Plagiarism Policy

Version	Approved by	Approval date	Effective date	Next full review
2.1	Director of Governance	25 February 2021	25 February 2021	January 2023

Policy Statement	
Purpose	To define plagiarism and its varied forms in education and research and describe the framework for managing plagiarism at UNSW.
Scope	This policy applies to all staff and students at UNSW. This includes contract and visiting staff, conjoint appointments, and researchers.

Policy Provisions

1. Introduction and definition of plagiarism

UNSW is committed to improving and transforming lives through excellence in research, outstanding education and advancing a just society. Underpinning this commitment and the pursuit of knowledge at the University are the principles of academic and research integrity.

Plagiarism involves a person using words or ideas of others and passing them off as their own[1] or republishing their own previously submitted work and presenting it as new findings or work without referencing the earlier work. It undermines academic and research integrity and is not tolerated at the University.

2. Types of plagiarism

Plagiarism includes:

Type	Description
Copying	Using the same or very similar text or idea to the original text or idea without appropriately acknowledging the source or using quotation marks. This includes copying materials, ideas or concepts from a book, article, report or other written document, presentation, composition, artwork, design, drawing, circuitry, computer program or software, website, internet, other electronic resource, or another person's assignment, without appropriate acknowledgement. This can also include combining cited and non-cited (copied) passages.
Inappropriate paraphrasing	Changing a few words and phrases while mostly retaining the original structure and/or progression of ideas of the original information without acknowledgement. This also applies in presentations where someone paraphrases another's ideas or words without credit and to piecing together quotes and paraphrases into a new whole, without appropriate referencing.
Collusion	Presenting work as independent work when it has been prepared in whole or part in through unauthorised collaboration with other people. This includes students providing their submitted work to another student for the purpose of them plagiarising, stealing or acquiring another person's academic work and copying it, offering to complete another person's work or seeking or receiving payment for completing academic work. This should not be confused with academic collaboration.

---

[1] Based on the definition developed for the University of Newcastle by the St James Ethics Centre and used with permission from the University of Newcastle.

Contract cheating	Contract cheating is also known as engaging in 'ghost-writing'. It is a form of collusion.
	When a student or researcher engages another person to complete work for them and then submits the work as their own.
	This includes circumstances where a student or researcher submits work they may have edited which was substantially the work of another person, or where a student or researcher prepares a draft that is substantially modified by another (beyond minor editing).
Inappropriate citation	Citing sources which have not been read, not acknowledging the 'secondary' source from which knowledge of them has been obtained.
	This may include fabricating citations, or inaccurately citing sources which goes beyond typographical errors.
Self-plagiarism	An author republishing their own previously submitted work and presenting it as new findings or work without referencing the earlier work, either in its entirety or partially.
	Self-plagiarism is also referred to as 'recycling', 'duplication', or 'multiple submissions of research findings' without disclosure. In the student or researcher context, self-plagiarism includes re-using parts, or all of a body of work that has already been submitted for assessment without proper citation.[2] Where a student is repeating a course, they should seek permission from the course coordinator before re-submitting, in whole or part, the same piece of assessment.

3. Plagiarism Management Framework

The University manages plagiarism through a framework of Codes of Conduct, Policies and Procedures set out in the Supporting Information section of this Policy. An illustration of their relationship and application at UNSW found out in the Appendix.

4. Roles & responsibilities

All UNSW staff and students are responsible for adhering to the principles of academic and research integrity.

Roles and responsibilities of staff, researchers and students in maintaining and managing academic and research integrity are set out in the respective Codes of Conduct, Policy and Procedures within the Plagiarism Management Framework.

5. Communication

Staff, researchers and students will be advised about the relevant Codes of Conduct, Procedures and respective Guidelines through email, websites and publications, formal and informal training, and the ELISE online induction module and quiz on Moodle.

6. Further information and advice

Students
Guidance for students on avoiding plagiarism and getting academic skills support are available at the UNSW Current Students website.

ELISE online induction module for all undergraduate and postgraduate coursework students.

Academic Skills and Support
W: http://www.lc.unsw.edu.au/
E: learningcentre@unsw.edu.au

Conduct & Integrity Office
E: studentconduct@unsw.edu.au.

Students may also seek advice and assistance from their course facilitator or lecturer.

---

[2] Source: M. Roig, *Avoiding Plagiarism, Self-plagiarism, and Other Questionable Writing Practices: A Guide to Ethical Writing*, The Office of Research Integrity at https://ori.hhs.gov/content/avoiding-plagiarism-self-plagiarism-and-other-questionable-writing-practices-guide-ethical-writing [accessed 24 July 2019].

Researchers
Guidance is available from:
- Your research supervisor
- Your Research Integrity Adviser
- UNSW Conduct & Integrity
  E: research.integrity@unsw.edu.au

Accountabilities	
Responsible Officer	Deputy Vice-Chancellor Academic & Student Life
Contact Officer	Director, Conduct & Integrity

Supporting Information	
Legislative Compliance	Nil
Supporting Documents	Student Plagiarism Procedure
Related Documents	UNSW Code of Conduct Student Code of Conduct Research Code of Conduct Student Misconduct Procedure Research Misconduct Procedure Assessment Policy
Superseded Documents	Plagiarism Policy, v2.0
File Number	2016/00350

Definitions and Acronyms	
Coursework Student	Any student enrolled in coursework programs.
Higher Degree Research Candidate	A person enrolled in a Higher Degree Research program, for example, Masters by Research, MPhil, Prof Doc or PhD.
Research Trainee/s	Coursework Students, Higher Degree Research Candidates or any Researcher who is within 5 years of obtaining their postgraduate qualification (i.e. Honours, Masters, MPhil or PhD), and are being supervised by another researcher. This also include visiting students who are enrolled at an external University but undertaking research or a research program at UNSW.
Researcher/s	Person or persons who conducts research. At UNSW this includes UNSW academic staff, UNSW professional staff, non-academics/professionals undertaking research, conjoint appointments (those who have been conferred an academic title by UNSW in accordance with the UNSW *Conferring Academic Titles Procedure*), and visiting appointments undertaking research at UNSW, whether on a full-time or part-time, or fixed term, continuing or casual basis. Researchers also includes Research Trainees, Higher Degree Research Candidates and Coursework Students.
University	University of New South Wales

Revision History				
Version	**Approved by**	**Approval date**	**Effective date**	**Sections modified**
1.0	President and Vice-Chancellor	11 December 2013	11 December 2013	This is a new policy
1.1	Acting Head of Governance	8 January 2016	8 January 2016	References to Pro-Vice Chancellor Students and Contact Officer amended
1.2	Acting Head of Governance	18 February 2016	29 February 2016	Administrative updates to senior leadership positions.
1.3	Administrative update by the Director of Governance	17 August 2016	17 August 2016	Admin update to staff/unit responsible for managing plagiarism under the *Student Misconduct Procedure; t*emplate refresh

1.4	Administrative update by the Director of Governance	8 August 2017	15 August 2017	Administrative update to senior positions
1.5	Administrative update by the Director of Governance	18 July 2019	18 July 2019	Minor changes arising from the Student Academic Integrity Audit to include amendment to the definition of copying and a new definition of contract cheating.
2.0	President and Vice-Chancellor	13 November 2019	1 January 2020	Full review of the policy.
2.1	Director of Governance	25 February 2021	25 February 2021	Administrative update to title of Responsible Officer and section 6

Appendix: Managing Plagiarism Framework

Codes of Conduct

Research Code of Conduct

Student Code of Conduct

Staff Code of Conduct

Policies

Plagiarism Policy

Procedures

Research Misconduct Procedure

Student Plagiarism Procedure

Student Misconduct Procedure