# Managing Plagiarism for Students Enrolled in Coursework Programs - Procedure

| Policy Hierarchy link | Plagiarism Policy Statement | | |
|---|---|---|---|
| Responsible Officer | Senior Deputy Vice-Chancellor & Senior Vice-President | | |
| Contact Officer | Director of Integrity<br>Manager, Student Integrity Unit<br>studentconduct@unsw.edu.au | | |
| Superseded Documents | Student Academic Integrity and Managing Plagiarism: Guidelines for Staff | | |
| File Number | 2015/38065 | | |
| Associated Documents | UNSW Code of Conduct<br>Student Code Policy<br>Student Misconduct Procedure<br>Plagiarism Policy Statement (draft)<br>Assessment Policy<br>Assessment Procedure (draft) | | |
| Version | Authorised by | Approval Date | Effective Date |
| 1.3 | Senior Deputy Vice-Chancellor | 3 August 2016 | 3 August 2016 |

## 1.  Introduction and Scope

UNSW has an ongoing commitment to fostering a culture of learning informed by academic integrity.  All UNSW staff and students have a responsibility to adhere to this principle of academic integrity.  Plagiarism undermines academic integrity and is not tolerated at UNSW.

The Plagiarism Policy Statement provides clear direction on the management of plagiarism.  It complements the frameworks of the UNSW Code of Conduct, the Student Conduct Policy, and the Research Code of Conduct.  The Policy Statement applies to all students and staff.

This Procedure flows from the Managing Plagiarism at UNSW Policy Statement and is a companion document to the Student Misconduct Procedure, and the Student Misconduct Procedure – Guidelines for Staff (draft) and must be read in conjunction with them.

This Procedure only applies to students enrolled in coursework programs on all UNSW campuses including domestic and international students.  This Procedure does not apply to research students or staff; for research students or staff please refer to the *Research Code of Conduct*.

## 2. Definitions

### *What is plagiarism at UNSW?*

**Plagiarism** at UNSW is defined in the *Managing Plagiarism at UNSW Policy Statement* as using the words or ideas of others and passing them off as your own.

See Appendix A for types of Plagiarism.

## 3. Prevention

UNSW's preventative and educative approach to plagiarism underpins the way in which we design assessment, the way we teach and the way we support students to develop academic skills to avoid plagiarism as follows:

**Academic staff:** in their assessment design and course outlines in order to assist students to avoid plagiarism. Staff are supported in this by the Learning and Teaching Unit.

**Students**: by understanding the appropriate academic skills required to avoid plagiarism. Students are supported by the Learning Centre.

## 4. Managing Plagiarism

### 4.1 Levels of Plagiarism

When Plagiarism is identified, the Level of Plagiarism (Level 1, 2 or 3) should firstly be determined, with reference to the criteria and illustrative examples in Table 1.

**Level 1 Plagiarism**

Level 1 constitutes minor plagiarism where inexperience is a mitigating factor. In this Level, plagiarism involves new and inexperienced students who are not sufficiently trained with appropriate academic skills, for example:

- First year UG students in first semester;
- PG students in first semester who are international students or who have not studied for some time.

Level 1 Plagiarism, while considered to be breach of the Student Code, is not managed under the Student Misconduct Procedure but at the School level. Level 1 Plagiarism occurs, for example, when there is a lack of appropriate academic skill, such as inappropriate citation.

**Level 2 Plagiarism**

Level 2 Plagiarism constitutes significant Plagiarism. Level 2 Plagiarism is managed at the School level, under the Student Misconduct Procedure as per pages 8-9 of this Procedure. Level 2 Plagiarism is student misconduct and is also a breach of the Student Code.

Examples include: more than one Level 1 instance of a lack of appropriate academic skill, for example, inappropriate citation, as well as presenting work in part in collusion with others. See Table 1 for illustrative examples.

**Level 3 Plagiarism**

Level 3 Plagiarism also constitutes significant Plagiarism and serious student misconduct. Level 3 Plagiarism is managed under the Student Misconduct Procedure as per pages 8-9 of this Guide. Level 3 is serious student misconduct where there is a breach of the Student Code and this breach is considered to be deliberate, reckless and/or involves gross and persistent negligence.

Examples include: presenting work in whole or significant part in collusion with others, the copying or theft of another student's assignment or paying for work to be done. See Table 1 for illustrative examples.

Typically the management of plagiarism begins at the School level. If upon investigation, the level of plagiarism is significant and serious misconduct, such as Level 3 Plagiarism, this must be referred to the Director of Integrity.

## 4.2  Action following Plagiarism Determination

When a student has been determined as having plagiarised, the actions should include one or more, from each of the following (Table 1, pages 4-5):

### Educative Action

All students should undertake some form of educative action either managed by the School or the Learning Centre except where exclusion is the penalty for plagiarism.

### Penalties

All students should have a penalty imposed. The degree of penalty, however, shall be appropriate to the degree of plagiarism. For students who have committed Level 1 Plagiarism it may be that their mark reflects the lack of scholarly achievement. For Level 2 it might be a 0% for the work or the course. For Level 3 Plagiarism, it may be 0% for the course or even suspension from UNSW.

### Registers

All student details are placed on a Register whether it is the Level 1 Plagiarism Register or the Student Misconduct Register for Levels 2 or 3 Plagiarism. Both Registers are managed by the Student Integrity Unit.

## 4.3  Procedural fairness and natural justice

Plagiarism allegations have the potential to impact directly on the interests of students. The principles of procedural fairness should therefore apply to the handling of all cases of Plagiarism. Key requirements of procedural fairness include:

- Ensuring students are accorded a fair hearing, meaning that their views about the allegation are heard before a decision is made (including as to any mitigating circumstances);
- That staff involved in decision making do not have any bias;
- That a decision is based on only relevant evidence.

Matters should also be progressed promptly, and students should be updated about any delays on the part of the University.

## 4.4  Confidentiality and Bias/Perception of Bias

All allegations and investigations of Plagiarism are to be dealt with confidentially to protect the privacy and interests of the student. Staff dealing with a suspected case of Plagiarism must ensure that there is no reasonable perception of bias towards the student concerned. In all cases, information should be treated in confidence and not released to any external agency unless required by law or the student has expressly consented to its release.

Analysis and internal reporting of plagiarism trends shall not identify students in any way. The records held in the Level 1 Plagiarism Register and Student Misconduct Register are only accessible by the  Student Integrity Unit and nominated Faculty and School officers.

**4.5 TABLE 1**
**Plagiarism: Types and Examples of Educative Action and Penalties**

| Plagiarism Levels | Types & Illustrative Examples | Educative Action | Possible Penalties | Registers |
|---|---|---|---|---|
| **Level 1**<br>Minor plagiarism is where inexperience is a mitigating factor.<br><br>Managed within School as per pages 6-7 of this Guide. | Only one instance of Level 1 Plagiarism allowed.<br><br>Insufficient or inadequate citation Minor plagiarism as judged by the responsible academic and/or having been reviewed by Turnitin.<br><br>*For example*:<br>A first year student used material from the internet without referencing the material. The lecturer realised that the student didn't understand that internet material had to be referenced in the same ways as books and journals.<br><br>Minor collusion involving very inexperienced students, *e.g.* first year students.<br><br>All instances should be considered the same Level matter if no intervention has been completed before the subsequent ones are identified (*e.g.* the student has not been spoken to about plagiarism in the first assessment before second was submitted or a similar offence occurs across concurrent courses). | Generally, the mark awarded for work may be reduced for the lack of scholarly achievement (*e.g.* you can deduct marks in line with the marking criteria for a failure to reference appropriately OR you can exclude the plagiarised material and mark what remains).<br><br>The relevant academic is responsible for providing educational intervention and education strategies, including referral to the Learning Centre. Each School/Faculty should have a procedure that draws on this document and provides guidance to staff on how to deal with these cases.<br><br>Educative intervention as student is allowed to repeat and resubmit the work for no penalty to mark. | Marker does not penalise for the plagiarism or breach(es) *per se*, but awards a mark that reflects the lack of scholarly achievement (*i.e.* mark reflects the marking criteria were not met).<br><br>Reduction in marks by stated amount as a consequence of plagiarism.<br><br>Student repeats and resubmits work for a maximum result of 50% (because work would otherwise fail if plagiarised material excerpted). | Plagiarism Register.<br><br>This record remains only for the duration of a student's career at UNSW. The Register holds details of the type of plagiarism and educative action recommended.<br><br>A student's record is wiped from this Register following conferral of their degree. |

| Plagiarism Levels | Types & Illustrative Examples | Educative Action | Possible Penalties | Registers |
|---|---|---|---|---|
| **Level 2**<br><br>Significant plagiarism involving student misconduct and a breach of the Student Code.<br><br>Level 2 Plagiarism must be formally investigated by a Designated Officer as per the *Student Misconduct Procedure*, pages 8-9 of this Guide. | Where there is more than 1 instance of Level 1 plagiarism;<br><br>Usually applies where there is substantial plagiarism in a single piece of work.<br><br>Minor collusion.<br><br>For example:<br>A group of students worked together on an assignment after they had been told it was not allowed and some parts of the answers were identical. | Educative intervention by School on appropriate writing skills and academic integrity.<br><br>Educative Intervention through Learning Centre workshops. | Reduction in marks by stated amount as a consequence of plagiarism.<br><br>Student repeats and resubmits work for a maximum result of 50%.<br><br>Resubmission of corrected work for a capped mark or capped pass for entire course.<br><br>0% for the work.<br><br>0% for the course. | Student Misconduct Register.<br><br>A record is held in the Student Misconduct Register. This record can be reported to external agencies if requested following a student's graduation. The Register holds details of the type of plagiarism and actions including penalties recommended. |
| **Level 3**<br><br>Significant plagiarism and serious student misconduct where there is a breach of the Student Code and this breach is considered to be deliberate, reckless and/or involves gross and persistent negligence.<br><br>Refer to Director of Integrity.<br><br>The Director of Integrity appoints an Investigating Officer or instructs the Student Integrity Unit to investigate in accordance with the *Student Misconduct Procedure* as per pages 8-9 of this Guide. | Repeated instances of academic misconduct at Level 2.<br><br>Significant collusion.<br><br>Submission of the complete work of another person.<br><br>Purchase of the work to be assessed.<br><br>For example:<br>A student bought an entire essay worth 50% off the internet which was detected through Turnitin. | Educative intervention by School on appropriate writing skills and academic integrity.<br><br>Educative Intervention through Learning Centre workshops. | Mandatory referral of Serious Misconduct matters to the Director of Integrity;<br><br>0% for the work.<br><br>0% for the course.<br><br>Suspension from the University.<br><br>Permanent exclusion from the University.<br><br>Annul previous grades awarded for relevant courses and listed on an academic transcript.<br><br>Revocation of an award (degree, diploma, certificate, prize or scholarship). | Student Misconduct Register.<br><br>A record is held in the Student Misconduct Register. The Register holds details of the type of plagiarism and actions including penalties recommended. This record can be reported to external agencies if requested following a student's conferral. |

## 4.6  Roles in handling plagiarism at UNSW

Academic staff are responsible for identifying plagiarism.  Level 1 and Level 2 Plagiarism matters are managed at School and Faculty level while Level 3 Plagiarism matters are referred to the Director of Integrity.

The Student Integrity Unit advises University staff on misconduct matters and manages the Level 1 Plagiarism Register and the Student Misconduct Register.  The Student Integrity Unit can provide training to Schools on the misconduct framework, procedural fairness and how to use the Plagiarism and Student Misconduct Registers.
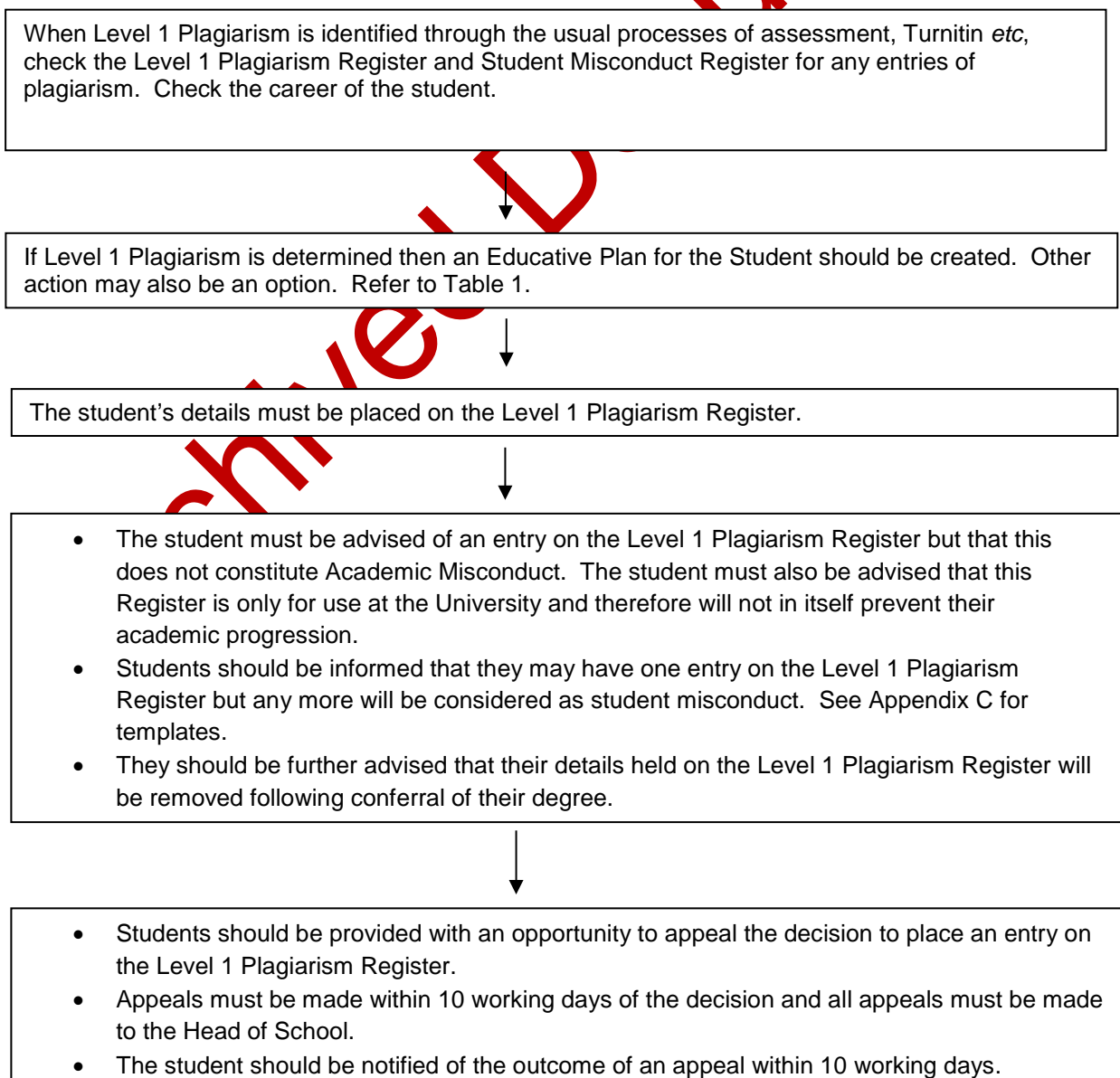
Please see Appendix B for the full description of the various roles at UNSW.

## 4.7  The Process

### 4.7.1  Level 1 Plagiarism

Level 1 Plagiarism is not managed under the *Student Misconduct Procedure* but rather, as an educative process with penalties still applying.  Matters will be recorded on the Level 1 Plagiarism Register.

## Managing Level 1 Plagiarism

When Level 1 Plagiarism is identified through the usual processes of assessment, Turnitin *etc*, check the Level 1 Plagiarism Register and Student Misconduct Register for any entries of plagiarism.  Check the career of the student.

If Level 1 Plagiarism is determined then an Educative Plan for the Student should be created.  Other action may also be an option.  Refer to Table 1.

The student's details must be placed on the Level 1 Plagiarism Register.

- The student must be advised of an entry on the Level 1 Plagiarism Register but that this does not constitute Academic Misconduct.  The student must also be advised that this Register is only for use at the University and therefore will not in itself prevent their academic progression.
- Students should be informed that they may have one entry on the Level 1 Plagiarism Register but any more will be considered as student misconduct.  See Appendix C for templates.
- They should be further advised that their details held on the Level 1 Plagiarism Register will be removed following conferral of their degree.

- Students should be provided with an opportunity to appeal the decision to place an entry on the Level 1 Plagiarism Register.
- Appeals must be made within 10 working days of the decision and all appeals must be made to the Head of School.
- The student should be notified of the outcome of an appeal within 10 working days.

## 4.7.2   Levels 2 and 3 Plagiarism

Investigating allegations of Level 2 and Level 3 Plagiarism using the *Student Misconduct Procedure.*

**Please note:** Check the Level 1 Plagiarism and Student Misconduct Registers first for any entries of plagiarism.  Check the career of the student.

**After Level 2 or 3 Plagiarism are Determined**
If Level 2 or 3 Plagiarism is determined, then an investigation is carried out in accordance with S7 of the Student Misconduct Procedure (SMP).

Misconduct
S5 SMP Template 1

Allegation, in writing and supported by evidence, is referred to the Designated Officer (DO) for your School/Faculty, *e.g.* SEO, HOS or Dean for further investigation.

Student to be notified within 10 working days.

Serious Misconduct
S6 SMP Template 1

Allegation, in writing and supported by evidence, is referred to the Director of Integrity (via Student Integrity Unit. studentconduct@unsw.edu.au.  Director of Integrity will instruct the Student Integrity Unit to investigate or appoint an Investigating Officer (IO) or refer matter to an external body.

Student to be notified within 10 working days.

DO/Investigating Officer (IO) advises student that an allegation of plagiarism has been made.  Student is offered the opportunity to respond in writing and/or at interview - use Template 3 – See Appendix C for templates.

Notification to student is emailed to their student email address.

Student has 5 working days to respond.  If there is no response from student, contact Student Integrity Unit.  When student responds, arrange and conduct interview.

Making a determination S7.2 – SMP.
- Previous findings of plagiarism or misconduct should not be taken into account at this stage, look only at the evidence of this matter.
- After evaluation of the evidence provided, decide whether on the balance of probability the allegation/s against the student is proven.
- Refer to Penalties on Table 1 of this Procedure regarding appropriate and consistent penalties.
- Compile an investigation report – Template 2

**Penalties - Misconduct**

If the allegation/s is proven, before imposing or recommending any penalty, the DO will:

- Refer to Penalties on Table 1 of this Procedure and consult the Student Integrity Unit to ensure consistency;
- Where penalty is appropriate the following may be taken into account - any previous findings of misconduct, penalties imposed, year/level of student, extenuating circumstances;
- Send a written report to Student Integrity Unit at conclusion of investigation.

**Penalties – Serious Misconduct**

If the allegation/s is proven, before imposing or recommending any penalty the Student Integrity Unit/IO will:

- Refer to Penalties on Table 1 of this Procedure;
- Where penalty is appropriate the following may be taken into account - any previous findings of misconduct, penalties imposed, year/level of student, extenuating circumstances;
- Prepare recommendations for approval of Director of Integrity.

Inform student of the outcome including any penalties – Template 3 - attach the Report

**Appeals S8 - Misconduct**

- A student may appeal a finding of misconduct to the Director of Integrity only on the grounds of lack of procedural fairness;
- Appeal must be in writing (email) and lodged within 10 working days of notification of outcome;
- The Director of Integrity may determine the appeal should not proceed on grounds that it is frivolous, vexatious, or lack of procedural fairness is not applicable;
- If the appeal does not proceed, the appellant will be notified and all avenues of appeal within the University will be exhausted;
- If the appeal does proceed, the Director of Integrity may act in accordance with the procedure for Serious Misconduct – see S8.1.3 and S8.2 of Student Misconduct Procedure.

**Appeals S8 – Serious Misconduct**

- A student may appeal a finding of misconduct to the DVC(E) only on the grounds of lack of procedural fairness;
- Appeal must be in writing (email) and lodged within 10 working days of notification of outcome;
- The DVC(E) may determine that the appeal should not proceed on grounds that it is frivolous, vexatious, or lack of procedural fairness is not applicable;
- If the appeal does not proceed, the appellant will be notified and all avenues of appeal within the University will be exhausted;
- If the appeal does proceed, the DVC(E) may act in accordance the provisions of the procedure for Serious Misconduct – see S8.2 of Student Misconduct Procedure.

**Implementation of outcome**
- If no appeal, the penalty/ies are implemented at the expiration of the appeal period;
- If matter proceeds to an appeal, the student is notified of outcome with reasons.

**No further avenues of appeal exist within the University and penalty/ies may now be implemented.**

### 4.8  Administrative Actions

**Record keeping**

Notes and documentation must be kept at all stages of an investigation and stored on an appropriate confidential University file, *e.g.* E-TRIM.  The Student Integrity Unit can advise.

**Registers**

At the conclusion of the matter the DO or delegated staff member must enter details that Plagiarism has been committed on the relevant Registers, Level 1 Register or the Student Misconduct Register regardless of whether or not a penalty was imposed.

## 5.  Acknowledgements

Contributions including templates and other documents from Schools (Social Sciences and Law) were particularly useful in compiling this Procedure.

## 6.  History

| Version | Authorised by | Approval Date | Effective Date | Sections modified |
|---------|---------------|---------------|----------------|-------------------|
| 1.0 | Vice-President and Deputy Vice-Chancellor (Academic) | 10 December 2013 | 10 December 2013 | New document |
| 1.1 | Acting Head of Governance | 2 December 2015 | 2 December 2015 | All references to Contact Officer amended. |
| 1.2 | Senior Deputy Vice-Chancellor | 29 February 2016 | 29 February 2016 | Responsible and contact officers |
| 1.3 | Senior Deputy Vice-Chancellor | 3 August 2016 | 3 August 2016 | Section 4.1, 4.5-7, 4.7.2 to reflect change in responsibility for Level 3 Plagiarism |

**Appendices**

**Appendix A**

**Types of Plagiarism**

**Copying:** Using the same or very similar text or idea 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 where there has been general group discussion about a project or question but where each student writes his/her own answer.

**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.

### Appendix B

### Roles at UNSW

### Central Roles

**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 Senior Deputy Vice-Chancellor (SDVC)** has overall responsibility for the operation of the *Student Misconduct Procedure*.  **The SDVC** has overall responsibility for the operation of the Research Code of Conduct.

**The Deputy Vice-Chancellor (Education)** determines appeals of decisions made by the Director of Integrity.

**The Director of Integrity** manages allegations of plagiarism under the *Student Misconduct Procedure*.  The Director of Integrity has day-to-day operational responsibility for student misconduct through the Student Integrity Unit. The Director of Integrity determines Level 3 Plagiarism matters referred to them, as well as hears and determines appeals of decisions made by Schools.

**The Student Integrity Unit** works out of the Office of the Senior Vice-President and Senior Deputy Vice-Chancellor.  The Student Integrity Unit advises University staff on misconduct matters and manages the Level 1 Plagiarism Register and the Student Misconduct Register.  The Student Integrity Unit can provide training to Schools on the misconduct framework, procedural fairness and how to use the Plagiarism and Student Misconduct Registers.  The Student Integrity Unit conducts investigations as directed by the Director of Integrity, including Level 3 Serious Misconduct plagiarism matters referred by Schools as well as reviews of appeals against school decisions.  Recommendations are made to the Director of Integrity who determines each case.

### Faculty Roles

### Associate Dean (Education) (ADE)
The Associate Dean (Education) or equivalent has overall responsibility for ensuring this Procedure is implemented across their faculty or research unit.  This includes ensuring compliance with the procedure, and working to achieve change in managing plagiarism at UNSW.

### Designated Officer (DO) or Head of School/Discipline (HOS)
In terms of ensuring this Procedure is implemented at the local level, the Head of School/Discipline has responsibility for this working with Faculty and School Ethics Officers.

In terms of investigating allegations of plagiarism, the Head of School/Discipline determines matters after their investigation.  In the *Student Misconduct Procedure* this role is called the 'Designated Officer'.  The Head of School/Discipline decides who investigates all Level 2 Plagiarism matters and can decide to undertake the investigation themselves, delegate the investigation to a School or Faculty Ethics Officer or another member of Academic Staff, or refer the Level 3 Plagiarism to the Director of Integrity as appropriate.

If the Head of School/Discipline is absent or has a conflict of interest, or decides to delegate this responsibility, they can do so to another staff member.  Potential Designated Officers are approved by the **Senior Deputy Vice-Chancellor** in accordance with the UNSW Delegations of Authority and are limited to:

- Deans and Associate Deans;
- Heads of School and Heads of Discipline;
- Deputy Heads of School and Deputy Heads of Discipline;
- Faculty Ethics Officers and School Ethics Officers;
- Directors or CEOs of Research Centres.

**School Student Ethics Officer (SSEO)**

Each School is required to appoint a School Student Ethics Officer (SSEO) who is responsible for assisting with the management of plagiarism, both in terms of individual instances and the wider issues around academic standards. This staff member is often also responsible for other issues around student misconduct, such as cheating in tests or other attempts to improperly gain academic advantage.

Along with the Head of School/Discipline, the SSEO is responsible for:

1. Facilitating knowledge and awareness of academic integrity issues within the School or faculty;
2. Coordination, in conjunction with Associate Deans and Heads of School, relevant activities and initiatives in relation to plagiarism and academic integrity;
3. Providing advice to staff when plagiarism is detected;
4. Providing advice to staff on this Procedure and the *Student Misconduct Procedure;*
5. Receiving formal notifications of an allegation of plagiarism and conducting investigations;
6. Making requests to the Student Integrity Unit about whether a student is already on the Level 1 Plagiarism Register and/or Student Misconduct Register;
7. Ensuring students who are determined to have plagiarised at Level 1 are placed on the Level 1 Plagiarism Register;
8. Ensuring students who are determined to have plagiarised at Levels 2 or 3 are placed on the Student Misconduct Register;
9. Liaising with Deans, Associate Deans, Heads of School and the Student Integrity Unit on all related matters.

The SSEO role can vary between Schools and Faculties, and sometimes the role is part of the position requirements of the Deputy or Associate Head of School. Some Faculties have program areas and research centres that report directly to an Associate Dean, and operate outside or across established Schools. Such program areas and research centres can appoint their own ethics officer, with the same obligations as the SSEO in this Procedure, or with the consent of a School utilise the SSEO of one of the Schools.

**Faculty Student Ethics Officer (SSEO)**

Some Faculties may also appoint a Faculty Student Ethics officer, to assist the AD (E) with Faculty wide management of plagiarism matters.

**Learning Centre**

The Learning Centre is responsible for assisting staff and students with education and resources about plagiarism and academic integrity.

**Learning and Teaching @ UNSW**

Learning and Teaching @ UNSW is responsible for providing advice on designing assessment tasks that minimise or discourage plagiarism.

**Appendix C – Email Templates.**

**SUSPECTED PLAGIARISM REPORT FORM**

**PART A – Reporting Plagiarism**

**Student details**

| NAME: | | |
|---|---|---|
| ID: | Year: | Program: |
| Contact details (email) | | |

**Assessment details**

| Semester and year: |
|---|
| Course code and title: |
| Assessment task: |
| Weight of the assessment in course (%): |

**Suspected Plagiarism identified by the Course Coordinator**

| Description (nature, specific sections/pages in the submitted document: |
|---|
| |

**Additional comments**

| |
|---|
| |

**Suspected Plagiarism reported by**

| Name of Course Coordinator: | |
|---|---|
| Email: | |
| Signature: | Date: |

## PART B – Response

**School Student Ethics Officer's Response to the Report**

| Year of study: | Plagiarism level: |
|---|---|
| ☐ Year 1, Semester 1, ☐ Year 1, Semester 2 | ☐ Level 1 Plagiarism |
| ☐ Exchange or transfer student, Semester 1 | ☐ Level 2 Plagiarism (Misconduct) |
| ☐ Year 2 and above | ☐ Level 3 Plagiarism |
| ☐ Postgrad, Semester 1 | (Serious Misconduct) |
| ☐ Postgrad, Semester 2 and above | |

Outcome:

☐ No meeting required with SSEO; refer to Course Coordinator

☐ Meeting required with SSEO

| Date of meeting: | Venue: |
|---|---|

Meeting with:

**School Office Administrator**

☐ Check School database for previous reports, Level of previous (if any) ……………..
☐ Date student/s notified of suspected plagiarism ......................
☐ Enter report on School database
☐ Add to Meeting Schedule (note previous reports if any)

**Determination by School Student Ethics Officer**

**Summary of Incident (please write a short summary of the case)**

**Penalty applied and/or Outcome/Action:**

☐ Educative action by course coordinator

☐ Resubmit for maximum grade of 50 by ......................date.

☐ Deduction of ….....% applied to grade

☐ Mark adjusted to zero

☐ Refer Learning Centre

☐ No penalty

☐ Other (please specify)

☐ Refer Director of Integrity (Level 3 mandatory)

☐ Placement on Level 1 Plagiarism Register

☐ Placement on Student Misconduct Register

**School Office Administrator**

☐ Date student/s informed of decision ........................
☐ Enter on School database
   1. Penalty applied and/or Outcome/Action
   2. Summary of Incident

**Certified correct**

| Name: | Signature: | Date: |
|---|---|---|

School Student Ethics Officer

Email:

**Appendix C – Email Templates.**

**FACULTY REFERRALTO LEARNING CENTRE**
**Gwyn Jones email: learningcentre@unsw.edu.au**

**PART A – Referral of Instance of Plagiarism**

| Student details | | |
|---|---|---|
| NAME: | | |
| ID: | Year: | Program: |
| Contact details (email) | | |

| Assessment details |
|---|
| Semester and year: |
| Course code and title: |
| Assessment task: |
| Weight of the assessment in course (%): |

| Suspected Plagiarism identified by the Course Coordinator |
|---|
| Description (nature, specific sections/pages in the submitted assignment: |

| Previous Plagiarism Incidents |
|---|
| ☐ Check School database for previous reports of plagiarism<br>☐ Level 1 ☐ Level 2 ☐ Level 3<br>☐ |

| Additional comments |
|---|
| |

| Suspected Plagiarism reported by | |
|---|---|
| Name of Course Coordinator: | |
| Email: | |
| Signature: | Date: |

**PART B – Learning Centre - Report to Faculty**

**Student details**

| STUDENT NAME: | | |
|---|---|---|
| ID: | Year: | Program: |
| Contact details (email) | | |

**The Learning Centre Response to the Report**

| Year of study: | Plagiarism level: |
|---|---|
| ☐ Year 1, Semester 1 | ☐ Level 1 Plagiarism |
| ☐ Year 1, Semester 2 | ☐ Level 2 Plagiarism (Misconduct) |
| ☐ Exchange or transfer student, Semester 1 | ☐ Level 3 Plagiarism (Serious Misconduct) |
| ☐ Year 2 and above | |
| ☐ Postgrad, Semester 1 | |
| ☐ Postgrad, Semester 2 and above | |

Date (s) of Consultation:

Meeting with:

**Summary of Learning Centre Action taken:**

**Referral Completed by:**

| Name: The Learning Centre | Signature: | Date: |
|---|---|---|
| Student Signature: | | Date: |
| Student ID: | | |

**Email Templates for Faculties or Schools**

**1.00    Templates for notification of allegations of Plagiarism to students**

**Level 1 Plagiarism**
DATE
NAME
Student No.

Dear [Student]

An allegation of plagiarism has been referred to me by <course co-ordinator> in regards to an assessment task you have submitted to <course code>.

This allegation has been investigated by the School Student Ethics Officers and we have determined that this is a Level 1 Plagiarism instance under the *UNSW Managing Plagiarism for Students Enrolled in Coursework Programs.*

Your assessment task has been returned to the course convenor for appropriate educative action and your name has been placed on the Level 1 Plagiarism Register. You should expect your course convenor to contact you in the near future to arrange a meeting to discuss this issue.

For information on the range of student support services available at UNSW click here: https://student.unsw.edu.au/support

Please be advised that if you do not follow UNSW guidelines on correct referencing and intellectual attribution in the future, this will likely result in more serious consequences.  A student is permitted only one Level 1 plagiarism instance.

If you have any questions about these allegations or the educative processes relating to plagiarism please contact me.


Yours sincerely
Name
Position

**Levels 2 and 3 Plagiarism**

DATE
NAME
Student No.

Dear [Student]

An allegation of academic misconduct, Level < > Plagiarism, has been referred to me by <course co-ordinator> in regards to an assessment task you have submitted to <course code>. I attach a copy of the work in which plagiarism is suspected, with the relevant sections identified.

In accordance with the University's *Student Misconduct Procedure*, I have been appointed as the Designated Officer responsible for enquiries into the allegation against you:

http://www.gs.unsw.edu.au/policy/documents/studentmisconductproceduree.pdf

You should read these procedures carefully, in particular Section 7 as it outlines how this matter will be investigated. I also draw your attention to the UNSW Student Code Policy:

https://www.gs.unsw.edu.au/policy/documents/studentcodepolicy.pdf

In order to investigate a matter I interview a student, and you need to contact me by (insert date not less than seven days away). You may bring a support person or friend to the interview if you wish.

Alternatively, you can provide a written statement by (insert date not less than seven days away) and I will finalise the investigation on the basis of the information I have before me and the statement you send me.

For information on the range of student support services available at UNSW click here: https://student.unsw.edu.au/support.

The student association on campus, Arc@UNSW, has student advocates available to provide independent advice about the University's *Student Misconduct Procedure*. You may contact a Student Support Officer on (02) 9385 7700 or email advice@arc.unsw.edu.au for help. All students can access this service and it is free. If you have any questions about these allegations or the misconduct processes please contact me.


Yours sincerely
Name
Position

### 2.00    Misconduct Report (if required)

**REPORT OF AN INVESTIGATION OF AN ALLEGATION OF PLAGIARISM**

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**SURNAME, First name**                                                                                      **Stu ID**

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**STUDENT BACKGROUND:**
(Include program details and academic standing)

**ALLEGATION:**
(State allegations)

**DISCUSSION:**

(Details of discussion with student)

**RECOMMENDATIONS:**

1.    That

2.    That

3.    That

Name
Title
Date:
Approved:

Name
Faculty/School/Department Designated Officer
Date:

### 3.00 Plagiarism determination email (signed by investigator and sent with report)

Ref: 2012/

Contact:

Phone: +61 2 9385 XXXX

Email:

Date:

Name
[mailto:EMAIL]


Dear ....

I enclose a copy of the report sent to the Designated Officer (School/Faculty), setting out the details in regard to the allegation that you have committed plagiarism and indicating the factors that were considered in mitigation.

The report recommends:
- That

- That

The Designated Officer has accepted these recommendations.


Appeals
Under the Procedures, www.policy.unsw.edu.au/procedure/studentmisconduct.pdf, you may appeal this decision. Section 8 Appeals indicates that you have 10 working days to lodge an appeal in writing. No response from you will be taken as an acceptance of the above decision. Section 8.1.1 of the procedures indicates that appeals can only be based on the following grounds of lack of procedural fairness in the investigation process conducted by the Investigation Officer.

I note that you can seek advice from the student association on campus, Arc@UNSW, about lodging an appeal. You may contact a Student Support Officer on (02) 9385 7700 or email advice@arc.unsw.edu.au for help. All students can access this service and it is free.

Please contact me if you have any questions.


Yours sincerely

Name
Title