

Plagiarism Policy and Procedures

Commencement Date: 25 November, 2005

Category: Research, Students, Teaching and Learning

1. PURPOSE

The purpose of this document is to outline the University's policy on plagiarism and provide a framework for procedures for the management of student plagiarism.

2. APPLICATION

All Students

3. EXCEPTIONS

Nil

4. DEFINITIONS

Academic Area (Enrolling)

Refers specifically to an Academic Area in which a given student is enrolled.

Academic Area (Teaching)

Refers specifically to an Academic Area in which a given unit is taught.

Academic Area

For the purpose of this document, means a faculty, school, department, enrolling area, centre or teaching area.

Academic Integrity

Is adherence to the principles underpinning the work of an academic community. It involves pursuit of knowledge through a commitment to such fundamental values as honesty, trust, fairness, respect and responsibility, and requires acknowledgement of the contribution of others.

Academic Misconduct

Means acting dishonestly or unfairly in connection with an examination or other assessment, or other academic work.

Head of Academic Area

Refers to Dean of Faculty, Head of School, Head of Department or Head of Enrolling Area.

Plagiarism

Means knowingly presenting the work or property of another person as if it were one's own without appropriate acknowledgement or referencing. It includes:

- word for word copying of sentences or paragraphs from one or more sources which are the work or data of other persons (including books, article's themes, unpublished works, working papers, seminar and conference papers, internal reports, lecture notes, tapes or works of creative arts);
- closely paraphrasing sentences, paragraphs or themes;
- using another person's ideas, work or research data without due acknowledgment;
- submitting work which has been produced by someone else on the student's behalf as if it were the work of the student;
- submitting one's own previously assessed or published work for assessment or publication elsewhere, without appropriate acknowledgement;
- copying or submitting computer files in whole or in part without indicating their origin
- in the case of collaborative projects, falsely representing the individual contributions of the collaborating students where individual contributions are to be identified.

5. POLICY STATEMENT

This document (excluding Section 8 and Schedule F) details the manner in which allegations of plagiarism against undergraduate, postgraduate and research students in coursework units are managed.

This document (excluding Section 7.7 and Schedule E) details the manner in which allegations of plagiarism against higher degree by research (HDR) students in research thesis work are managed.

Staff who are alleged to have plagiarised will be subject to the Misconduct in Research provisions of the University's Code of Conduct for the Responsible Practice of Research.

The University places the highest importance on the principles underpinning academic integrity and requires that its staff and students behave in accordance with these principles at all times. Academic scholarship necessarily requires building on the work of others; however, the use of others' work must be acknowledged appropriately. Plagiarism devalues the quality of learning both for the individual and for others enrolled in a course. It can compromise the integrity of University awards and, in extreme cases, damage the University's national and international reputation.

5.1 ACTIONS WHICH CONSTITUTE PLAGIARISM

Plagiarism means presenting the work or property of another person as one's own, without appropriate acknowledgement or referencing. Plagiarism includes, but is not limited to:

- (i) copying of sentences, paragraphs or creative products which are the work of other persons (including books, articles, theses, unpublished works, working papers, seminar and conference papers, internal reports, lecture notes or tapes) without due acknowledgment;
- (ii) too closely paraphrasing sentences, paragraphs or themes without due acknowledgment;
- (iii) using another person's work/s (including words, music, computer source code, creative or visual artefacts, designs or ideas) or research data without due acknowledgment;
- (iv) submitting work which has been produced by someone else (e.g. allowing or contracting another person to do the work for which you claim authorship);
- (v) copying or submitting computer files, code or website content in whole or in part without indicating the origin of these;
- (vi) submitting one's own previously assessed or published work for assessment or publication elsewhere, without appropriate acknowledgement (self-plagiarism);
- (vii) *in the case of collaborative projects, falsely representing the individual contributions of the collaborating partners.*

5.2 ROLES AND RESPONSIBILITIES

5.2.1 The Deputy Vice-Chancellor Academic is responsible for the overall management of plagiarism issues.

5.2.2 Pro Vice-Chancellor's are responsible for:

5.2.2.1 implementing plagiarism management procedures and educational programs in their Faculty, in accordance with this policy;

5.2.2.2 appointing, where required, appropriately qualified staff to assist in the implementation of plagiarism management programs;

5.2.2.3 ensuring that all academic staff are provided with information about the plagiarism management procedures, educational programs, and the names of Faculty academic staff responsible for plagiarism management; and

5.2.2.4 determining the outcome of Level III incidents of plagiarism, or for referring them to a Board of Discipline under the provisions of Statute 10.

5.2.3 Heads of Academic Area (Teaching), or other positions nominated by the Pro Vice-Chancellor, are responsible for:

5.2.3.1 implementing plagiarism management procedures and educational programs in their Academic Area, in accordance with this policy;

5.2.3.2 determining the outcome of Level II incidents of plagiarism.

5.2.4 Unit Coordinators (or other nominated positions) and Higher Degree by Research (HDR) Supervisors are responsible for:

5.2.4.1 providing students with information and guidance on academic writing and plagiarism appropriate to the discipline;

5.2.4.2 determining the outcome of Level I incidents of plagiarism and for providing students with appropriate remedial advice.

5.2.5 Course and Unit Coordinators should ensure that course and unit curricula and assessments minimise opportunities for plagiarism.

5.2.6 All academic staff:

5.2.6.1 will be familiar with Curtin's policy and procedures for dealing with plagiarism;

5.2.6.2 are required to be vigilant in identifying and acting on incidents of plagiarism;
and

5.2.6.3 are responsible for providing students with guidance and feedback on their academic writing or work, appropriate to the discipline.

5.3 LEVELS OF SERIOUSNESS OF PLAGIARISM

Determining the seriousness of an act of plagiarism may be subjective and involve the weighing of evidence. Schedule A is designed to assist in determining the level of seriousness.

5.3.1 Level I plagiarism is inadequate or misleading citing, referencing or paraphrasing, arising mainly from a student's limited knowledge about plagiarism, or how to conform to academic conventions, or from carelessness or neglect rather than intention to deceive. Level I plagiarism is *not* considered academic misconduct.

5.3.2 Level II plagiarism is more serious than Level I plagiarism and includes inappropriate or fraudulent acts or work arising from a student's ignorance of academic integrity or academic conventions (where adequate knowledge would have been expected), and where intention to deceive an assessor or cheat by way of plagiarism is apparent, but where the overall effect or consequence of the plagiarism does not significantly compromise the assessment process. Level II plagiarism is considered academic misconduct.

5.3.3 Level III plagiarism is more serious than Level II plagiarism and includes copied or appropriated work arising from clear intention to deceive an assessor, or premeditated cheating by way of plagiarism. The effect of the plagiarism is to seriously compromise the assessment process. Level III plagiarism is considered academic misconduct.

5.3.4 In determining the seriousness of an act of plagiarism, the following should be considered:

- (i) the experience of the student;
- (ii) the nature and extent of the plagiarism; and
- (iii) where evidence is available, the intention of the student to plagiarise.

A student's previous record of plagiarism should not be consulted in classifying the Level of Seriousness of a new incident.

5.3.5 As part of Faculty plagiarism management procedures, a Pro Vice-Chancellor will ensure that comparable decisions are made regarding the levels of seriousness of plagiarism incidents.

5.4 INFORMING STUDENTS

5.4.1 All students will be provided with, or have access to, information about plagiarism; in particular descriptions of what is unacceptable, and guidelines on avoiding plagiarism.

5.4.2 Instruction on academic conventions or referencing styles relevant to their course discipline will be made available to all new-to-Curtin students.

5.4.3 Educational guidance or remediation will be provided to all students found to have plagiarised at Level I, and they will be provided with the opportunity to correct their work without penalty.

5.4.4 Educational guidance or remediation will also be offered to students found to have plagiarised at Level II or Level III.

6. PRINCIPLES

The policy:

6.1 reinforces the University's commitment to Academic Integrity;

- 6.2 supports the integrity of the University's academic awards;
- 6.3 describes and delineates responsibilities for the management of student plagiarism;
- 6.4 ensures that consistent and transparent procedures for dealing with plagiarism are implemented;
- 6.5 provides for the application of a consistent and appropriate range of penalties;
- 6.6 ensures staff and students are provided with information about appropriate acknowledgement of academic work and mechanisms for avoiding plagiarism;
- 6.7 provides for a University-wide framework for recording and monitoring occurrences of plagiarism; and
- 6.8 provides for systematic review of the University's management of plagiarism.

7. PROCEDURES

7.1 DETECTING, REPORTING AND DEALING WITH PLAGIARISM BY STUDENTS IN COURSEWORK UNITS

7.1.1 On detecting possible plagiarism, a staff member will report the incident, together with relevant evidence, to the Unit Coordinator (or other nominated position).

7.1.2 On receiving details of alleged plagiarism, the Unit Coordinator, together with the staff member reporting it, will decide whether or not plagiarism has occurred, and if it *has* occurred, use Schedule A to assess the level of seriousness. Unit Coordinators who detect plagiarism should consult with the Course Coordinator (or other nominated position).

7.1.3 If plagiarism has not occurred, there should be no further action.

7.1.4 If Level I plagiarism has occurred, the Unit Coordinator should provide appropriate educational or remedial advice to the student (as per Schedules B and C).

7.1.5 If Level II or Level III plagiarism has occurred, the Unit Coordinator should forward the details to the Head of Academic Area, who will then follow the process in Schedules B and C.

7.1.6 Alleged plagiarism reported by an external examiner should be referred directly to the Head of Academic Area who will decide whether or not plagiarism has occurred, and if it *has* occurred, use Schedule A to assess the level of seriousness.

7.1.7 The Head of Academic Area must be consulted if in doubt about Level I plagiarism, or where otherwise required by Faculty procedures.

7.2 DETECTING, REPORTING AND DEALING WITH PLAGIARISM BY HIGHER DEGREE BY RESEARCH (HDR) STUDENTS IN THESIS WORK

7.2.1 On detecting possible plagiarism, an HDR Supervisor will assemble relevant evidence, and in consultation with the Chair of the Thesis Committee, decide whether or not plagiarism has occurred.

7.2.2 If plagiarism has not occurred, there should be no further action.

7.2.3 If plagiarism *has* occurred, the Supervisor should use Schedule A to assess the level of seriousness.

7.2.4 If Level I plagiarism has occurred, the Supervisor should provide appropriate educational or remedial advice to the student (as per Schedules B and C).

7.2.5 If Level II or Level III plagiarism has occurred, the Supervisor should forward the details to the Head of Academic Area, who will then follow the process in Schedules B and C.

7.2.6 Alleged plagiarism reported by an external thesis examiner will be referred to the Pro Vice-Chancellor. The Pro Vice-Chancellor and Dean, Graduate Studies will jointly determine whether or not plagiarism has occurred, and if it *has* occurred, assess the level of seriousness.

7.3 APPLYING PENALTIES

7.3.1 Penalties, and staff who may impose them, are prescribed in Schedule E.

7.3.2 As part of plagiarism management procedures, an Pro Vice-Chancellor will ensure that comparable penalties are applied for equivalent acts of plagiarism.

7.4 MAINTAINING RECORDS

7.4.1 Secure and effective storage of records of confirmed incidents of plagiarism will be maintained in accordance with Schedule D.

7.4.2 Access to students' records must be made through the Head of Academic Area (Enrolling).

7.4.3 If an accusation of plagiarism is dismissed, no details will be lodged on the student's record.

7.5 APPEALS

7.5.1 A student may appeal to the Head of Academic Area against a finding of Level I plagiarism. The Head's decision will be final.

7.5.2 A student may appeal in writing to the Pro Vice-Chancellor against a penalty imposed for Level II plagiarism, or with leave of the Pro Vice-Chancellor and the Director, Student Services to a Board of Discipline, against the finding of Level II plagiarism.

7.5.3 A student may appeal in writing to the Director, Student Services against a penalty imposed for Level III plagiarism, or with leave of the Director to a Board of Discipline, against the finding of Level III plagiarism.

7.6 ANNUAL REVIEW AND REPORTING

7.6.1 The Pro Vice-Chancellor will conduct an annual review of the effectiveness of the Faculty's plagiarism management procedures, including a review of the recording system, number and types of offences committed, and penalties imposed.

7.6.2 The Academic Board will conduct an annual University-wide review of the incidence and management of plagiarism.

7.7 APPROVAL AUTHORITY

This policy and procedures may only be amended with the approval of the University Council. Schedules to this policy may be amended by the University Teaching and Learning Committee and the updating of position titles, where there have been approved changes, may be amended by the Administrative Secretary.

8. LIST OF SCHEDULES

[Schedule A - Proforma: Classifying the Seriousness of Plagiarism](#)

[Schedule B - Process Flowchart](#)

[Schedule C - Process for Managing Plagiarism](#)

[Schedule D - Recording Incidents of Plagiarism](#)

[Schedule E - Imposing Penalties for Plagiarism in Coursework Units](#)

[Schedule F - Imposing Penalties for Plagiarism in HDR Thesis Work](#)

[Schedule G - Process for a Faculty Hearing](#)

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REVISION HISTORY

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