ACADEMIC HONESTY IN COURSEWORK POLICY 2015

The Vice-Chancellor and Principal, as delegate of the Senate of the University of Sydney, adopts the following policy.

Dated: 15 December 2015

Last amended: 27 January 2016 (administrative amendments only)

Signature:
Position: Dr Michael Spence, Vice-Chancellor

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PART 1 - PRELIMINARY

1 Name of policy
This is the Academic Honesty in Coursework Policy 2015.

2 Commencement
This policy commences on 1 January 2016.

3 Policy is binding
Except to the extent that a contrary intention is expressed, this policy binds the University, staff, affiliates and students.

4 Statement of intent
This policy:

(a) states the University’s unequivocal opposition to, and intolerance of, plagiarism and academic dishonesty;
(b) sets out the principles underpinning the University’s approach to plagiarism and academic honesty;
(c) identifies individual responsibilities for promoting the principles of academic honesty; and
(d) provides for a transparent process for handling allegations of plagiarism and academic dishonesty by students enrolled in coursework award courses.

5 Application
(1) This policy applies to:

(a) staff and affiliates;
(b) all students enrolled in a coursework award course or undertaking coursework while enrolled in a research degree; and
(c) non-award students, exchange students and study abroad students in a unit of study at the University.

(2) It is a condition of each student’s admission to candidature that the student complies with this policy.
PART 2 - DEFINITIONS

6 Definitions

In this document:

**academic dishonesty** has the meaning given in subclauses 8 (1) and 8 (2).

**academic integrity** has the meaning given in subclause 10 (2).

**acknowledgement of the source** means identifying, in accordance with the conventions of the discipline, at least:

- the author(s) of the work; and
- the place from which the work or part of the work was sourced.

**assessment** means evaluation of a student’s demonstration of specified learning outcomes, including by written or oral examination, assignments, presentation, and thesis.

**By-law** means the *University of Sydney By-law 1999* (as amended) or any University Rule or policy which may replace it.

**coursework** means a program of learning in which the dominant mode of instruction is through a program of classes, lectures, tutorials practical session, online tasks and other modes of instruction that are not supervised research.

**coursework award course** means a formally approved program of study which can lead to an academic award granted by the University and which is 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 will generally be dominant. All undergraduate award courses are coursework award courses.

**dean** means the dean of a faculty or chairperson of a board of studies.

**dishonest plagiarism** means knowingly presenting another person’s ideas, findings or work as one’s own by copying or reproducing them without due acknowledgement of the source, with intent to deceive the examiner into believing that the content is original to the student.

**Educational Integrity Coordinator** means the nominated academic to whom the relevant dean has given responsibility for coordinating and reporting on allegations of plagiarism and academic dishonesty within the faculty.

**examiner** means the person responsible for assessing a student’s work.

**faculty** means a faculty or college board, as established in each case by its constitution or, where applicable, a board of studies.

**group work** has the same meaning as provided in the *Coursework Policy 2014*, which at the date of this policy is:
investigation means an investigation conducted by the Registrar under Chapter 8 of the By-law or the equivalent provisions of any University Rule or policy which may replace it.

legitimate co-operation means any constructive educational and intellectual practice that aims to facilitate optimal learning outcomes through interaction between students, including:

• researching, writing or presenting joint work;
• discussing general themes and concepts;
• interpreting assessment criteria;
• informal study or discussion groups; and
• strengthening and developing academic writing skills through peer assistance.

Co-operation is not legitimate if it unfairly advantages a student or group of students over others.

nominated academic means an academic staff member responsible for handling plagiarism and academic dishonesty as nominated by the relevant dean in accordance with the University’s Delegations of Authority.

Office of Educational Integrity means the office established within the portfolio of the Deputy Vice-Chancellor (Education) to provide university-wide oversight of academic integrity and the implementation of this policy.

procedures means the Academic Honesty Procedures 2016

student misconduct means conduct which, if proven, would constitute student misconduct under the By-law.

text-based written assignments means assignments that use prose as the main, or as a significant, method of presenting an answer.

work means any or all of ideas, findings, or written or published material.

PART 3 - ACADEMIC DISHONESTY AND PLAGIARISM

8 Academic dishonesty

(1) For the purpose of this policy, academic dishonesty means seeking to obtain or obtaining academic advantage for oneself or for others (including in the assessment or publication of work) by dishonest or unfair means.

(2) Academic dishonesty includes, but is not limited to:

(a) recycling – that is, the resubmission for assessment of work that is the same, or substantially the same, as work previously submitted for
assessment in the same or in a different unit of study (except in the case of legitimate resubmission with the approval of the examiner);

Note: Work which builds on work previously submitted in the same, or a previous, unit of study will not constitute recycling provided that such resubmission is allowed by the examiner and the previous work and the extent and nature of its use is acknowledged.

(b) dishonest plagiarism;
(c) fabricating data;
(d) engaging another person to complete or contribute to an assessment in place of the student;
(e) submitting work for assessment which has been completed by another person in place of the student or to which the other person has made a contribution, whether for payment or otherwise;
(f) accepting an engagement from another student to complete or contribute to an assessment in the place of that student;
(g) communicating, by any means, with another candidate during an examination;
(h) bringing into an examination forbidden material such as textbooks, notes, calculators or computers;
(i) attempting to read another student’s work during an examination;
(j) writing an examination paper, or consulting with another person about the examination, outside the confines of the examination room without permission;
(k) copying from another student during an examination; and
(l) inappropriately using electronic devices to access information during an examination.

9 Plagiarism

(1) For the purpose of this policy, plagiarism means presenting another person’s work as one’s own work by presenting, copying or reproducing it without appropriate acknowledgement of the source.

(2) Plagiarism includes presenting work for assessment, publication, or otherwise, that includes:

(a) phrases, clauses, sentences, paragraphs or longer extracts from published or unpublished work (including from the internet) without appropriate acknowledgement of the source; or

(b) the work of another person, without appropriate acknowledgement of the source and in a way that exceeds the boundaries of legitimate co-operation.

(3) Presenting work which contains any of the elements in subclause 9 (2) constitutes plagiarism, regardless of the author’s intentions.

(4) Plagiarism is unacceptable in academic work, even where it is not intended to deceive the examiner into believing that the work is original to the student, but instead arises from, for example:

(a) poor referencing;
PART 4 - ACADEMIC INTEGRITY

10 General principles

(1) The role of the University 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 integrity as the cornerstones of scholastic achievement and quality assurance.

(2) The academic integrity of the University and its programs requires:
   (a) scrupulous ethical behaviour from individuals;
   (b) a collective culture that champions academic honesty fostered by all staff, affiliates and students;
   (c) effective education and authentic assessment; and
   (d) an effective framework of education, prevention, detection and record keeping that enables the University to monitor and respond to threats to academic integrity.

(3) The University is opposed to, and will not tolerate, plagiarism or academic dishonesty by staff, affiliates or students.

(4) It is the responsibility of all students to:
   (a) ensure that they do not commit or collude with another person to commit plagiarism or academic dishonesty; and
   (b) comply with this policy and the procedures.

(5) The University will treat all allegations of plagiarism or academic dishonesty seriously, in accordance with this policy, the procedures and, where appropriate, misconduct proceedings under the By-law.

11 Fostering academic integrity

(1) Fostering academic integrity within the University is an essential element of an ethical education and culture.

(2) The University’s approach to academic integrity is based on the following strategies.
   (a) Clear expectations. University policies, procedures and faculty local provisions should clearly document what is expected of students and set out fair processes for dealing with allegations of academic dishonesty.
   (b) Education in academic honesty and discipline specific requirements. Students should be educated in the academic writing and referencing
conventions of their discipline at an early stage in the first semester of the award course in which they are enrolled.

(c) **Support in understanding the importance and value of academic honesty.** Students should be supported in learning the value and importance of academic honesty as a basis for university scholarship and research enriched learning.

(d) **Well-designed assessment which encourages demonstrated academic achievement, including academic integrity.** Assessment should encourage scholarship, creativity and originality in ways consistent with research-enriched learning.

(e) **Effective detection.** Assessment processes should detect plagiarism, correct errors and poor referencing, and deter dishonesty.

(f) **Systematic record keeping** to monitor the University’s goal to maintain a high standard of academic integrity.

(g) **An open culture** in which academic integrity is championed by staff, affiliates and students and in which information is shared appropriately and acted upon.

**Note:** See also [Privacy Policy 2013](#) and [Privacy Management Plan](#).

### 12 Requirements for assessment

1. Faculties and unit of study co-ordinators must design the assessment for each award course and each unit of study to eliminate or minimise opportunities for students to gain unfair advantage through plagiarism or academic dishonesty.

2. Faculties and unit of study co-ordinators must review and renew the assessment for each unit of study each time the unit is offered, including redesigning assessment tasks to prevent any breaches of academic integrity that may have occurred previously from recurring.

3. Assessment tasks must not be reused in a way that enables students with knowledge or prior experience of those tasks to gain an unfair advantage for themselves or others.

4. Examination questions and assignment questions must not be reused except where the unit of study co-ordinator is satisfied that such reuse will not:
   - (a) jeopardise the academic integrity of the assessment; or
   - (b) create unfair advantage.

5. Where there is a possibility that ghostwriting (that is, commissioning another person to write all or part of an assessment) might occur, the unit of study co-ordinator must take reasonable steps to eliminate or minimise the opportunity to do so, so that examiners can be satisfied, as far as reasonably possible, that the submitted work was written by the student without assistance except for reasonable cooperation. Such measures may include, but are not limited to:
   - (a) requiring an oral presentation of the work as part of the assessment;
   - (b) assessing outlines, drafts and other iterations of the written work as it is developed;
   - (c) requiring that students demonstrate their ability to produce unaided work in a supervised examination, where the student is required to pass, or reach a reasonable threshold in, the examination in order to pass the unit of study;
conducting an oral examination.

(6) If a quiz or online assessment contributes significantly to the assessment mark for the unit, the unit of study co-ordinator must take appropriate steps to assure its academic integrity, consistently with this policy and the procedures.

(7) If a quiz or online assessment contributes a small percentage of the overall unit mark, academic integrity should still be considered as part of its design but assurance of the overall integrity of assessment for the unit may be through consideration of the complete assessment approach.

(8) If class tests and mid-semester examinations contribute to the assessment mark, the unit of study co-ordinator must take active measures to provide seating arrangements which prevent copying. Where it is not possible to ensure students cannot see another student’s paper one of the following techniques should be used:

(a) sorted seating where students sitting with adjacent students taking different exams;
(b) scrambling multiple choice answers between candidates; or
(c) another appropriate method.

Note: See the procedures for further information.

13 Compliance statements

(1) Students must submit a signed statement of compliance with each piece of work submitted to the University for assessment, presentation or publication.

Note: Signature may be manual or by an electronic submission.

(2) Where students are required to submit frequent assignments, the relevant unit of study co-ordinator may permit a single compliance statement covering an entire unit, or an entire group of assessment tasks to be used.

14 Detecting plagiarism

(1) The principles of fair and transparent assessment (as set out in the Coursework Policy 2014) dictate that plagiarised work not be given credit.

Note: See Part 14 of the Coursework Policy 2014.

(2) Detecting and identifying plagiarism is fundamentally a judgement made by an examiner who is aware of the responsibilities involved in the task of academic assessment. Web search and similarity detecting software, and other such means, should be regarded only as tools assisting an examiner to make that judgement.

(3) The University has authorised and mandated the use of text-based similarity detecting software for all text-based written assignments. Faculties must inform students of this in introductory courses, unit of study outlines and informational material provided to them.

(4) Similarity detecting software may also be used for work that is not a text-based written assignment if the faculty or unit of study co-ordinator determines that it is of value in ensuring the academic integrity of assignments. Where such software is used, faculties must inform students in introductory courses, unit of study outlines and informational material provided to them.
(5) The unit of study co-ordinator must require all text-based written assignments to be submitted electronically and checked with the applicable similarity detecting software during the assessment process.

(6) For work that is not a text-based written assignment, unit of study co-ordinators must take all reasonable steps to design an assessment matrix that:

(a) eliminates or minimises the possibility of breaches of academic honesty; and

(b) as far as possible ensures that:

(i) the assignment is the student's own original work;

(ii) the work of others is appropriately acknowledged;

(iii) the assignment has not been previously submitted; and

(iv) the input of others does not exceed the bounds of legitimate cooperation.

(7) Where plagiarism is suspected by an examiner, or the possibility of plagiarism is detected by similarity detecting software, the examiner should employ all reasonable means to clarify whether the relevant work contains plagiarism.

(8) Where, as the result of a student’s performance in another assessment task within a unit of study, an examiner forms the reasonable suspicion that an assessment may not be a student’s own unaided work (excepting reasonable co-operation), the examiner must report the matter consistently with this policy and the procedures.

PART 5 - DEALING WITH ALLEGATIONS OF PLAGIARISM OR ACADEMIC DISHONESTY

15 Procedural fairness

(1) The process for enquiring into and determining allegations of plagiarism or academic dishonesty by coursework students is set out in the procedures.

(2) A faculty may only impose a penalty for plagiarism or academic dishonesty on a coursework student in accordance with this policy and the procedures.

(3) The University is committed to dealing with allegations of academic dishonesty by students in accordance with the principles of procedural fairness, including the rights of students to:

(a) be informed of the allegations against them in sufficient detail to enable them to understand the precise nature of the allegations and properly to consider and respond to them;

(b) have a reasonable period of time within which to respond to the allegations;

(c) have the matter resolved in a timely manner;

(d) be informed of their rights under this policy and these procedures and under the By-law;

(e) invite a support person or student representative to any meeting regarding alleged academic dishonesty;

(f) be treated impartially in any enquiry or investigation process; and

(g) be treated with an absence of bias by the decision-maker.
16 Reporting concerns

An examiner who suspects plagiarism or academic dishonesty by a student must report it to the relevant Educational Integrity Coordinator or nominated academic in the manner prescribed in the procedures.

17 Preliminary assessment

(1) Where an Educational Integrity Coordinator or nominated academic becomes aware of an allegation of plagiarism or academic dishonesty, he or she must, in consultation with the examiner:
   (a) formulate a clear expression of the alleged conduct; and
   (b) form a preliminary view of whether, if proven, it would constitute plagiarism or academic dishonesty.

(2) If the Educational Integrity Coordinator’s preliminary view is that the alleged conduct could not amount to plagiarism or academic dishonesty and was not caused by a failure fully to understand referencing requirements rather than dishonesty as set out in 17(3), he or she must record ‘no impropriety’ as the decision and take no further steps.

(3) If the Educational Integrity Coordinator or nominated academic’s preliminary view is that the conduct is likely to have been caused by a failure fully to understand referencing requirements rather than dishonesty, the Educational Integrity Coordinator or nominated academic must check the student’s record.

(4) If, after checking the student’s record, the Educational Integrity Coordinator or nominated academic still considers that the conduct is likely to have been caused by a failure fully to understand referencing requirements and not dishonesty, the Educational Integrity Coordinator or nominated academic must:
   (a) direct the student to attend and complete, within a specified time, an additional development course on academic integrity approved by the Office of Educational Integrity;
   and
   (b) provided that to do so would not confer an unfair advantage on any student, permit the student to resubmit the work for assessment:
      (i) within a specified time; and
      (ii) if appropriate, for a specified maximum mark;
   or
   (c) permit the student to undertake alternative assessment:
      (i) within a specified time; and
      (ii) if appropriate, for a specified maximum mark.

(5) The Office of Educational Integrity must record the student’s completion of, and success or otherwise at, the additional development course.

   Note: See the University Recordkeeping Policy and Recordkeeping Manual.

(6) If a student satisfactorily completes an additional development course required under 17(4), the Educational Integrity Coordinator or nominated academic must record ‘development course completed’ as the outcome and take no further steps beyond those in 17(4).
(7) If a student who has been required to attend and successfully complete a remedial education course fails to do so within the specified time, the Educational Integrity Coordinator or nominated academic must require the student to attend an interview and follow the process set out in clause 18 of this policy.

(8) If the Educational Integrity Coordinator or nominated academic’s preliminary view is that the conduct is not likely to have been caused by a failure fully to understand referencing requirements, the Educational Integrity Coordinator or nominated academic must then determine whether the matter should be dealt with by the faculty, as provided in clause 18 of this policy, or referred to the Registrar for action under the By-law.

(a) If the allegations are such that, if proven, a penalty of failure in the unit of study would not be appropriate, the matter should be referred to the Registrar.

(b) If there is a credible allegation that:
   (i) another person has been engaged to complete or contribute to an assessment instead of the student; or
   (ii) the student has accepted such an engagement from another student the matter should be referred to the Registrar.

(9) If the Educational Integrity Coordinator or nominated academic forms the view that the conduct should be referred to the Registrar as set out in clause 17 (8), the student must be informed of this in writing.

(10) The Educational Integrity Coordinator or nominated academic must inform the examiner and the unit of study co-ordinator and the examiner of the outcome of the preliminary assessment process, and record that outcome on the student’s file.

Note: See the University Recordkeeping Policy and Recordkeeping Manual.

18 Determining allegations of plagiarism and academic dishonesty

(1) If the outcome of the Educational Integrity Coordinator or nominated academic’s preliminary assessment is that the matter is not one in which the student should be dealt with under subclauses 17(2), 17(3), 17(4) or referred to the Registrar, the Educational Integrity Coordinator or nominated academic will:

(a) inform the student in writing of the allegation as formulated;

(b) appoint a time and place for the student to attend an interview, which must conducted in the manner specified in the procedures; and

(c) provide the student with:
   (i) any further information and materials required by the procedures; and
   (ii) a copy of this policy and the procedures.

(2) Where allegations concern group work, the steps required by this policy must be undertaken separately in relation to each student involved. In particular:

(a) separate allegations must be formulated for each student;

(b) separate notifications must be provided to each student;

(c) each student must be the subject of separate consideration;

(d) students must not be interviewed together; and
(e) a determination made about one student must not be taken into consideration when determining allegations against another.

(3) The decision maker must be the Educational Integrity Coordinator or a nominated academic, and may be, but need not be, the same person who formed a preliminary view of the case as set out in 17 (1).

(4) The decision maker must consider:
   (a) the allegation as formulated;
   (b) any supporting material (copies of which must be provided to the student); and
   (c) any submissions made by or on behalf of the student.

19 Available determinations

(1) The decision maker must determine whether the student has engaged in:
   (a) no impropriety;
   (b) plagiarism; or
   (c) academic dishonesty.

(2) If a student who has been given reasonable notice does not attend an interview without good reason, the decision maker may determine the matter in the student’s absence.

20 Conclusion of no impropriety

If the decision maker concludes that the student has engaged in no impropriety:

   (a) the decision maker must inform:
      (i) the student;
      (ii) the examiner;
      (iii) the unit of study co-ordinator;
   and

   (b) if the work has not already been assessed, it must be returned to the examiner for assessment on its academic merit.

21 Conclusion of plagiarism or academic dishonesty

(1) If, after further consideration, the decision maker determines that the allegation of plagiarism or academic dishonesty is substantiated, he or she must inform the following of the conclusion reached:
   (a) the student;
   (b) the examiner;
   (c) the unit of study coordinator; and
   (d) if not the decision maker, the Educational Integrity Coordinator.

(2) If the decision maker concludes:
(a) that the work contains plagiarism but not dishonest plagiarism; and
(b) after consulting the student record, is satisfied that the plagiarism is due to a failure to fully understand referencing requirements

the decision maker must:

(c) direct the student to attend and successfully complete, within a specified period, an additional development course on academic integrity approved by the Office of Educational Integrity;

(d) inform the unit of study co-ordinator and, if not the decision maker, the Educational Integrity Coordinator, of the outcome; and

(e) provided that to do so would not confer an unfair advantage on any student, permit the student to resubmit the work for assessment:
   (i) within a specified time; and
   (ii) if appropriate, for a specified maximum mark;
   or

(f) permit the student to undertake alternative assessment:
   (i) within a specified time; and
   (ii) if appropriate, for a specified maximum mark.

(3) The Office of Educational Integrity must record the student’s completion of, and success or otherwise at, the additional development course.

(4) If a student who has been required to undertake and successfully complete an additional development course fails to do so, the decision maker must then:

(a) apply one or more of the actions specified in subclauses 21(5); and

(b) inform the following of this decision:
   (i) the student;
   (ii) the Educational Integrity Coordinator, if not the decision maker;
   (iii) the examiner; and
   (iv) the unit of study co-ordinator.

(5) If the decision maker concludes that the work contains dishonest plagiarism or that the student has engaged in academic dishonesty, the decision maker must apply one or more of the following outcomes:

(a) provided that to do so would not confer an unfair advantage on any student, require the student to resubmit the work for assessment or undertake alternative assessment:
   (i) within a specified time; and
   (ii) for a specified maximum mark.

(b) require the student to undertake other remedial action;

(c) apply a fail grade, a mark penalty or a mark to the work which reflects its unsatisfactory standard;

(d) apply a fail grade or a mark penalty to the unit of study; or

(e) if the decision maker considers the conduct to be sufficiently serious, refer the matter to the Registrar to be dealt with under the By-law.
(6) In any case where there is a conclusion of academic dishonesty in a substantial assessment item (as determined by the decision maker in his or her absolute discretion), the penalty should be a mark of zero for the assessment unless there are exceptional mitigating circumstances. The nominated academic may also impose a grade of FA for the unit of study.

(7) If the conduct would, if proven, constitute academic misconduct, the decision maker must refer the matter to the Registrar for investigation under the By-law.

(8) The decision maker must inform the original examiner, the student and the unit of study co-ordinator of the results obtained from any resubmission or other remedial action imposed.

22 Appeals

Students may appeal against academic decisions made under this policy in the manner provided in the University of Sydney (Student Appeals against Academic Decisions) Rule 2006 (as amended).

PART 6 - RESPONSIBILITIES

23 Responsibilities

(1) Demonstrating and embedding academic integrity is the responsibility of all members of the University community.

(2) The Deputy Vice-Chancellor (Education) through the Office of Educational Integrity is responsible for:
   (a) overseeing the maintenance of academic integrity in all courses across the University;
   (b) co-ordinating the work of faculties, Educational Integrity Coordinators and other decision makers to ensure consistency of practice and standards in education, detection and penalties;
   (c) developing and regularly updating one or more online academic integrity modules to be taken by all students in the early stages of the first semester of the award course in which they are enrolled;
   (d) maintaining University-wide systems and practices for prevention, detection and recordkeeping in relation to the maintenance of academic integrity;
   (e) making development courses available to all students in the University which:
      (i) build on education provided by faculties and any online modules; and
      (ii) provide additional education where problems are detected in student work that fall short of academic dishonesty.
   (f) reporting to the relevant Educational Integrity Coordinator the results of any student required to undertake further development courses under this policy;
   (g) providing information from the centralised record-keeping system about allegations and findings of plagiarism and academic dishonesty to the Educational Integrity Coordinators for reporting to faculties and the Academic Board.
(3) **The Deputy Vice-Chancellor (Registrar)** is responsible for:

(a) conducting investigations under the *By-law*; and

(b) making arrangements for University-administered examinations that eliminate or minimise the possibility of breaches of academic honesty.

(4) **The Academic Board** is responsible for:

(a) monitoring academic integrity throughout the University;

(b) scrutinising annual reports from faculties on breaches of academic integrity in coursework and research award courses; and

(c) making recommendations to faculties, the Vice-Chancellor and Deputy Vice-Chancellors.

(5) **Faculties** are responsible for:

(a) monitoring and overseeing the implementation of this policy and the procedures within the faculty;

(b) promoting good practice for all units of study and award courses which they administer;

(c) responding to requests for information from the Deputy Vice-Chancellors, the Office of Educational Integrity and the Academic Board;

(d) providing to all students, during the early stages of the first year of all undergraduate and postgraduate award courses, formal education (including tutorial exercises and scaffolded writing tasks) about:

(i) principles and practices of academic integrity;

(ii) appropriate acknowledgement;

(iii) paraphrasing;

(iv) developing effective written communication; and

(v) avoiding plagiarism and academic dishonesty.

(e) establishing and maintaining processes to require and monitor that all students successfully complete any online academic integrity modules endorsed by the Deputy Vice-Chancellor (Education) through the Office of Educational Integrity;

(f) monitoring and overseeing unit of study co-ordinators’ development and review of assessment requirements within each unit of study to provide academic integrity processes within the faculty that are consistent, aligned and effective; and

(g) reporting annually to the Academic Board on steps taken to support academic integrity within the faculty, based on reports of breaches provided by the Office of Educational Integrity from the centralised record-keeping system.

(6) **Deans** are responsible for:

(a) developing and supporting academic integrity within their faculty;

(b) monitoring and overseeing the implementation of this policy and the procedures within their faculty;

(c) appointing an Educational Integrity Coordinator within their faculty;

(d) assigning appropriate duties to professional staff to implement this policy; and
(e) appointing, as deemed appropriate, one or more additional nominated academics as decision makers in appropriate cases.

(7) **Educational Integrity Coordinators** are responsible for:

(a) monitoring and reporting on instances of plagiarism and academic dishonesty within their faculties consistently with this policy and the procedures;

(b) maintaining consistent decision making and high standards of academic integrity within their faculty, in line with guidelines from the Office of Educational Integrity;

(c) complying with the requirements of this policy and the procedures; and

(d) presenting a report, based on information from the Office of Educational Integrity, on all allegations of plagiarism and academic dishonesty each year to the faculty board and to the Academic Board as required by this policy.

(8) **Nominated Academics** are responsible for

(a) working with the Educational Integrity Coordinator to maintain consistent decision making and high standards of academic integrity within their faculty, in line with guidelines from the Office of Educational Integrity; and

(b) complying with the requirements of this policy and the procedures.

(9) **Unit of study co-ordinators** are responsible for:

(a) developing and supporting the academic integrity of assessment within the units of study for which they are responsible;

(b) designing and reviewing the assessment matrix of a unit of study each time it is offered to:

(i) embed academic integrity; and

(ii) eliminate or minimise opportunities for plagiarism or academic dishonesty, in light of any breaches of academic integrity that occurred when the unit was previously offered.

(c) providing unit of study outlines, or sites on the University’s Learning Management System, for each unit of study which:

(i) give clear information about the University’s policies and procedures on plagiarism and academic dishonesty; and

(ii) where appropriate, provide discipline or subject specific examples;

(d) reporting instances of suspected plagiarism and academic dishonesty; and

(e) implementing the requirements for assessment specified in this policy and the procedures, including the use of similarity detection software.

(10) **Teachers, including examiners**, are responsible for:

(a) educating students about academic integrity consistently with the plans of faculties and unit of study co-ordinators;

(b) advising students on academic integrity;

(c) maintaining academic integrity in all activities relating to learning and assessment;

(d) distinguishing original from plagiarised work; and

(e) reporting breaches of academic integrity consistently with this policy.
(11) **Students** are responsible for ensuring academic integrity in all learning and work completed by them.

   (a) Students undertaking group work who become aware of plagiarism or other academic dishonesty in their group’s work should make all reasonable attempts either:

       (i) ensure the work is correctly referenced prior to submission; or

       (ii) report the plagiarism or academic dishonesty to the unit of study co-ordinator.

   (b) Failure to do so may amount to collusion in unacceptable conduct.

**PART 7 - ADMINISTRATIVE MATTERS**

**24 Reporting to the faculty and the Academic Board**

(1) Each Educational Integrity Coordinator must provide an annual report to the faculty board and other appropriate committees containing:

   (a) the number of allegations of plagiarism and academic dishonesty received by the faculty during the previous year organised according to:

       (i) enrolment type (part time/full time);

       (ii) International or domestic status;

       (iii) gender;

       (iv) award course; and

       (v) year of award course;

   (b) a de-identified summary table of the outcomes of the allegations following investigation.

(2) In March each year, faculties must report information specified in subclause 24 (1) to the Academic Standards and Policy Committee of the Academic Board, along with a commentary on any further steps taken by the faculty to promote compliance with this policy and to ensure the academic integrity of its programs.

**25 Rescissions and replacements**

This document replaces the *Academic Dishonesty and Plagiarism in Coursework Policy 2012* which is rescinded as from the date of commencement of this document.

**NOTES**

*Academic Dishonesty and Plagiarism in Coursework Policy 2015*

Date adopted: 15 December 2015

Date commenced: 1 January 2016
AMENDMENT HISTORY

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<th>Provision</th>
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<td>13</td>
<td>Addition of note, administrative amendment only</td>
<td>1 January 2016</td>
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<td>10(2)(b), 12(2), 12(3), 12(4), 12(5), 17(2), 17(3), 17(4)(c), 17(6), 17(7), 17(9), 17(10), 18(1), 21(2)(f), 21(3), 21(4), 23(5)(c), 23(5)(f), 24(1)</td>
<td>Minor typographical corrections, administrative amendments only</td>
<td>27 January 2016</td>
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