Plagiarism Policy Statement

Responsible Officer	Vice-President & Deputy Vice-Chancellor (Academic)		
Contact Officer	Vice-President & Deputy Vice-Chancellor (Research) Pro-Vice-Chancellor (Research Training) Pro-Vice-Chancellor (Students) and Registrar		
Superseded Documents	New policy		
Review	11 December 2016		
File Number	2013/20910		
Associated Documents	UNSW Code of Conduct Student Code Policy Student Misconduct Procedure Research Code of Conduct Procedure for Handling Allegations of Research Misconduct Assessment Policy		

Version	Authorisation	Approval Date	Effective Date
1.0	Authorised by the President and Vice-Chancellor	11 December 2013	11 December 2013

1. Preamble

UNSW has an ongoing commitment to foster a culture of learning informed by academic integrity. Plagiarism undermines academic integrity and is not tolerated at UNSW.

1.1 Purpose

This Policy Statement is to be used as the official source document for defining terms related to "plagiarism" by the UNSW Code of Conduct, the Student Code Policy, and the Research Code of Conduct and related procedures and guidelines. It is also to be used as the sole source of definitions for use in educational and training material for staff and students related to preventing or handling plagiarism.

2. Scope

This Policy Statement shows under which policies and procedures plagiarism is managed at UNSW for all staff, including contract staff, visiting staff and conjoint appointments; coursework students, and research students.

3. Definitions

3.1 Definition of Plagiarism

Plagiarism at UNSW is using the words or ideas of others and passing them off as your own. Below are examples of plagiarism including self-plagiarism.

Copying: Using the same or very similar words to the original text or idea without 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.

Inappropriate paraphrasing: Changing a few words and phrases while mostly retaining the original structure and/or progression of ideas of the original, and 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 produced in whole or part in collusion with other people. Collusion includes students providing their work to another student before the due date, or for the purpose of them plagiarising at any time, paying another person to perform an academic task and passing it off as your own, stealing or acquiring another person's academic work and copying it, offering to complete another person's work or seeking payment for completing academic work. This should not be confused with academic collaboration.

Inappropriate citation: Citing sources which have not been read, without acknowledging the 'secondary' source from which knowledge of them has been obtained.

Self-plagiarism: 'Self-plagiarism' occurs where an author republishes their own previously written work and presents it as new findings 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 context, self-plagiarism includes re-using parts of, or all of, a body of work that has already been submitted for assessment without proper citation.

4. Policy Statement

The University manages plagiarism through a framework of policy and procedures (section 5), ranging from a preventative and an educative approach through to penalties where plagiarism is substantiated. This framework is illustrated in Appendix B.

5. Legal & Policy Framework

- UNSW Code of Conduct
- Student Code Policy
- Student Misconduct Procedure
- Student Misconduct - Guidelines for Staff (draft)
- Research Code of Conduct
- Procedure for Handling Allegations of Research Misconduct

6. Implementation

6.1 Roles & Responsibilities

All UNSW staff and students have a responsibility to adhere to the principle of academic integrity.

Academic staff should include this principle in their assessment design and course outlines in order to assist students to avoid plagiarism.

The President and Vice-Chancellor has overall responsibility for supervision of the University and has the power to impose penalties for breach of discipline or for misconduct of any kind. This power may be delegated.

The Vice-President and Deputy Vice-Chancellor (Academic) has overall responsibility for the operation of the Student Misconduct Procedure.

The Pro-Vice-Chancellor (Student) and Registrar manages allegations of plagiarism under the Student Misconduct Procedure.

The Vice-President and Deputy Vice-Chancellor (Research) has overall responsibility for the operation of the Research Code of Conduct.

6.2 Support & Advice

Office of the Vice-President & Deputy Vice-Chancellor (Academic)
Office of the Vice-President & Deputy Vice-Chancellor (Research)
Office of the Pro-Vice-Chancellor (Students) and Registrar
Student Conduct and Appeals Officer

Questions on plagiarism should be directed to pvcstudentconduct@unsw.edu.au.

6.3 Communication

Staff and students will be advised about the relevant Codes of Conduct, Procedures and Guidelines through email, websites, publications as well as through formal and informal training.

6.4 Further Information

For staff

Information about assessment design to avoid plagiarism and the University's educative approach in managing allegations of plagiarism can be found on the Learning and Teaching Gateway and the Student Life and Learning web pages.

Staff members can also find information about how to handle student misconduct matters on the UNSW Student Life and Learning web pages.

Staff members can find information on academic plagiarism through the Research Ethics and Integrity section of the Research Gateway.

For students

Step-by-step guides for students about avoiding plagiarism and about student misconduct matters are available on the UNSW Student Life and Learning web pages.

7. Review

For review in three years after approval unless required earlier by the Vice-President & Deputy Vice-Chancellor (Academic), Vice-President & Deputy Vice-Chancellor (Research), Pro-Vice-Chancellor (Research Training) and/or Pro-Vice-Chancellor (Students) and Registrar.

8. Acknowledgements

The definition of plagiarism at UNSW can be found on the Student Life and Learning and the A-Z Student Guide (myUNSW) web pages. It was first used by the UNSW Learning Centre, for the *Guidelines on student plagiarism, hand book for students (2005)*. The definition was based on that proposed to the University of Newcastle by the St James Ethics Centre and is used with kind permission from the University of Newcastle. The examples were adapted with kind permission from the University of Melbourne.

The Office of Research Integrity paper by Dr Miguel Roig titled *"Avoiding plagiarism, self-plagiarism, and other questionable writing practices: A guide to ethical writing",* has been relied upon to develop the definition of Self-Plagiarism. The article can be sourced from: http://ori.dhhs.gov/sites/default/files/plagiarism.pdf [accessed 30 May 2013].

Appendix A: History

This policy is due for review three years from the date of approval.

Version	Authorised by	Approval Date	Effective Date	Sections modified
1.0	President and Vice-Chancellor	11 December 2013	11 December 2013	This is a new policy

Appendix B: Policy and Procedures Framework for Managing Plagiarism

Policies

| Research Code of Conduct | Student Code | Staff Code of Conduct |

Plagiarism Policy Statement

Procedures

| Procedure for handling allegations of Research Misconduct | Student Misconduct Procedure |

Guidelines

Student Misconduct guidelines for students

Student Misconduct guidelines for staff

How to avoid plagiarism - Student guide

Managing plagiarism for coursework students – guidelines for staff

Assessment procedure

Preventing plagiarism /Learning and teaching Assessment design