

ACADEMIC MISCONDUCT POLICY

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1 Context

This policy outlines the principles and procedures for handling cases where a student is found to have plagiarised the work of another person.

2 Scope

2.1 Rationale

UBSS is required to establish protocols and procedures for addressing instances of plagiarism by students.

2.2 Legislative Context

- The Higher Education Support Act (HESA)
- The Educational Services for Overseas Students Act (ESOS): 2000 The National Code

3 Definitions

Item	Definition
Plagiarism	Plagiarism is the practice of presenting someone else’s ideas or work as one’s own, without acknowledging the source. It is a form of academic misconduct.
Academic Misconduct	Academic Misconduct is behaviour displayed by a student that is contrary to School Rules or Code of Conduct. It often refers to misconduct in the preparation and submission of academic work/assessments.
Turnitin	Turnitin is a learning and teaching software technology. It scans and checks for plagiarism in submitted documents and is incorporated into the assessment submission process at UBSS.
Academic Integrity	Academic Integrity is the moral code or ethical policy of academia. This includes values such as avoidance of cheating or plagiarism; maintenance of academic standards; honesty and rigor in research and academic publishing and/or writing.

4 Principles of Plagiarism

In all forms of written and spoken scholarly work, including assessments, every thought, theory, finding, suggestion or opinion that comes from a source other than the author must be accompanied by a clear indication of that source. Failing to indicate the source is referred to as plagiarism. Plagiarism can be avoided through accurate referencing.

Plagiarism applies to commercially produced materials and to the work of other students or colleagues. It affects adversely the learning and scholarship of all students and negatively impacts on the perceived integrity of a degree or an award. It is in the long-term interests of all staff and students to minimise the incidence of plagiarism.

Examples of plagiarism include:

- Copying parts of any document, audio-visual material, computer-based material or artistic work without acknowledging the source. This comprises copying directly from the original version or from a secondary source (e.g., photocopy and email), or by any other means including memorising;
- Using or extracting another person's concepts, results, processes or conclusions and passing them off as one's own; Summarising and paraphrasing another person's work without acknowledging the source;
- Preparing an individual assignment collaboratively and then submitting work that is substantially the same as another student's assignment. This does not include legitimate forms of cooperation such as students discussing their work with others, exchanging ideas or seeking help from lecturers;
- Having another person write an assessment item for them;
- Using on-line devices or services where another individual or third party produces work on behalf of a student that the student claims as their own.
- Not acknowledging sources that are quoted or used is a form of academic misconduct for which students are penalised according to the UBSS Rules Relating to Student Misconduct and Appeals for Students.

5 Seriousness of Plagiarism

Students in breach of the School's plagiarism policy are subject to severe disciplinary action.

Students encouraging, assisting or colluding with another person to help them commit plagiarism may also be penalised.

UBSS uses Turnitin to help identify plagiarism in written assessments.

To discourage plagiarism among students, teaching staff should clearly explain and exemplify what constitutes plagiarism in their particular subject. Teaching staff should advise students to ensure that each quotation or piece of written work, design, work of art, computer program or any other material is clearly acknowledged according to the recommended referencing guidelines. **Plagiarism**

can also be minimised if assessment methods are used that place less emphasis on material that may be easily plagiarised.

Students should be advised to be particularly diligent in regard to acknowledging the work of others if they are working collaboratively on an assessment item.

6 Guidelines for Reducing Plagiarism

The following guidelines are designed to reduce the incidence of plagiarism:

In all subjects that include non-supervised reports as part of the overall assessment, lecturers should spell out clearly the meaning of plagiarism and the School's policies on plagiarism;

- Students who lack skills in using references to produce own-reports should be strongly encouraged by their lecturers to seek help from the Learning Support Coordinator (LSC), including attendance at classes that the LSC provides on how to avoid plagiarism;
- Become familiar with the style of acknowledgment recommended for use in a particular subject (usually either the Harvard or Chicago style);
- Write the source on any notes or copies made from any document or electronic sources such as the Internet, and keep a detailed list of sources;
- Use quotation marks or some other acceptable form of acknowledgment when quoting directly from a work. It is not enough merely to acknowledge the source;
- Submit all written reports through Turnitin - this guideline has the secondary benefit of providing a safe record of students' materials;
- Students are allowed one, and only one, trial submission of reports through Turnitin. Their second submission is therefore their final submission;
- For group assignments only one person (normally the Group Leader) should make the submission.

6.1 Penalties for Plagiarism – First Case

To take an example of how the penalty system operates - a group report is being marked out of 30 (the maximum percentage permitted by UBSS for non-supervised work). First, the group leader can submit the report on Turnitin and check the similarity score. Second, if the latter is above 20 percent, the team should use appropriate, academically accepted methods to reduce the score below 20 percent (they should also build in a safety margin by aiming to be well below 20 percent). Third, the group leader should then submit the final version of the report on Turnitin. If the similarity score is 20 percent or less, the report is marked out of 30. However, if the score is, say 40, the maximum mark for the report is reduced by 12 marks ($30 \times 20/50$) to 18. If the similarity score is 70 percent or above, the students' mark for the report is zero.

6.2 Penalties for Plagiarism – Second and Later Cases

The penalty for the particular assignment, in the form of marks lost, is the same as for the first case of plagiarism.

However, for a second case of plagiarism, the **Academic Coordinator** places a reprimand on the student's journal. For a third case of plagiarism, the **Academic Coordinator** places a final reprimand on the student's journal and advise the student that a further act of plagiarism may lead to the student being expelled from the course and UBSS premises. For more than three cases of plagiarism, the **Executive Dean** must bring the matter to the attention of the Academic Board, which will advise on potential expulsion from the course and UBSS premises.

7 Other Examples of Academic Misconduct

There are other academic misconduct that should be noted including 'cheating', fraud, and collusion.

Cheating is the gaining of a reward for ability or finding an easy way out of an unpleasant situation by dishonest means. It is generally used for the breaking of rules to gain unfair advantage in a competitive situation. This broad **definition** will necessarily include acts of bribery, cronyism, sleaze, nepotism and any situation where individuals are given preference using inappropriate criteria.

Fraud is deliberate deception to secure unfair or unlawful gain. **Fraud** is both a civil wrong (i.e., a **fraud** victim may sue the **fraud** perpetrator to avoid the **fraud** and/or recover monetary compensation) and a criminal wrong (i.e., a **fraud** perpetrator may be prosecuted and imprisoned by governmental authorities).

Collusion is an agreement between two or more parties, sometimes illegal and therefore secretive, to limit open competition by deceiving, misleading, or defrauding others of their legal rights, or to obtain an objective forbidden by law typically by defrauding or gaining an unfair market advantage.

Similar penalties apply to these types of misconduct in turn determined by the Academic Integrity Committee.

8 Misconduct/Plagiarism Appeals

Appeal. If the complainant is not satisfied with this outcome, they may submit their complaint in writing with full supporting documentation to the **Chair** of the UBSS Academic Senate. The **Chair** of UBSS Academic Senate must establish a committee of members from the Academic Senate within 10 working days to consider the complaint. The complainant must be notified in writing of the outcome within a reasonable period of time.

Second Appeal. Students dissatisfied with the decision by the UBSS Academic Senate may request that the matter be dealt with by an independent external third party group. International Students can take their appeal to the Overseas Students Ombudsman (OSO). More information is available at www.oso.gov.au

9 Document Change Control

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