are collective;

Deleted: Resolution and policies of the

Deleted: with respect to

Formatted: Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 pt + Tab after: 36 pt + Indent at: 36 pt

Deleted: groupwork

Deleted: which

Deleted: must be

Deleted: department

- 6.16 expect clear procedures for monitoring group work by academic staff, to ensure fair assessment;
- 6.17 expect clear written instructions on the level of co-operation permitted within each assessment component.

Deleted: ; and

Deleted: <#>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).¶

DRAFT. 21 October, 2009

| | | |
|--|------------------------------------|------------------------|
| Page 2: [1] Deleted | Sarah Heesom | 16/10/2009 10:47:00 AM |
| 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 dealing with plagiarism in coursework, pursuant to Senate rules and regulations, and Academic Board policies. | | |
| Page 2: [2] Formatted | ALABS | 21/10/2009 4:58:00 PM |
| Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 pt + Tab after: 36 pt + Indent at: 36 pt, Don't adjust space between Latin and Asian text | | |
| Page 2: [3] Deleted | Sarah Heesom | 16/10/2009 10:54:00 AM |
| requires the Academic Board to formulate and review policies, guidelines and procedures in relation to academic matters | | |
| Page 2: [4] Deleted | Sarah Heesom | 16/10/2009 10:54:00 AM |
| The University of Sydney (Coursework) Rule 2000 (Division 1, 5(4)) requires the Academic Board to establish policies for assessment and examination of coursework. | | |
| Page 2: [5] Formatted | ALABS | 21/10/2009 4:58:00 PM |
| Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 4 + Alignment: Left + Aligned at: 0 pt + Tab after: 36 pt + Indent at: 36 pt, Don't adjust space between Latin and Asian text | | |
| Page 2: [6] Formatted | ALABS | 21/10/2009 4:58:00 PM |
| Bulleted + Level: 1 + Aligned at: 54 pt + Tab after: 0 pt + Indent at: 72 pt | | |
| Page 2: [7] Deleted | Sarah Heesom | 16/10/2009 11:00:00 AM |
| the director or principal of an academic college or centre, or | | |
| Page 2: [8] Deleted | Sarah Heesom | 16/10/2009 11:23:00 AM |
| Department or school means the academic unit which has responsibility for the relevant unit of study. | | |
| Page 3: [9] Deleted | Sarah Heesom | 16/10/2009 11:33:00 AM |
| 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 <i>Student Plagiarism: Coursework Policy and Procedure</i> | | |
| Page 3: [10] Deleted | Sarah Heesom | 19/10/2009 3:36:00 PM |
| 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. | | |
| Page 3: [11] Deleted | Sarah Heesom | 16/10/2009 11:54:00 AM |
| Student means a person enrolled as a candidate for an award course or unit of study. | | |
| Unit of study or unit means a stand-alone component of an award course. Each unit of study is the responsibility of a department. | | |
| Page 3: [12] Deleted | Sarah Heesom | 16/10/2009 11:37:00 AM |
| 1.6 | Related Documents | |
| This Academic Board Policy refers to, or should be read in conjunction with, the following: | | |
| 1.6.1 | University of Sydney By-laws 1999; | |

- 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 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*

Research Students

| | | |
|----------------------|--------------|------------------------|
| Page 3: [13] Deleted | Sarah Heesom | 19/10/2009 10:56:00 AM |
|----------------------|--------------|------------------------|

which should be referred to the head of department/school in accordance with this policy

| | | |
|------------------------|-------|-----------------------|
| Page 3: [14] Formatted | ALABS | 21/10/2009 4:58:00 PM |
|------------------------|-------|-----------------------|

Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 36 pt + Tab after: 72 pt + Indent at: 72 pt

| | | |
|----------------------|--------------|------------------------|
| Page 5: [15] Deleted | Sarah Heesom | 16/10/2009 11:57:00 AM |
|----------------------|--------------|------------------------|

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.

| | | |
|------------------------|-------|-----------------------|
| Page 5: [16] Formatted | ALABS | 21/10/2009 4:58:00 PM |
|------------------------|-------|-----------------------|

Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 36 pt + Tab after: 75 pt + Indent at: 75 pt

| | | |
|----------------------|--------------|------------------------|
| Page 7: [17] Deleted | Sarah Heesom | 19/10/2009 11:09:00 AM |
|----------------------|--------------|------------------------|

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

| | | |
|------------------------|-------|-----------------------|
| Page 7: [18] Formatted | ALABS | 21/10/2009 4:58:00 PM |
|------------------------|-------|-----------------------|

Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 36 pt + Tab after: 54 pt + Indent at: 54 pt

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".

Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 pt + Tab after: 18 pt + Indent at: 18 pt

communicate the academic honesty Resolution

Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 pt + Tab after: 36 pt + Indent at: 36 pt

teaching staff to guide staff

in their role in:
 the detection of academic dishonesty; and
 the process governing academic dishonesty including information regarding the referral process for allegations of academic dishonesty and the process of management (steps and outcomes).

| | | |
|--|--------------|-----------------------|
| Page 11: [25] Formatted | ALABS | 21/10/2009 4:58:00 PM |
| Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 pt + Tab after: 18 pt + Indent at: 18 pt | | |
| Page 11: [26] Deleted | Sarah Heesom | 19/10/2009 3:12:00 PM |
| their academic performance | | |
| Page 11: [27] Formatted | ALABS | 21/10/2009 4:58:00 PM |
| Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 pt + Tab after: 36 pt + Indent at: 36 pt | | |