

## SUMMARY OF ACADEMIC DISHONESTY AND PLAGIARISM POLICY

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

**Academic staff** have a responsibility and obligation to:

- know the University's policy on academic honesty and plagiarism, co-operation and group work, and to apply it consistently
- 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
- incorporate the principles of academic honesty into course outlines and assessment criteria
- apply appropriate referencing styles/conventions for all assessment tasks and be consistent regarding referencing styles across tasks
- 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
- 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 cooperation
- provide clear written instructions on the level of cooperation permitted within each assessment component.

In addition:

**Unit of study outlines** should give clear guidelines on the University's policies and procedures on Academic Dishonesty and Plagiarism and, where appropriate, should also include discipline or subject specific examples.

Faculties are now able to use **plagiarism checking software**, but must advise students and the Academic Board of the intention to use the software in advance. In cases where software creates or retains a copy of the student's Work external to the University, the faculty should ensure that students are aware of their intellectual property rights.

In March each year, Faculties will **report to the Academic Standards and Policy Committee of the Academic Board** on:

- a) the number of allegations of Academic Dishonesty and Plagiarism received by the Faculty during the previous 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 a Plagiarism checking tool is mandated or is intended to be mandated for all students.

### **Faculty/Schools responsibility**

- At orientation of new undergraduate and postgraduate students, inform students of good academic practice in regard to academic honesty
- 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
- Inform students of their requirements by providing a departmental or 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
- Incorporate material into first year units that will aid students to understand what academic honesty means
- Include in all appropriate public documents (i.e. school handbooks) a statement which:
  - states the University definition of plagiarism and gives examples relevant to the discipline
  - makes clear that plagiarism is unacceptable
  - explains the process of dealing with complaints of Academic Dishonesty and Plagiarism

- provides information to students on how to seek support in improving their skills in the preparation and presentation of all assignments
- provides clear guidelines on group work, especially concerning assessment and division of tasks among group members
- implements appropriate security practices for submission and return of assignments
- provides clear guidelines outlining where cooperation and collaboration is encouraged and where it is prohibited
- provides clear procedures.

For full policy details go to <http://www.sydney.edu.au/ab/about/2009/Plagiarism.pdf>. NB: New Guidelines for Academic Honesty have been included in the appendix and carry the same authority as the policy.