

AGENDA ITEM 5 Report of the Chair

5.1 Report on Senate matters

5.1.1 Report on the Senate meeting held on 20 February 2005

Senate, at its meeting on 20 February 2005, on the report of the Academic Board:

- (1) resolved: (i) to endorse the Academic Board's decision to approve the introduction of the new courses, Master of Architecture (Architectural and Urban Design), Master of Urban Design (Urban Design Planning) and Master of Design Science; (ii) to adopt the new Resolutions of the Senate relating to the Master of Architecture (Architectural and Urban Design), Master of Urban Design (Urban Design Planning) and Master of Design Science, made pursuant to the *University of Sydney (Coursework) Rule 2000*, as amended, with effect from 1 January 2005, as set out in the report presented.
- (2) resolved: (i) to approve the rescission of the Resolutions of Senate relating to the Master's degrees, Graduate Diploma and Graduate Certificates in the Faculty of Economics and Business; and (ii) to approve the adoption of new Resolutions of Senate relating to Master's degrees, Graduate Diploma and Graduate Certificates in the Faculty of Economics and Business, made pursuant to the *University of Sydney (Coursework) Rule 2000*; with effect from 1 January 2005, as set out in the report presented.
- (3) resolved: (i) to approve the rescission of the Resolutions of the Senate relating to the Master of Education, Graduate Diploma of Educational Studies, Graduate Certificate of Educational Studies; and (ii) to adopt new Resolutions of the Senate relating to these courses, made pursuant to the *University of Sydney (Coursework) Rule 2000*; with effect from 1 January 2005, as set out in the report presented.
- (4) resolved: (i) to endorse the Academic Board's decision to approve the revised course, Master of Engineering Studies; and (ii) to amend the Resolutions of the Senate relating to the Master of Engineering Studies in the Faculty of Engineering; with effect from 1 January 2005, as set out in the report presented.
- (5) resolved: (i) to endorse the Academic Board's decision to approve the introduction of the new course, Master of Public Administration, including the International Stream; (ii) to amend the Resolutions of the Senate relating to Degrees, Diplomas and Certificates in the Graduate School of Government; and (iii) to adopt the Resolutions of the Senate relating to the Master of Public Administration, including the International Stream, made pursuant to the *University of Sydney (Coursework) Rule 2000*, as amended; with effect from 1 January 2005, as set out in the report presented.
- (6) resolved to approve the amendment of the Resolutions of the Senate relating to Master's degrees and Graduate Diplomas in the Faculty of Law, with effect from 1 January 2005, as set out in the report presented.
- (7) resolved: (i) to endorse the Academic Board's decision to approve changes to the Master of Business Law in the Faculty of Law; and (ii) to approve the amendment of the Resolutions of the Senate relating to the Master of Business Law; with effect from 1 January 2005, as set out in the report presented.
- (8) resolved: (i) to endorse the Academic Board's decision to approve the introduction of the new courses, Master of Medicine (Infection and Immunity)(Honours); Master of Science in Medicine (Infection and Immunity)(Honours); Master of Medicine (Infection and Immunity); Master of Science in Medicine (Infection and Immunity); Graduate Diploma in Infection and Immunity; and Graduate Certificate in Infection and Immunity; (ii) to amend the Resolutions of the Senate relating to Degrees, Diplomas and Certificates in the Faculty of Medicine; and (iii) to adopt the Resolutions of the Senate relating to the Master of Medicine (Infection and Immunity)(Honours); Master of Science in Medicine (Infection and Immunity)(Honours); Master of

- Medicine (Infection and Immunity); Master of Science in Medicine (Infection and Immunity); Graduate Diploma in Infection and Immunity; and Graduate Certificate in Infection and Immunity; with effect from 1 January 2005, as set out in the report presented.
- (9) resolved: (i) to endorse the Academic Board's decision to approve changes to the courses Master of Medicine (Pain Management); Master of Science in Medicine (Pain Management); Graduate Diploma in Medicine (Pain Management); Graduate Diploma of Science in Medicine (Pain Management); and Graduate Certificate in Pain Management, and (ii) to amend the Resolutions of Senate relating to these courses; with effect from 1 January 2005, as set out in the report presented.
- (10) resolved: (i) to endorse the Academic Board's decision to approve the introduction of the new courses, Master of Science in Medicine (Clinical Epidemiology)(Honours); Master of Medicine (Clinical Epidemiology)(Honours); and Graduate Certificate in Clinical Epidemiology; (ii) to amend the Resolutions of the Senate relating to Degrees, Diplomas and Certificates in the Faculty of Medicine; and (iii) to adopt the Resolutions of the Senate relating to the Master of Science in Medicine (Clinical Epidemiology)(Honours); Master of Medicine (Clinical Epidemiology)(Honours); and Graduate Certificate in Clinical Epidemiology; with effect from 1 January 2005, as set out in the report presented.
- (11) noted reports on the following:
- (a) New and amended courses
 - (b) Guidelines for the Australian Postgraduate Awards (APA) and University of Sydney Postgraduate Awards (UPA)
 - (c) Establishment of a Board of Studies in Rural Management
 - (d) Award with Honours – Annual Report 2002-2003
 - (e) Special Consideration Due to Serious Illness or Misadventure
 - (f) Academic Board Resolutions: Quality Assurance and Learning Management Systems
 - (g) Issues for consideration in 2005
 - (h) Review of Student Appeals Provision - Implementation Team Membership
 - (i) Student Code of Conduct
 - (j) Self-Review of the Academic Board
 - (k) Resignation of the Chair of Graduate Studies
 - (l) Presentations from the Deans and Pro Vice-Chancellors (College)

Recommendation

That the Academic Board note the report of the Chair of the Academic Board on academic matters considered by Senate at its meeting held on 20-21 February 2005.

5.2 General Report

5.2.1 Academic Board Resolutions: Academic Honesty in Coursework

13-30

The Vice-Chancellor has recently approved the new policy “Student Plagiarism: Coursework – Policy and Procedure” (a copy of this document is included in the agenda).

At the request of the Vice-Chancellor, the Academic Board Resolutions: *Academic Honesty in Coursework*, have been reviewed and amended to align them with the new policy. A copy of the resolutions outlining the amendments is attached.

Recommendation

That the Academic Board approve the amendments to the Academic Board Resolutions: Academic Honesty in Coursework with immediate effect, as set out in the report presented.

5.2.2 Student Grievances, Appeals and Applications for Review

31-33

The Academic Board is asked to note the attached policy. This policy has been developed in response to a directive from the Department of Education, Science and Training and was approved by the Vice-Chancellor on 5 January 2005.

Recommendation

That the Academic Board note the Student Grievances, Appeals and Applications for Review policy, as set out in the report presented.

5.2.3 Review of Student Appeals Provision - Implementation Team

As reported at the meeting of the Academic Board held on 8 December 2004, an Implementation Team has been established to oversee the implementation of the various recommendation of the report.

I will provide a verbal report to the meeting on the work of the Implementation Team.

Recommendation

That the Academic Board note the Chair’s report on the Review of Student Appeals Provision Implementation Team, as set out in the report presented.

5.2.4 Chairs of Standing Committees

The *University of Sydney (Academic Governance) Rule 2003* provides for the Chairs of Standing Committees to be appointed by and from the members of the Academic Board, on the nomination of the Chair at the first meeting of the Academic Board following an election of Academic Board members.

Accordingly, I nominate Chairs of Standing Committees as follows:

- Graduate Studies Committee – Associate Professor Tony Masters
- Teaching and Learning Committee – Professor Penny Gay
- Undergraduate Studies Committee – Associate Professor Bruce Sutton

As these appointments will be made to fill casual vacancies, I recommend that the Board appoint the Chairs of Standing Committees as recommended until 31 December 2005.

Recommendation

That, in accordance with the University of Sydney (Academic Governance) Rule 2003 and on the nomination of the Chair of the Academic Board, the Academic Board appoint Professor P Gay, and Associate Professors A F Masters and B Sutton as the Chairs of Academic Board Standing Committees, as set out in the report presented.

5.2.5 Academic Board Forum

Members are reminded that the first Academic Board Forum for 2005 is scheduled for 13 April 2005.

I will provide a verbal report to the meeting on the focus topic for this Forum.

Recommendation

That the Academic Board note the Chair's report on the Academic Board Forum scheduled for 13 April 2005, as set out in the report presented.



The University of Sydney

Academic Board Resolutions: Academic Honesty in Coursework

Approved by: Academic Board on 14 November 2001

Date of effect: 1 January 2002

Contents

Part 1 - Preliminary	14
1. Commencement	14
2. Purpose.....	14
3. Authority	14
4. Revision	14
5. Dictionary	14
6. Related Documents	15
Part 2 – Principles of Academic Honesty	16
1. Introduction.....	16
2. Plagiarism and academic honesty	16
3. Academic dishonesty	17
4. Other forms of academic dishonesty.....	17
5. Principles for dealing with cases of alleged academic dishonesty	17
Part 3 – Procedures relating to Academic Dishonesty	18
1. Introduction.....	18
2. Responsibility for dealing with matters of Academic Dishonesty.....	18
3. Processes relating to academic dishonesty	18
Part 4 – Code of practice for Academic Honesty	20
1. Introduction.....	20
2. Responsibilities and obligations of the University	20
3. Responsibilities and obligations of each Faculty and Board	21
4. Responsibilities and obligations of each department and school.....	22
5. Responsibilities and obligations of academic staff.....	22
6. Responsibilities and rights of students.....	23
Part 5 – Review.....	24

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

1 - Preliminary

1.1 Commencement

These Resolutions commence on 1 January 2002.

1.2 Purpose

The purpose of this document is:

1.2.1 to set out the principles underpinning the University’s approach to academic honesty in coursework;

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.

1.3 Authority

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:

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 chairperson of a board of studies.

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

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

Faculty means a faculty, college board or the Australian Graduate School Of Management Limited, 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.

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.

Head of Department or School means the head of the academic unit which has responsibility for the relevant unit of study, or equivalent program leader.

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

Plagiarism means presenting another person's ideas, findings or work as one's own by copying or reproducing them without due acknowledgement of the source.

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.

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.

1.6 Related Documents

These Academic Board Resolutions refer 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 Student Plagiarism: Coursework Policy and Procedure;

1.6.12 Student Code of Conduct

2 – Principles of Academic Honesty

2.1 Introduction

Academic honesty is a core value of the University of Sydney. 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.

2.2 Plagiarism and academic honesty

Please refer to the definitions of negligent plagiarism and dishonest plagiarism in the “Student Plagiarism: Coursework Policy and Procedure” document.

2.2.1 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.

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 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.

2.2.3 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.

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.

- 2.2.5** No penalty should be imposed on a student for plagiarism without complying with the procedures for dealing with ~~academic dishonesty outlined in this document~~ plagiarism outlined in “Student Plagiarism: Coursework Policy and Procedure”.

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.

2.4 Other forms of academic dishonesty

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

- 2.4.1** recycling;
- 2.4.2** fabrication of data;
- 2.4.3** the engagement of another person to complete an assessment or examination in place of the student, whether for payment or otherwise;
- 2.4.4** communication, whether by speaking or some other means, to other candidates during an examination;
- 2.4.5** bringing into an examination and concealing forbidden material such as textbooks, notes, calculators or computers;
- 2.4.6** attempts to read other student's work during an examination; and/or
- 2.4.7** 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.

2.5 Principles for dealing with cases of alleged academic dishonesty

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

- 2.5.1** Equitable;
- 2.5.2** Consistent;
- 2.5.3** Procedurally fair;
- 2.5.4** Timely; and
- 2.5.5** Effective.

3 – Procedures relating to Academic Dishonesty

3.1 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.

3.2 Responsibility for dealing with matters of Academic Dishonesty

3.2.1 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, 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*.

3.2.2 Specific processes for dealing with cases of plagiarism are outlined in “Student Plagiarism: Coursework Policy and Procedure”.

3.2.3 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 the University of Sydney (Coursework) Rule 2000. This includes compliance with University requirements for academic standards of honesty.

3.2.4 Failure to comply with the University’s standards ~~for~~ 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).

3.2.5 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 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”.

3.3 Processes relating to academic dishonesty

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 ~~plagiarism~~, 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 head of department/school 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 both the student and the examiner; and
 - 3.3.1.2.5 forwarded by the examiner to the head of department/school for filing.
- 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 head of department/school.
- 3.3.1.4 The head of department/school 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 head of department/school must give the student a fair hearing in relation to the concerns about breaches of academic standards of honesty.
- 3.3.2.2 The head of department/school 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 head of department/school.
- 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 head of department/school 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 head of department/school 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 other remedial work;

- 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 referring the matter to the Registrar if the head of department/school considers there has been a breach of the University's standards of academic honesty and the student continues in a denial or, following the interview, the head of department/school considers that failing the unit of study is insufficient to deal with the matter.

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.
- 3.3.4.2 A letter outlining the decision and the reasons for the decision shall be sent to the student involved.

3.3.5 Appeal Process

Appeals against a decision made under Part 3, section 3 (3) (a)-(f) of these Resolutions must follow the process set down for appeals against academic decisions, as set out in the University of Sydney *Calendar*.

3.3.6 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 to the Teaching and Learning Committee of the Faculty or its equivalent, or such other committee as is determined by resolution of Faculty. By providing advice to heads of departments/schools, the Committee should endeavour to ensure consistency of approach across the Faculty.

The Committee should forward a consolidated report from the Faculty to the Academic Board for consideration and incorporation in the monitoring and review process.

4 – Code of practice for Academic Honesty

4.1 Introduction

- 4.1.1 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.
- 4.1.2 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.

4.2 Responsibilities and obligations of the University

The University has a responsibility and obligation to:

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

- 4.2.2 ensure that its policies on academic honesty are implemented and applied consistently across all faculties;
- 4.2.3 promote best practice in the detection of academic dishonesty;
- 4.2.4 ensure that academic staff and students understand clearly the different dimensions of academic honesty;
- 4.2.5 ensure that fair and well-publicised procedures are applied for the consideration of any cases where students are accused of academic dishonesty.

4.3 Responsibilities and obligations of each Faculty and Board

Each Faculty and Board has a responsibility and obligation to:

- 4.3.1 develop procedures for considering allegations of academic dishonesty which ensure:
 - 4.3.1.1 timeliness of investigation of allegations of academic dishonesty;
 - 4.3.1.2 fair hearing of all allegations of academic dishonesty;
 - 4.3.1.3 accurate reporting;
 - 4.3.1.4 respect for confidentiality; and
 - 4.3.1.5 that all parties are informed of their rights and responsibilities in relation to an investigation of an allegation of academic dishonesty.
- 4.3.2 ensure consistent application of policies and practices both at a faculty and department level;
- 4.3.3 put in place and maintain appropriate procedures to oversee and monitor departmental implementation of University and faculty policies on academic honesty;
- 4.3.4 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.
- 4.3.5 communicate the academic honesty Resolution to all teaching staff to guide staff in their role in:
 - (a) the detection of academic dishonesty; and
 - (c) the process governing academic dishonesty including information regarding the referral process for allegations of academic dishonesty and the process of management (steps and outcomes).
- 4.3.6 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.
- 4.3.7 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.

4.4 Responsibilities and obligations of each department and school

Departments and schools have a responsibility and obligation to:

- 4.4.1** 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;
- 4.4.2** 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;
- 4.4.3** ensure that all academic staff are aware of the appropriate sources of assistance for students seeking to develop their skills in academic writing;
- 4.4.4** incorporate material into first year courses that will aid students to understand what academic honesty means;
- 4.4.5** put in all appropriate public documents such as departmental handbooks a statement which:
 - 4.4.5.1 states the University definition of plagiarism and gives examples relevant to the discipline;
 - 4.4.5.2 makes clear that plagiarism is unacceptable;
 - 4.4.5.3 explains the process of dealing with complaints of academic dishonesty;
 - 4.4.5.4 provides support for students in improving their skills in the preparation and presentation of all assignments;
 - 4.4.5.5 provides clear guidelines on group work, especially concerning assessment and division of tasks among group members;
 - 4.4.5.6 implements appropriate security practices for submission and return of assignments;
 - 4.4.5.7 provides clear guidelines outlining where legitimate co-operation is encouraged and where it is prohibited; and
 - 4.4.5.8 provides clear procedures for monitoring groupwork by academic staff, to ensure fair assessment.

4.5 Responsibilities and obligations of academic staff

Academic staff have a responsibility and obligation to:

- 4.5.1** know the policies of the University, the faculty, and the department with respect to academic honesty including plagiarism, co-operation and groupwork, and to apply them consistently;
- 4.5.2** 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;
- 4.5.3** incorporate the principles of academic honesty into course outlines and assessment criteria;

- 4.5.4 apply appropriate referencing styles/conventions for all assessment tasks and be consistent regarding referencing styles across tasks;
- 4.5.5 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;
- 4.5.6 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;
- 4.5.7 provide clear written instructions on the level of co-operation permitted within each assessment component.

4.6 Responsibilities and rights of students

Students have a responsibility to:

- 4.6.1 act in accordance with the principles of academic honesty as set out in this Resolution in the preparation, conduct and submission of academic work;
- 4.6.2 become familiar with the academic writing expectations in their particular disciplines, subjects and courses of study;
- 4.6.3 seek assistance from appropriate sources with any academic writing areas where they are aware they need more knowledge and skills;
- 4.6.4 retain a copy of all assignments submitted.

Students have a right to:

- 4.6.5 be informed of the Resolution and policies of the University, the faculty, and the department with respect to academic honesty including plagiarism, co-operation and groupwork;
- 4.6.6 gain easy access to plain English information on these issues via publications which must be available to every student;
- 4.6.7 be provided with clear guidelines on academic styles required in each department/subject;
- 4.6.8 expect consistent application of policies and practices both at a faculty and department level;
- 4.6.9 receive practical comments which assist them to review their work;
- 4.6.10 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;
- 4.6.11 participate in appropriate learning experiences which are offered in order to improve their competency in writing and study skills, understanding of the requirements of groupwork, and development of personal attributes, in particular, ethical behaviour;
- 4.6.12 expect a consistent definition of academic honesty and consistent application of procedures for dealing with suspected academic dishonesty across the University;

- 4.6.13** 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);
- 4.6.14** expect clear guidelines relating to all aspects of groupwork;
- 4.6.15** expect clear assessment information in each course outline, especially concerning which components are individual and which are collective;
- 4.6.16** expect clear procedures for monitoring groupwork by academic staff, to ensure fair assessment;
- 4.6.17** expect clear written instructions on the level of co-operation permitted within each assessment component.

5 – Review

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



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:
 - . ensure that they do not commit or collude with another person to commit Plagiarism;
 - . report possible instances of Plagiarism; and
 - . 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, [*insert 'the University's Code of Conduct for Students' once approved*] 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 [*insert*]. 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

This Policy and Procedure have been approved by [*insert*] pursuant to [*insert*].

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:
 - . sentences, paragraphs or longer extracts from published or unpublished Work (including from the Internet) without Acknowledgement of the Source; or
 - . 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:
 - . failure to follow appropriate referencing practices;
 - . 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 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.

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:
 - . 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;
 - . have a reasonable period of time within which to respond to the allegations against them;
 - . have the matter resolved in a timely manner;
 - . be informed of their rights under this Policy and Procedure and under Chapter 8 of the *University of Sydney By-Law 1999* (as amended);
 - . invite a support person or student representative to any meeting regarding alleged Plagiarism;
 - . impartiality in any investigation process; and
 - . 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.
- (1) Where:
 - . an Examiner reports alleged Plagiarism to a Nominated Academic; or
 - . 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.
- (2) 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:
 - . the extent of the alleged 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 student's overall academic performance in the unit of study or course; and
 - . 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).
- (1) 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 Part D Clause 12(4)(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.
- (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.

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.



The University of Sydney

STUDENT GRIEVANCES, APPEALS AND APPLICATIONS FOR REVIEW

1. Principles

This document has been formulated to provide a clear statement of the University's processes for handling student grievances, appeals and applications for review regarding academic and non-academic matters.

Study at the University presents opportunities for interacting with other members of the University community. The University recognises and values the diversity of student experiences and expectations, and is committed to treating students, both academically and administratively, in a fair and transparent manner.

The University reaffirms its commitment to:

- high academic standards;
- intellectual freedom and social responsibility;
- recognition of the importance of ideas and the pursuit of critical and open inquiry;
- tolerance, honesty and respect as the hallmarks of relationships throughout the University community; and
- high standards of ethical behaviour.

The University will handle all student grievances, appeals and applications for review in a procedurally fair manner, having regard to the principles of timeliness, confidentiality, and freedom from victimisation.

2. Definitions

In this document:

Student means a person enrolled at the University of Sydney:

- (a) in an award course;
- (b) as a non-award student; or
- (c) as a cross institutional student.

Grievance means a statement of concern by a student that:

- (a) has been reported by the student to a University officer; and
- (b) requires action or a response under the statutes, rules, resolutions or policies of, or governing, the University of Sydney.

General feedback and comment from students about administration, academic programs and services will not be treated by the University as a grievance unless action or a response is required under the statutes, rules, resolutions or policies of the University.

3. Academic appeals

Coverage

This section applies to all current students of the University of Sydney, in respect of all grievances relating to academic matters. It must be read in conjunction with the statutes, rules, and resolutions of the University.

Procedure

The University's procedures for student appeals against academic decisions are set out in the Resolutions of Senate relating to *Student Appeals against Academic Decisions*, available on-line at:

http://www.usyd.edu.au/about/publication/pub/calendar/2004/student_appeals.pdf

The University's procedures for student appeals against exclusion from the University are set out in section 18 of the *University of Sydney (Coursework) Rule 2000 (as amended)*, available on-line at:

http://www.usyd.edu.au/about/publication/pub/calendar/2004/c_work_rule00.pdf

4. Applications for review of Learning Entitlement / Fee-Help decisions

Coverage

This section applies to all current students seeking internal review of a decision by the University to refuse to:

- (a) re-credit some or all of a student's learning entitlement for a unit of study; or
- (b) re-credit a student's fee-help balance.

It must be read in conjunction with the statutes, rules, and resolutions of the University.

Procedure

- 4.1 A student whose interests are affected by a decision of the University relating to (a) or (b) above may request the University to review the decision.
- 4.2 A student seeking review of a decision relating to (a) or (b) above must make their application for review in writing within 28 days of the day on which the student first received notice of the decision.
- 4.3 The written application must set out the reasons for making the application, and be addressed to one of the following Reviewers:
 - the Registrar, The University of Sydney, A14;
 - the Director of the Student Centre, The University of Sydney, F07; or
 - the Director, Corporate Services, A14.
- 4.4 The Reviewer will acknowledge receipt of the application for review in writing, and inform the student that if the Reviewer has not advised the student of their decision within 45 days of receipt of the application for review, the Reviewer will be taken to have confirmed the original decision.
- 4.5 After receiving the application, the Reviewer will reconsider the decision and:
 - (i) confirm the decision;

- (ii) vary the decision; or
 - (iii) set the decision aside and substitute a new decision.
- 4.6 The Reviewer will provide reasons for their decision to confirm, vary or set aside the decision in writing to the student.
- 4.7 The Reviewer's decision to confirm, vary or set aside the decision takes affect:
- (i) on the day specified in the reasons for the decision; or
 - (ii) if a day is not specified, on the day on which the decision to confirm, vary or set aside the decision was made.
- 4.8 The Reviewer will advise the student of the student's right to apply to the Administrative Appeals Tribunal for a review of the decision of the Reviewer.
- 4.9 The Reviewer will provide contact details for the closest Administrative Appeals Tribunal Registry, and the approximate cost of lodging an appeal with the Administrative Appeals Tribunal.

5. Non-academic grievances

Coverage

This section applies to all current and prospective students of the University of Sydney, in respect of all grievances relating to non-academic matters. It must be read in conjunction with the statutes, rules, and resolutions of the University. It does not apply to complaints of harassment and discrimination, which are handled under the University's *Harassment and Discrimination Resolution Procedure*, available on line at:

<http://www.usyd.edu.au/eoo/html/policies.htm>

Procedure

- 5.1 A student who is concerned about a non-academic decision made or action taken by the University should, in the first instance, discuss their grievance with the relevant University officer. The relevant University officer will notify the student of any action taken or any decision made by them in relation to the grievance.
- 5.2 If, following discussion with the relevant University officer, a student's grievance is not resolved to their satisfaction, the student must address their grievance in writing to the relevant Head of Department or Head of Administrative Unit. The relevant Head of Department or Administrative Unit will notify the student of any action taken and provide reasons for any decision made by them in relation to the grievance.
- 5.3 If, following communication with the relevant Head of Department or Administrative Unit, a student's grievance is not resolved to their satisfaction, the student must address their grievance in writing to the Dean of their Faculty (where the grievance relates to a non-academic decision or action taken by a University officer within the Faculty) or the relevant Principal Officer (where the grievance relates to a non-academic decision or action taken by a University officer outside the Faculty). The Dean of the Faculty or the Principal Officer will notify the student in writing of any action taken and provide reasons for any decision made by them in relation to the grievance.

6. Authority

This document was approved by the Vice-Chancellor on 5 January 2005.