Managing Plagiarism for Students Enrolled in Coursework Programs - Procedure

Version	Approved by	Approval date	Effective date	Next full review
1.4	Deputy Vice-Chancellor Academic	25 July 2017	15 August 2017	December 2016

Procedure Statement		
Purpose	This Procedure describes the steps for managing plagiarism for students enrolled in coursework programs in UNSW. It must be read in conjunction with the *Plagiarism Policy,* which applies to all students and staff, and the *Student Misconduct Procedure*.	
Scope	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*.	
Are Local Documents on this subject permitted?	☐ Yes, however Local Documents must not breach mandatory requirements in University-wide Codes of Conduct, Policies, Standards and Procedures.	☐ No
Procedure Processes and Actions		

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1. 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.

2. Managing Plagiarism

2.1. 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 undergraduate students in first semester
- Postgraduate 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 of Conduct* (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 Section 2.7.2 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 Section 2.7.2 of this Procedure. 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, UNSW Integrity.

2.2. 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 (See also Table 1):

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.

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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.

2.3. 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.

2.4. 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.

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2.5. Table 1 - Plagiarism: Types and Examples of Educative Action and Penalties

Plagiarism Levels	Types & Illustrative Examples	Educative Action	Possible Penalties	Registers
Level 1 Minor plagiarism is where inexperience is a mitigating factor. Managed within School as per pages 6-7 of this Procedure.	Only one instance of Level 1 Plagiarism allowed. Insufficient or inadequate citation Minor plagiarism as judged by the responsible academic and/or having been reviewed by Turnitin. For example: 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. Minor collusion involving very inexperienced students, e.g. first year students. 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). 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. 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). Reduction in marks by stated amount as a consequence of plagiarism. Student repeats and resubmits work for a maximum result of 50% (because work would otherwise fail if plagiarised material excerpted).	Plagiarism Register. 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. A student's record is wiped from this Register following conferral of their degree.

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Plagiarism Levels	Types & Illustrative Examples	Educative Action	Possible Penalties	Registers
Level 2 Significant plagiarism involving student misconduct and a breach of the Student Code. Level 2 Plagiarism must be formally investigated by a Designated Officer as per the *Student Misconduct Procedure*, pages 7 and 8 of this Procedure.	Where there is more than 1 instance of Level 1 plagiarism; Usually applies where there is substantial plagiarism in a single piece of work. Minor collusion. For example: 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. Educative Intervention through Learning Centre workshops.	Reduction in marks by stated amount as a consequence of plagiarism. Student repeats and resubmits work for a maximum result of 50%. Resubmission of corrected work for a capped mark or capped pass for entire course. 0% for the work. 0%for the course.	Student Misconduct Register. 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 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. Refer to Director, UNSW Integrity. The Director, UNSW Integrity appoints an Investigating Officer or instructs the Student Integrity Unit to investigate in accordance with the *Student Misconduct Procedure* as per pages 7 and 8 of this Procedure.	Repeated instances of academic misconduct at Level 2. Significant collusion. Submission of the complete work of another person. Purchase of the work to be assessed. For example: 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. Educative Intervention through Learning Centre workshops.	Mandatory referral of Serious Misconduct matters to the Director, UNSW Integrity; 0% for the work. 0%for the course. Suspension from the University. Permanent exclusion from the University. Annul previous grades awarded for relevant courses and listed on an academic transcript. Revocation of an award (degree, diploma, certificate, prize or scholarship).	Student Misconduct Register. 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.

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2.6. 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, UNSW 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.

Refer to Appendix B for the full description of the various roles at UNSW.

2.7. The Process

2.7.1. 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.

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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.

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

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- 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.

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2.7.2. 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.

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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 Section 5 of the *Student Misconduct Procedure* (SMP).

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Misconduct
S3 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
S4 SMP Template 1

Allegation, in writing and supported by evidence, is referred to the Director, UNSW Integrity (via Student Integrity Unit. studentconduct@unsw.edu.au. Director, UNSW 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.

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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.

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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 S5.2 – 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, UNSW Integrity.

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

Appeals S6 - Misconduct

- A student may appeal a finding of misconduct to the Director, UNSW 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, UNSW 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, UNSW Integrity may act in accordance with the procedure for Serious Misconduct – see S6.1.3 and S6.2 of the *Student Misconduct Procedure*.

Appeals S6 – Serious Misconduct

- A student may appeal a finding of misconduct to the PVCA 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 DVCA 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 DVCA may act in accordance the provisions of the procedure for Serious Misconduct – see S6.2 of the *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.

Document

2.8. 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.

3. Acknowledgements

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

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Accountabilities	
Responsible Officer	Deputy Vice-Chancellor Academic
Contact Officer	Director, UNSW Integrity studentconduct@unsw.edu.au
Supporting Information	
Legislative Compliance	This Procedure supports the University's compliance with the following legislation: Nil
Parent Document (Policy)	Plagiarism Policy
Supporting Documents	
Related Documents	UNSW Code of Conduct Student Code of Conduct Student Misconduct Procedure Plagiarism Policy Assessment Policy Assessment Design Procedure Assessment Implementation Procedure
Superseded Documents	Managing Plagiarism for Students Enrolled in Coursework Programs – Procedure, v1.3
File Number	2015/38065
Definitions and Acronyms	
Plagiarism	Plagiarism at UNSW is defined in the *Plagiarism Policy* as using the words or ideas of others and passing them off as your own. See Appendix A for types of Plagiarism.

Revision History

Version	Approved 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
1.4	Deputy Vice-Chancellor Academic	25 July 2017	15 August 2017	Administrative update to reflect changes in senior management.

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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.

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

The Deputy Vice-Chancellor (Academic) determines appeals of decisions made by the Director, UNSW Integrity.

The Director, UNSW Integrity manages allegations of plagiarism under the *Student Misconduct Procedure*. The Director, UNSW Integrity has day-to-day operational responsibility for student misconduct through the Student Integrity Unit. The Director, UNSW 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 Conduct and Integrity Unit, within the Office of the Deputy Vice Chancellor Academic. 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, UNSW 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, UNSW Integrity who determines each case.

Faculty Roles

Associate Dean (Education)/Academic (ADE/ADA)

The Associate Dean (Education)/Academic 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, UNSW 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 Deputy Vice Chancellor Academic 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

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- 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 ADE/ADA 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.

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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 assignment:

Additional comments

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

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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 ☐ Exchange or transfer student, Semester 1 ☐ Year 2 and above ☐ Postgrad, Semester 1 ☐ Postgrad, Semester 2 and above	☐ Level 1 Plagiarism ☐ Level 2 Plagiarism (Misconduct) ☐ Level 3 Plagiarism (Serious Misconduct)

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, UNSW Integrity (Level 3 mandatory)

☐ Placement on Level 1Plagiarism 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:

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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
☐ Level 1 ☐ Level 2 ☐ Level 3
☐

Additional comments

Suspected Plagiarism reported by

Name of Course Coordinator:	
Email:	
Signature:	Date:

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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: ☐ Year 1, Semester 1 ☐ Year 1, Semester 2 ☐ Exchange or transfer student, Semester 1 ☐ Year 2 and above ☐ Postgrad, Semester 1 ☐ Postgrad, Semester 2 and above	Plagiarism level: ☐ Level 1 Plagiarism ☐ Level 2 Plagiarism (Misconduct) ☐ Level 3 Plagiarism (Serious Misconduct)
Date (s) of Consultation:	
Meeting with:	
Summary of Learning Centre Action taken:	

Referral Completed by:

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

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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

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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/studentmisconductprocedures.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 of Conduct*:
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

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2.00 Misconduct Report (if required)

REPORT OF AN INVESTIGATION OF AN ALLEGATION OF PLAGIARISM

SURNAME, First name **Stu ID**

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:

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

Ref: 2017/

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 Student Misconduct Procedure, https://www.gs.unsw.edu.au/policy/documents/studentmisconductprocedures.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

Archived Document