



Student Plagiarism Management Process (SPMP)

No: 03.3.01

Version: 1.01 Current

Approved: Academic Board

Date Approved: 17 April 2006

Administered: Governance

Next Review: April 2008

Intent:

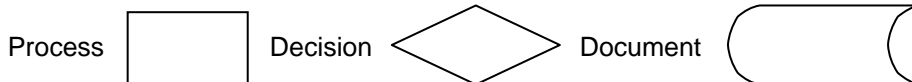
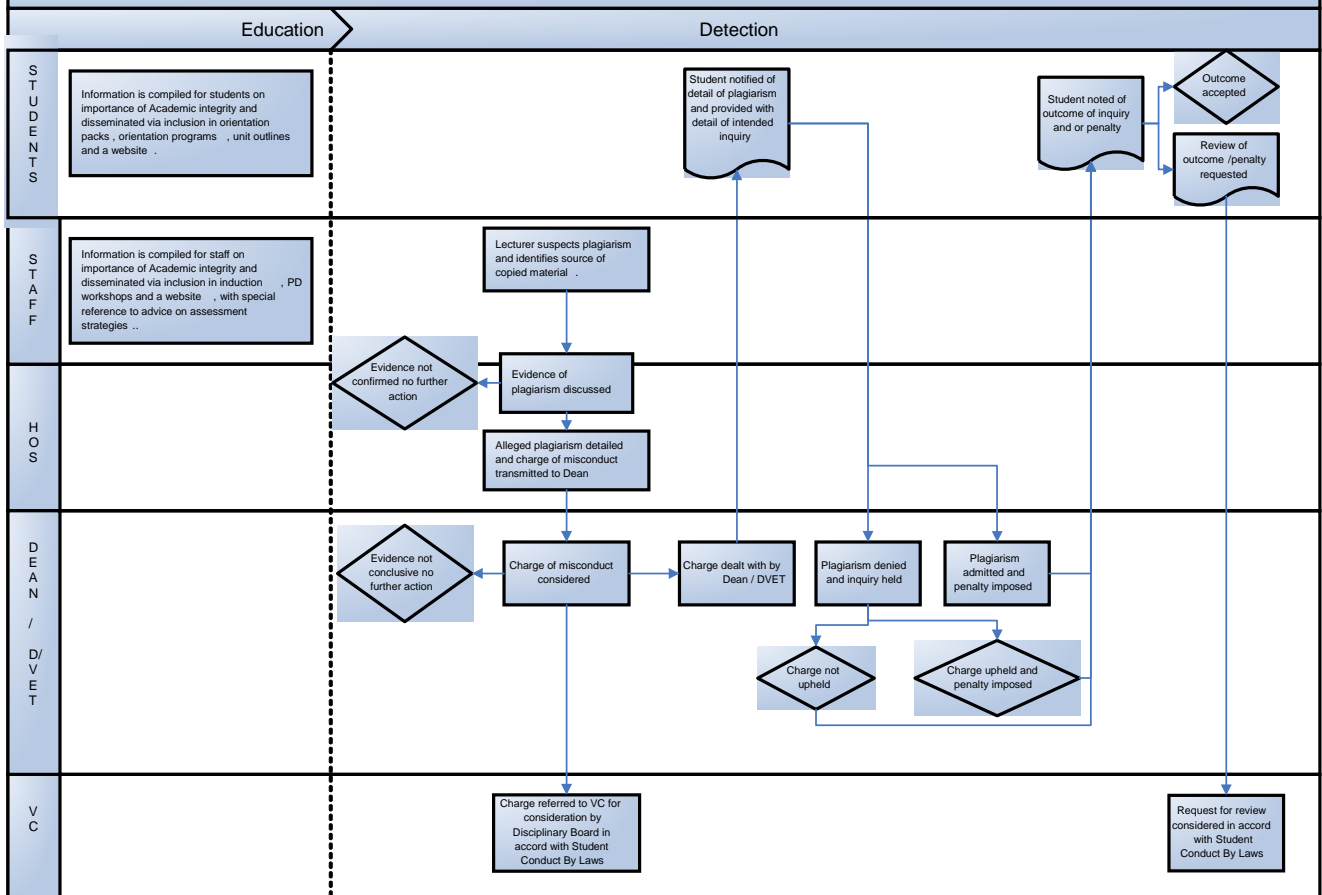
To facilitate the upholding of academic integrity via a transparent and fair process for detecting and managing plagiarism.

Attributes:

Essential features of SPMP:

- A recognition of the need to educate both staff and students about what plagiarism is and how to identify it;
- A transparent and open detection process;
- A fair and reasonable penalisation process;
- Respect for fairness and Privacy laws;
- Clarification of what officers are involved in what stage of the process;
- Appropriate links to Student Conduct By-Laws and University Internal Control and Fraud Control Policies.

Plagiarism Process



Phase I		
Education - Consideration is given to an educative process for both staff and students.		
Process Step	Summary of Process	Responsibility
Information is compiled for students and staff on importance of Academic integrity	Information on academic integrity to be prepared for inclusion in orientation packs, within orientation programs, and on the website.	Leader, Teaching and Learning Development Group
Dissemination of information	Ensure each unit outline contains requirements for citation, together with the School/NT Industry Cluster's required (or preferred) referencing style, where appropriate. Ensure each unit outline contains warnings on Plagiarism and reference to University Plagiarism Processes.	Lecturer
Assignment Cover sheet (appended)	Ensure assignment cover sheets contains an acknowledgement of originality with appropriate referencing and citations as a declaration of authorship.	Lecturer Student
Phase II		
Detection - Consideration is given to a fair process of confirming plagiarism and the imposition of appropriate penalties .		
Process Step	Summary of Process	Responsibility
An incidence of plagiarism is suspected	Source of copied material is identified.	Lecturer
Evidence of plagiarism confirmed	Suspected plagiarism and evidence of it, discussed with Head of School / NT Manager. (If Lecturer also Head of School / NT Manager suspected plagiarism discussed with Dean / Director VET). If evidence not confirmed, no further action taken, if evidence confirmed charge of misconduct laid.	Lecturer Head of School / NT Manager. *
Charge of misconduct laid	Head of School / NT Manager informs Dean/Director VET in writing specifying detail and evidence of alleged plagiarism	Head of School/ NT Manager. *
Determination of whether charge to be pursued and by who	In accordance with the Student Conduct By- Laws detail of misconduct in relation to plagiarism considered and decision made: a) To take no further action (where evidence of plagiarism is not considered conclusive) b) To hold an inquiry (Dean / Director, VET decides to deal with charge) c) To refer to the Vice Chancellor for hearing by Disciplinary Board (in cases of repeat/serial plagiarism where appropriate penalty is withholding of award and or expulsion/exclusion)	Dean / Director, VET *
Charge dealt with by Dean	In accordance with the Student Conduct By-Laws the student is notified in writing of detail of alleged plagiarism and	Dean / Director, VET *

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	<p>a) invited to state in writing whether the charge is admitted or denied</p> <p>b) informed that an inquiry will be held into the charge on a date specified in the notice (not less than 6 days after the notice is issued and at a specified time and place) if charge denied.</p> <p>The inquiry will take the form of an interview with the student where the student will be given an opportunity to respond to the allegation of plagiarism. The student, if they wish, may be represented at the interview by any other person except a legal practitioner. The interview may be in person or via teleconference or video-conference, depending if the student is on or off campus. Where a student fails to attend an interview, the Dean / Director, VET may, at their discretion, seek to re-arrange or proceed and deal with the charge.</p>	Student
Outcome of charge	<p>Where a student has admitted plagiarism or the Dean / Director, VET finds a charge of plagiarism proved at an inquiry, the Dean / Director, VET, in consultation with the Head of School / NT Manager and taking into account the extent of the plagiarism, the student's background and previous experience in tertiary studies and the student's knowledge and intent, will impose a penalty of:</p> <p>a) counselling and an opportunity to re-submit</p> <p>b) a reduction in marks for the work in question</p> <p>c) zero marks for the work in question</p> <p>d) recording a fail grade for the unit</p>	Dean/ Director, VET *
Notification and record keeping	<p>The Dean / Director, VET will provide written notice to the student concerned of the findings of the inquiry and any penalty imposed in regard to a charge of misconduct involving plagiarism being proved (including where a student has admitted the charge) within seven days of the admission or within seven days of the date of the inquiry.</p> <p>The Dean / Director, VET will keep a written record of all charges of plagiarism admitted by students and those upheld after an inquiry together with detail of penalties imposed with such information being appended to the relevant student files.</p> <p>In cases where a charge is upheld as a result of an inquiry the Dean/ Director, VET must ensure that a brief record of the evidence considered by the inquiry is maintained.</p>	Dean/ Director, VET *
Appeal provisions	<p>In accordance with the Student Conduct By-Laws, a student aggrieved by the finding of the Dean at an inquiry or by the penalty imposed in relation to plagiarism within a period of 14 days beginning with date of issue of the notice of the findings of the inquiry or the notice of penalty following admission of the charge, may apply to the Vice Chancellor for review as set out in clause 10 of the Student Conduct By-Laws</p>	Student

* The relevant Head of School / NT Manager and Dean / Director, VET for this process are those which have responsibility for the delivery of unit(s) in which plagiarism is suspected to have occurred.

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ASSESSMENT COVER SHEET

Student Name	
Student ID	
Assessment Title	
Unit/ Module	
Lecturer/Tutor	
Date Submitted	
Office use only Date Received	

KEEP A COPY

Please be sure to make a copy of your work. If you have submitted assessment work electronically make sure you have a backup copy.

PLAGIARISM

Plagiarism is the presentation of the work of another without acknowledgement. Students may use a limited amount of information and ideas expressed by others but this use must be identified by appropriate referencing.

CONSEQUENCES OF PLAGIARISM

Plagiarism is misconduct as defined under the Student Conduct By-Laws. The penalties associated with plagiarism are designed to impose sanctions on offenders that reflect the seriousness of the University's commitment to academic integrity.

I declare that all material in this assessment is my own work except where there is a clear acknowledgement and reference to the work of others. I have read the University's Academic and Scientific Misconduct Policy and understand its implications.*
<http://www.cdu.edu.au/governance/documents/3.3academicandscientificmisconduct.doc>.

Signed.....Date.....

* By submitting this assignment and cover sheet electronically, in whatever form you are deemed to have made the declaration set out above.

Document History and Version Control

Version	Date Approved	Approved by	Brief Description
1.00	7 April 2006	Academic Board	Original process posted to web
1.01	24 October 2007	Vice-Chancellor	Inclusion of new position titles throughout the document which reflect the new VET structure NT Manager, Director VET, NT Industry Cluster