



The University of Sydney

STUDENT PLAGIARISM: COURSE WORK

POLICY AND PROCEDURE

Part A – Purpose

1. Academic Honesty and Prohibition on Plagiarism

- (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 to act honestly, ethically and with integrity in their dealings with the University, its employees, members of the public and other students.
- (2) The University of Sydney is opposed to and will not tolerate Plagiarism. It is the responsibility of all students to:
 - a. ensure that they do not commit or collude with another person to commit Plagiarism;
 - b. report possible instances of Plagiarism; and
 - c. comply with this Policy and Procedure.
- (3) 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.

Part B - Preliminary

2. Commencement and Coverage

This Policy and Procedure commences on 4 April 2005. It replaces all previous policies and procedures relating to Plagiarism by students enrolled in course work degrees, to the extent that any such previous policies and procedures are inconsistent with this Policy and Procedure. The University's Code of Conduct for Responsible Research Practice and Guidelines for dealing with Allegations of Research Misconduct are accessible on the University's web site at: www.usyd.edu.au/policy.

3. Authority

The Policy and Procedures were approved by the Vice-Chancellor on 15 February 2005.

4. Definitions

In this Policy and Procedure:

Acknowledgement of the Source means identifying at least:

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

Dishonest Plagiarism has the meaning given to it by Part B Clause 7.

Examiner means the person responsible for assessing the Work.

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

- (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.

Negligent Plagiarism has the meaning given to it by Part B Clause 6.

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.

Plagiarism has the meaning given to it by Part B clause 5.

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

Written Warning means a warning issued under Part D Clauses 11(2)(b) or 12(4)(b).

5. **Plagiarism**

- (1) Plagiarism for the purpose of this Policy and Procedure (which applies to students enrolled in course work degrees) means presenting another person's Work as one's own Work by presenting, copying or reproducing it without Acknowledgement of the Source.
- (2) Plagiarism includes presenting Work for assessment, publication, or otherwise, that includes:
 - a. 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.
- (3) Plagiarism can be negligent (Negligent Plagiarism) or dishonest (Dishonest Plagiarism).

6. 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.

7. 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.

Part C – Preventing Plagiarism

8. Compliance Statements

- (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.

Part D – Procedure for dealing with Plagiarism

9. Procedural Fairness

- (1) The University is committed to dealing with student Plagiarism 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;
 - f. impartiality in any investigation process; and
 - g. an absence of bias in any decision-maker.

10. Identification and Assessment of Alleged Plagiarism

- (1) Where an Examiner detects or is made aware of alleged Plagiarism by a student, the Examiner must report the alleged Plagiarism to a Nominated Academic.
- (2) Where:
 - a. an Examiner reports alleged Plagiarism to a Nominated Academic; or
 - b. a Nominated Academic otherwise becomes aware of alleged Plagiarism;the Nominated Academic must, in consultation with the Examiner, make a preliminary assessment of whether the alleged Plagiarism would, if proven, constitute Negligent Plagiarism or Dishonest Plagiarism.
- (3) The Nominated Academic and the Examiner will make a preliminary assessment of whether the alleged Plagiarism would, if proven, constitute Negligent Plagiarism or Dishonest Plagiarism on a case by case basis, taking into account factors such as:
 - a. the extent of the alleged Plagiarism measured against the student's original contribution to the Work;
 - b. the percentage value of the Work in the unit of study or course;
 - c. the student's overall academic performance in the unit of study or course; and
 - d. the circumstances in which the Plagiarism is alleged to have occurred.

11. Negligent Plagiarism

- (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*:
 - 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.
- (3) A copy of a Written Warning issued under Part D Clause 11(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.
- (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.

12. 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:
 - a. whether the student has previously received a Written Warning;
 - b. the extent of the alleged 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 Dishonest Plagiarism to adversely affect the student's peers and/or teachers; and
 - e. the capacity of the alleged Dishonest Plagiarism to impact adversely on the actual or perceived academic standards of the University.
- (4) 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.

(5) A copy of a Written Warning issued under Part D Clause 12(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.

(6) 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.

(7) 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.

(8) 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.

13. Appeals

(1) An appeal by a student against a decision made under 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.