

PLAGIARISM & COLLUSION

Plagiarism and Collusion

Plagiarism occurs when a student submits work and fails to acknowledge that another person's ideas are being used. Specifically it occurs when:

- other's work and/or ideas are paraphrased and presented without a reference
- other students work is copied or partly copied
- other people's designs, codes or images are presented as the students own work
- phrases and passages are used word for word without quotation marks and/or without a reference to the author or a web page
- lecture notes are reproduced without acknowledgement.

Plagiarism and Collusion in any form is unacceptable and will be treated seriously by the University. Students will be advised at the beginning of each semester about Plagiarism & Collusion policy and procedures.

When plagiarism is suspected, the Chief Examiner of the unit is required to show the student (by highlighting the relevant sections) the passages suspected to be plagiarised and the original source.

The Chief Examiner will make a decision as to whether the plagiarism was intentional. If it is decided that the plagiarism was intentional the student will be informed of the penalties which may be applied if cheating is found to have occurred. If the student is unable to attend a meeting, particulars of the plagiarism will be put to the student in writing and the student will be asked to respond within 10 working days from the receipt of the letter.

The Chief Examiner is required to decide whether or not they believe that plagiarism was intentional or unintentional. Factors that might be taken into consideration when making a decision include:

- if the student is in the first year of their course
- if the student is from an educational background where different norms apply for the acknowledgement of sources
- if a negligible amount has been plagiarised
- if the student made an inadequate attempt at referencing
- that the student was given information on how to acknowledge extracts and quotations and that the student was present / received written information and knew that the use of material without acknowledgement was unacceptable
- if the student had received a prior warning about plagiarism.

Unintentional Plagiarism

Should the Chief Examiner have reasonable grounds to find that plagiarism was not intentional, a decision will be made within 10 working days as to the course of action to be taken. Possible action includes:

- warn the student and mark the paper without penalty
- warn the student and mark the paper with penalty
- warn the student, request resubmission and mark the paper with penalty.

Warnings and outcomes are communicated in writing to the student and a note of the warning letter will be kept on a plagiarism register.

Intentional Plagiarism

Before the Chief Examiner determines that cheating (intentional plagiarism) has occurred, they must consider the students response to the allegation.

If the student fails to respond to an accusation of intentional plagiarism/ collusion or cannot convince the Chief Examiner that the plagiarism was unintentional, the Chief Examiner will disallow the work or report the matter to the Faculty Manager. If reported, the Faculty Manager is required to establish a Faculty Discipline Committee within 28 days of the misconduct being reported.

Where work is disallowed by the Chief Examiner, this must be reported in writing to the student and the Associate Dean. This notification will be kept on the plagiarism register. The student must be informed of appeal rights and timelines. After receiving notification of disallowance of a piece of work, the student has 28 days to appeal in writing to the Faculty Manager.

Going to a Discipline Hearing

It is very important that you seek advice from a Students Rights Officer prior to your hearing. They can help you to prepare for your hearing and explain what will happen, what type of questions to expect and ensure that correct procedures are adhered to.

Plagiarism Register

A register will be maintained to record:

- warnings that have been given to students about plagiarism, even where no formal action has been taken or penalty been applied
- penalties applied and the nature of those penalties.

Records regarding a student's involvement in alleged plagiarism will be retained while the student is still enrolled in any course.

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