



THE UNIVERSITY OF  
**NOTRE DAME**  
A U S T R A L I A

**POLICY:**  
**STUDENT ACADEMIC INTEGRITY**

---

<b>Purpose</b>	To guide and inform staff and students about the University's expectations and processes in relation to the upholding of Student Academic Integrity
<b>Applicability</b>	All Higher Education Students (excludes VET Students)
<b>Support Resources</b>	University-authorized text-matching software
<b>Responsible Executive</b>	Pro Vice Chancellor, Academic
<b>Responsible Office</b>	Office of the Pro Vice Chancellor, Academic
<b>Due for Formal Review</b>	December 2016
<b>Modification History</b>	Version III: updated and renamed as Student Academic Integrity Policy and approved by Vice Chancellor April 2015. Previous policy called Academic Misconduct Policy. Version II: edited January 2010. Version I: approved by VC 21/11/2007.

<b>1</b>	<b>INTRODUCTION.....</b>	<b>3</b>
<b>2</b>	<b>SCOPE .....</b>	<b>3</b>
<b>3</b>	<b>DEFINITIONS .....</b>	<b>3</b>
<b>4</b>	<b>PRINCIPLES.....</b>	<b>4</b>
<b>5</b>	<b>GUIDELINES - PLAGIARISM .....</b>	<b>5</b>
<b>6</b>	<b>RELATED REGULATORY REQUIREMENTS AND SUPPORT DOCUMENTS .....</b>	<b>8</b>
<b>7</b>	<b>INSTITUTIONAL SUPPORT FOR ACADEMIC INTEGRITY .....</b>	<b>8</b>
	<b>Appendix I: Student Academic Integrity Policy.....</b>	<b>9</b>

## 1 INTRODUCTION

---

- 1.1 The University of Notre Dame Australia is committed to the pursuit of excellence in teaching, scholarship and research.
- 1.2 Fundamental to this commitment is that all students uphold the principle of Academic Integrity which is underpinned by the values of honesty, fairness, respect and responsibility.
- 1.3 The General Regulations provide that *a violation of academic integrity is misconduct and is any action taken by a Student that includes, but is not limited to, cheating, plagiarism and any other conduct by which a Student seeks to gain for themselves, or for any other person, any academic advantage or advancement to which they or the other person is not entitled.*
- 1.4 The Student Academic Integrity Policy (**Policy**) provides guidance on how violations of Academic Integrity (in particular, Plagiarism) will be dealt with by the University.

## 2 SCOPE

---

This Policy applies to all staff and students but does not apply to Vocational Education and Training (VET) students.

## 3 DEFINITIONS

---

- 3.1 For the purposes of this Policy, the following apply:

**“Plagiarise”** and **“Plagiarism”** - to take and use as one’s own (the thoughts, writings, inventions, etc., of another person); copy (literary work, ideas, etc.) improperly or without acknowledgement; pass off the thoughts, work, etc. of (another person) as one’s own<sup>1</sup>

**Plagiarism** can include, but is not limited to:

- *Plagiarism of ideas* - claiming credit for someone else’s thoughts, ideas, designs, works of art or inventions.
- *Word-for-word plagiarism* - copying the exact expression of someone’s writing or a very close approximation to it.
- *Plagiarism of sources* – using another person’s citations without acknowledging the source of the citations.
- *Plagiarism of authorship* –claiming to be the author of an entire piece of work — an article, an essay, a book, a musical composition — fully or substantially authored by another; e.g. when a student submits an essay written by someone else (such as a friend or someone who has been paid to write it). Translating an article from another language and publishing it under one’s name, as if one had written it, is plagiarism of authorship but not word-for-word plagiarism.
- *Fabrication* - the falsification or invention of any information or citation in an assessment.

---

<sup>1</sup> “Plagiarise”, The Shorter Oxford Dictionary, Lesley Brown ed. (Oxford, Clarendon Press, 1993), 2231

3.2 Reference to other defined terms or University staff titles not outlined in this section 3 of the Policy, have the same definition prescribed in the General Regulations.

#### **4 PRINCIPLES**

---

The following principles underpin this Policy:

- Eliminating plagiarism is fundamental to building institutional reputation and standards.
- Students have a responsibility for maintaining honesty in all work submitted for credit and in any other work required in a unit.
- It is perfectly acceptable for students to incorporate other peoples' ideas into their work with appropriate acknowledgement.
- Respecting the work of others by ensuring proper acknowledgement of sources is fundamental to responsibility in scholarship.
- Fostering proper acknowledgement practice and avoiding over-assessment is the key to minimising plagiarism.
- A range of techniques including modelling of good practice (for example by acknowledging sources used in lectures), the careful design of assessment tasks, clear instructions for group work, proper use of citations as an assessment criterion, and the formal teaching of research and citation practices are instrumental in minimising plagiarism.
- Academic staff will always consider the possibility of plagiarism, but decide when and how to check for plagiarism on the basis of their experience and judgement, including use of text-matching software.
- A student's ignorance of their obligations in relation to acknowledgement of sources is no defence or excuse in relation to any violation allegation.
- Use of the graphics and other media copied from a webpage or copying the 'look and feel' of a webpage may contravene the originator's copyright and normal acknowledgement rules apply.
- Students who knowingly or negligently allow their work to be used by other students or who otherwise aid others in academic dishonesty are violating academic integrity.
- There is a distinction between receiving help in understanding concepts or discussing ideas and actually having the work done by another person.
- Copying material from an internet (or other electronic) source demands acknowledgement of sources.
- Culpability may be assessed differentially for those with more and less experience as members of the academic community.
- University academic staff and administrators who know of academic dishonesty infractions are ethically bound to report such incidents.

## 5 GUIDELINES - PLAGIARISM

---

5.1 The University classifies Plagiarism under four levels according to the nature of the infraction. For each level of violation a corresponding set of sanctions is recommended<sup>2</sup>. A diagram showing examples at each level is contained at Appendix 1.

### 5.2 Level One Violations

- (a) Level One Violations are normally dealt with by the Dean of School or delegate.
- (b) These usually occur because of inexperience or lack of student knowledge of the principles and requirements of academic integrity. Examples include:
  - (i) inadequate referencing;
  - (ii) poor use of citations;
  - (iii) poor paraphrasing.
- (c) Level One Violations are often an educational issue rather than necessarily a disciplinary one, especially where they occur early in a student's academic development. The matter should be treated formally to ensure that the student understands the seriousness of the issue in an academic environment.
- (d) Recommended penalties for Level One Violations may be judged unnecessary if explanation and education are thought most appropriate for the circumstance. Penalties may include one or more of:
  - (i) a reprimand;
  - (ii) an additional assigned paper or research project on a relevant topic;
  - (iii) a resubmission in respect of the piece of Assessment to which the allegation relates;
  - (iv) a requirement for the student to complete a course in academic writing and referencing through the University's Academic Enabling and Support Centre;
  - (v) other penalties, as deemed appropriate by the Dean.
- (e) First-time breaches at this Level by students with academic experience (particularly those in the later years of undergraduate courses), will be viewed more seriously and may incur multiple and/or more serious penalties, as deemed appropriate by the Dean.
- (f) Records of students who commit Level One Violations must be maintained by the Dean until the student's graduation.

### 5.3 Level Two Violations

- (a) Level Two Violations are normally dealt with by the Dean of School.
- (b) Level Two Violations are characterised by dishonesty. The following are examples:
  - (i) quoting directly or paraphrasing, to a moderate extent, without acknowledging the source;
  - (ii) submitting the same work or major portions thereof to satisfy the requirements of more than one unit without permission from the lecturer;

---

<sup>2</sup> The Policy on Academic Integrity for Undergraduate and Graduate Students, Rutgers University – Camden is acknowledged as the source of the materials on levels of violation.

- (iii) using data or interpretative material for a laboratory report without acknowledging the sources or the collaborators;
  - (iv) receiving assistance from others without acknowledging such assistance;
  - (v) repeated Level One Violations, especially where these occur after explanation and counselling.
- (c) Penalties may include one or more of:
- (i) a reduced mark in respect of the piece of Assessment to which the allegation relates;
  - (ii) no marks in respect of the piece of Assessment to which the allegation relates;
  - (iii) a written reprimand;
  - (iv) a requirement for the student to complete a course in academic writing and referencing through the University's Academic Enabling and Support Centre;
  - (v) referral to a University Counsellor;
  - (vi) notation of disciplinary action on the student's academic file;
  - (vii) multiple and/or other penalties, as deemed appropriate by the Dean.
- (d) Records of students who commit Level Two Violations must be maintained by the Dean until the student's graduation.

#### 5.4 Level Three Violations

- (a) Level Three Violations are normally referred by the Dean to the School Discipline Committee.
- (b) Level Three Violations include dishonesty that affects a major or essential portion of work done to meet course requirements, or repeated Level Two Violations. Examples include:
- (i) cheating in examinations;
  - (ii) acting to facilitate copying during an examination;
  - (iii) using impermissible materials during an examination;
  - (iv) collaborating before an examination to develop methods of exchanging information and implementation thereof;
  - (v) using a purchased essay;
  - (vi) using unethical or improper means of acquiring data;
  - (vii) repeated Level Two Violations.
- (c) Penalties may include one or more of:
- (i) a reduced mark in respect of the piece of Assessment to which the allegation relates;
  - (ii) no marks in respect of the piece of Assessment to which the allegation relates;
  - (iii) a written reprimand;
  - (iv) prevention of student from having any or such specified contact with particular students or members of staff of the University, as is considered necessary or appropriate;
  - (v) requirement for the student to complete a course in academic writing and referencing through the University's Academic Enabling and Support Centre;
  - (vi) a Fail grade for the unit in to which the allegation relates;
  - (vii) suspension from the University for a period not exceeding 10 working days;
  - (viii) requirement for the student to complete specified number of hours of University service;
  - (ix) notation of disciplinary action on the student's academic file;

- (x) multiple and/or other penalties, as deemed appropriate by the School Discipline Committee.
- (d) On completion of the School Discipline Committee hearing, the Dean of School will advise, in writing to the following individuals, of its decision and any penalties imposed:
  - (i) The student and party making the allegation;
  - (ii) The Senior Deputy Vice Chancellor or Head of Campus;
  - (iii) The Academic Registrar;
  - (iv) The Dean(s) of any other School in which the student is enrolled;
  - (v) The Office of the Pro Vice Chancellor, Academic
  - (vi) The Pro Vice Chancellor, International (where relevant).
- (e) The Academic Registrar must keep a record of all findings of violations of Academic Integrity matters dealt with by the School Discipline Committee, and all penalties imposed in respect of such findings.

## 5.5 Level Four Violations

- (a) Level Four Violations represent the most serious breaches of academic integrity and all cases must be heard by the University Discipline Committee.
- (b) Examples of Level Four Violations include:
  - (i) any academic integrity violations committed after return from suspension for a previous violation of academic integrity;
  - (ii) repeat Level Three Violations;
  - (iii) violation of Academic Integrity involving or resembling criminal activity (such as forging a grade form, stealing an examination from a lecturer or from a University office; purchasing an examination, essay or other piece or work; falsifying a transcript; acquiring or distributing an examination from unauthorised sources prior to the examination;
  - (iv) having a substitute take an examination or taking an examination for someone else;
  - (v) sabotaging another student's work through actions designed to prevent the student from successfully completing an assignment;
  - (vi) at the University's complete discretion, any instance of violation of academic integrity in graduate and postgraduate work which includes but is not limited to coursework assessment, theses, dissertations, scholarly articles submitted to refereed journals.
- (c) Penalties may include one or more of:
  - (i) a Fail grade for the unit in to which the allegation relates;
  - (i) academic transcript notation;
  - (ii) prohibiting the student from using any of the University resources including but not limited to library, computing and network facilities for a period not exceeding 20 working days;
  - (iii) imposing any condition on the student's enrolment including but not limited to a change of academic status to Conditional;
  - (iv) suspension from the University for a period and on such terms and conditions as is considered necessary and appropriate;

- (v) exclusion of the student either permanently or for any period of time and either absolutely or on such terms and conditions as the University Discipline Committee considers necessary or appropriate.
  - (vi) any other relevant penalty or recommended action agreed on by the University Discipline Committee and approved by the Chair.
- (d) On completion of the hearing, the University Discipline Committee will advise, in writing to the following individuals, of its decision and any penalties imposed:
- (i) The student and party making the allegation;
  - (ii) The Dean of the student's School;
  - (iii) The Dean(s) of any other School in which the student is enrolled;
  - (iv) The Office of the Pro Vice Chancellor, Academic
  - (v) The Academic Registrar;
  - (vi) The Campus Registrar;
  - (vii) The Pro Vice Chancellor, International (where relevant);
  - (viii) The Vice Chancellor.
- (e) The Academic Registrar must keep a record of all findings of violations of Academic Integrity matters dealt with by the University Discipline Committee, and all penalties imposed in respect of such findings; this information is recorded on the student's file and forms part of the student's disciplinary record.

## 6 RELATED REGULATORY REQUIREMENTS AND SUPPORT DOCUMENTS

---

This Policy aims to further inform, facilitate and support Academic Integrity at the University. It must be read and applied in reference to the following University documents:

- **The University's [General Regulations](#)**  
Chapter 8 – Student Discipline
- **The University's Related Policies/Guidelines**  
[Student Code of Conduct](#)  
[Policy: Code of Conduct for Research](#)  
[Policy: Research Integrity](#)  
[Policy: Student Appeals](#)  
[Policy: Assessment in Coursework Units](#)
- **Style and Referencing**  
[The University of Notre Dame Australia Style and Referencing Guide](#)

## 7 INSTITUTIONAL SUPPORT FOR ACADEMIC INTEGRITY

---

7.1 A variety of resources and support measures to develop and maintain academic integrity are available to students, including but not limited to:

- Academic Support Officers;
- University-authorized referencing style guides;
- Bibliographic management software.



**Appendix I: Student Academic Integrity Policy**

**Examples for levels of violation of Academic Integrity**

