| | Academic and Scientific Misconduct Policy | |
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| pol-001 | Version: 1.05 Last amendment: 27 Jan 2013 | Approved By: Council Date: 04 May 2005 |
| | Next Review: May 2008 | Contact Officer: Deputy Vice-Chancellor |

# INTRODUCTION

Academic integrity is an essential component of scholarly activity. Such activity involves researching, understanding and building upon the work of others and requires that credit be given to others where it is due, and that the contributions of others be acknowledged. The University expects a high level of professional conduct from staff and students. Plagiarism, collusion and related forms of cheating, academic dishonesty and fraud are neither acceptable nor permitted.

The University will implement controls for the prevention and detection of plagiarism, collusion and related forms of cheating, academic dishonesty and fraud. The University will also take steps to ensure that staff and students know of their obligations in relation to these.

# STATEMENT OF AUTHORITY

The authority behind this policy is the _Charles Darwin University Act 2003_ (NT) part 3, section 15.

# INTENT

This policy is intended to provide the framework for management, including prevention, detection and dealing with, plagiarism, collusion and related forms of cheating, academic dishonesty and fraud at the University.

# RELEVANT DEFINITIONS

**In the context of this document:**

**Collusion** means another person assisting in the production of an assessment submission or body of work without the express requirement, or consent or knowledge of the assessor;

**Governing documents** means a FORMALLY APPROVED document that outlines non-discretionary governing principles and intentions, in order to guide University practice. Governing documents are a formal statement of intent that mandate principles or standards that apply to the University's governance or operations or to the practice and conduct of its staff and students they include the CDU Act, by-laws, policies, procedures, guidelines, rules, codes, the Strategic Plan and the Enterprise Agreement;

**Plagiarism** means the presentation of the work of another without acknowledgement;

**Senior Executive** means a staff member in the position of Vice-Chancellor, Deputy Vice-Chancellor, Pro Vice-Chancellor or Executive Director of the University;

**Senior Manager** means a staff member in the position of Director or Head of School of the University; and

**Staff** means anyone engaged by or associated with the University and includes all permanent, casual, adjunct, honorary or contracted staff (whether full-time or part-time), volunteers or those holding University offices or who are a member of a University committee.

## POLICY

**Plagiarism**

Staff and students may use information and ideas expressed by others, but this use must be identified by appropriate referencing. Material that is subject to plagiarism includes, but is not necessarily limited to:

- Written work, such as essays, books, reports, theses, journal articles and computer programs, whether published or unpublished;

- Research material such as data, results or conclusions; and

- Non word-based material such as musical scores, mathematical formulae, audio-visual material, art and industrial plans (in short, any product of another person's mental labour).

The medium in which the work is presented does not affect the issue of whether plagiarism occurs. Any material copied and used as one's own (whether from the written word, audio, video or electronic media such as the internet) is covered under this policy.

**This policy will be implemented in a way that ensures:**

- Compliance with relevant legislative requirements and prevailing community standards of best practice;

- Compliance with the University *Quality Policy*;

- The investigation process is fair to both the person suspected of plagiarism, collusion and related forms of cheating, academic dishonesty and fraud, and the person or people who suspect this has occurred;

- The academic standards of the University are upheld; and

- There is adequate training and available information, especially in areas that make plagiarism and collusion less likely to occur.

**Charles Darwin University is committed to:**

- Reviewing and clearly documenting procedures and guidelines that relate to plagiarism, collusion and related forms of cheating, academic dishonesty and fraud;

- Compliance with relevant legislation, policies and procedures with regard to ethical academic practices;

- Identifying competency needs and providing appropriate training and professional development of staff to meet those needs; and

- Investigating and reporting on the status of controls and findings within the University in accordance with the University's *Fraud Control Policy*.

The Deputy Vice-Chancellor is responsible for developing, reviewing and implementing governing documents that specify the University's requirements on matters specifically relating to plagiarism, collusion and related forms of cheating, academic dishonesty and fraud in learning and teaching. The Deputy Vice-Chancellor is also responsible for monitoring that such activities are carried out, as appropriate, in compliance with relevant University governing documents.

The Pro Vice-Chancellor, Research and Research Training, is responsible for developing, reviewing and implementing governing documents that specify the University's requirements on matters specifically relating to plagiarism, collusion and related forms of cheating and academic dishonesty and fraud in research and research training. The Pro Vice-Chancellor, Research and Research Training, is also responsible for monitoring that such activities are carried out, as appropriate, in compliance with relevant University governing documents.

The Senior Managers are responsible for implementing the Academic and Scientific Misconduct Policy within their School or business unit, and ensuring that staff and students are made aware of their compliance responsibilities.

## ESSENTIAL SUPPORTING INFORMATION

**Internal**

Academic Business Policy

Code of Ethics

Fraud Control Policy

Internal Control Policy

Quality Policy

**External**

Copyright Act 1968 (Commonwealth)

Policy Sponsor: Vice-Chancellor
Policy Contact Officer: Deputy Vice-Chancellor

## Document History and Version Control

| Version | Date Approved | Approved by | Brief Description |
|---|---|---|---|
| 1.00 | 04 May 2005 | Council | Creation of original document and posting to CDU website |
| 1.01 | 24 Oct 2007 | Vice-Chancellor | Amend Pro Vice-Chancellor (Teaching and Learning) to Deputy Vice-Chancellor (Teaching and Learning) to reflect change in position title; and<br><br>Inclusion of new position titles throughout the document which reflect the new VET structure EG: NT Manager, Director VET, NT Industry Clusters. |
| 1.02 | 28 Dec 2010 | Governance | • Convert document into new template.<br><br>• Add statement of authority, relevant definitions, document history and version control and essential documents in keeping with new policy format.<br><br>• Amend minor grammatical and spelling errors.<br><br>• Amend Deputy Vice-Chancellor Research to Deputy Vice-Chancellor Research and International to reflect change in position title.<br><br>• Amend Deputy Vice Chancellor, teaching and Learning to Senior Deputy Vice-Chancellor to reflect change in position title.<br><br>• Amend Audit and Risk Committee to Finance, Risk and Review Committee to reflect change in committee title. |
| 1.03 | 14 Jan 2011 | Governance | • Contact officer changed to Chair, Academic Board<br><br>• Minor changes to spelling, formatting and grammar |
| 1.04 | 20 Dec 2011 | Governance | Changed position titles in line with new organisational restructure. |
| 1.05 | 27 Jan 2013 | Governance | • Convert document to current template<br>• Amend Finance Risk and Review Committee to Audit and Risk Committee in line with title change<br>• Amend contact officer from Chair, Academic Board to Deputy Vice-Chancellor<br>• Assign document number<br>• Updated hyperlinks |