



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

POLICY: ACADEMIC MISCONDUCT

Purpose:	This policy outlines the steps to be taken in dealing with allegations of misconduct by students.
Responsible Executive:	Provost
Responsible Office:	Quality Management Office
Contact Officer:	Manager (Quality & Standards)
Effective Date:	1 January 2010
Modification History:	Originally created August 2006; Vice Chancellor approved: 21 November 2007
Last Edited:	15.10.07 (SL); 7.1.10 (ID)
Campus Applicability:	All Campuses

Introduction

Plagiarism is a violation of Academic Integrity and is dealt with under the University General Regulations in Chapter VIII: Misconduct. This document does not override the regulations but is an expression by the Provosts and Deans of their expectations of how instances of such violation of academic integrity will normally be dealt with

Rationale

Plagiarism involves claiming credit for ideas or creations of others without proper acknowledgement. Academic integrity requires that all academic work be wholly the product of an identified individual or individuals. Joint efforts are legitimate only when the assistance of others is explicitly acknowledged. Ethical conduct is the obligation of every member of the University community and breaches of academic integrity are unethical and constitute a serious breach of academic integrity under the provisions of the General Regulations Chapter VIII: Misconduct.

Definitions

'*Plagiarise*' - 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 own¹.

Plagiarism can include, but is not limited to:

- *Plagiarism of ideas* - claiming credit for someone else's thoughts, ideas 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.

Principles

1. Eliminating plagiarism is fundamental to building institutional reputation and standards.
2. Students have a responsibility for maintaining honesty in all work submitted for credit and in any other work required in a unit.
3. It is perfectly acceptable for students to incorporate other peoples' ideas into their work with appropriate acknowledgement.
4. Ensuring proper acknowledgement of sources is part of a wider educational process.
5. Fostering proper acknowledgement practice and avoiding over-assessment is the key to minimising plagiarism.
6. A range of techniques including modelling of good practice (for example by acknowledging sources used in lectures), the careful design of assessment tasks and the formal teaching of research and citation practices are instrumental in minimising plagiarism.
7. 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.

¹ "Plagiarise," *The New Shorter Oxford English Dictionary*, Lesley Brown ed. (Oxford, Clarendon Press, 1993), 2231.

8. A student's ignorance of their obligations in relation to acknowledgement of sources is not a defence.
9. 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.
10. 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.
11. There is a distinction between receiving help in understanding concepts or discussing ideas and actually having the work done by another person.
12. Copying material from an internet (or other electronic) source demands acknowledgement of sources.
13. Any violation of academic integrity is an offence and is therefore subject to an appropriate penalty.
14. Culpability may be assessed differentially for those with more and less experience as members of the academic community.
15. University academic staff and administrators who know of academic dishonesty infractions are ethically bound to report such incidents.

Procedures

Plagiarism is classified in four levels according to the nature of the infraction. For each level of violation a corresponding set of sanctions is recommended².

1. Level One Violations

- 1.1 Level One violations are those that occur because of inexperience or lack of knowledge of principles of academic integrity on the part of persons committing the violation. Examples include:
 - Inadequate referencing
 - Poor use of citations
 - Poor paraphrasing
- 1.2 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 seriously to ensure that the student understands the seriousness of the issue in an academic environment, but correction through development rather than punishment would usually be most appropriate.
- 1.3 Level One violations are normally dealt with informally by the unit lecturer or as a matter of School discipline [General Regulation 8.9 and 8.12]
- 1.4 Recommended sanctions for level one violations are minimal, and may be judged unnecessary if explanation and education are thought most appropriate for the circumstance. If a penalty is required it might be:
 - A reprimand
 - An additional assigned paper or research project on a relevant topic.
 - A resubmission of the assignment.
 - A recommendation to the unit coordinator that no credit be given for the original assignment.

² The Policy on Academic Integrity for Undergraduate and Graduate Students, Rutgers University—Camden is acknowledged as the source of the material on levels of violation. This information can be found at <http://www.camden.rutgers.edu/RUCAM/info/Academic-Integrity-Policy.html#intro>

- 1.5 Note that students with academic experience, particularly those in later years of undergraduate courses and in postgraduate courses should have an understanding of the issue, and Level One breaches would be viewed more seriously.
- 1.6 Records of students who commit Level One violations will be maintained in the respective Dean's Offices until graduation. This is because repeated Level One violations are considered more seriously.
- 1.7 For Level One violations there is NOT a requirement to forward a copy of the record is to the Provost.

2. Level Two Violations

- 2.1 Level Two violations are characterised by dishonesty. The following are examples:
 - Quoting directly or paraphrasing, to a moderate extent, without acknowledging the source.
 - Submitting the same work or major portions thereof to satisfy the requirements of more than one unit without permission from the lecturer.
 - Using data or interpretative material for a laboratory report without acknowledging the sources or the collaborators.
 - Receiving assistance from others without acknowledging such assistance.
 - Repeated Level One violations, especially where these occur after explanation and counselling.
- 2.2 Level Two violations are normally dealt with informally or as a matter of School discipline [General Regulation 8.9 and 8.12].
- 2.3 The recommended sanction for Level Two violations is disciplinary probation. The Dean may award a failing grade for the assignment involved and/or a failing grade for the unit and/or require the student to attend an appropriate course. Referral to the University Counsellor is an additional option.
- 2.4 Notation of disciplinary probation will be placed on the student's academic file in the School and will remain for the period in which the sanction is in force.
- 2.5 Records of students who commit Level Two violations will be maintained in the respective Dean's Office until graduation. A copy of the record is to be forwarded to the Provost.

3. Level Three Violations

- 3.1 Level Three violations include dishonesty that affects a major or essential portion of work done to meet course requirements, or is preceded by one or more violations at levels one and two.
- 3.2 Cases involving Level Three violations will be heard by the Dean unless the Dean refers to the Disciplinary Committee. Examples include:
 - Cheating in examinations.
 - Acting to facilitate copying during an exam.
 - Using prohibited materials, e.g., books, notes, or calculators during an examination.
 - Collaborating before an exam to develop methods of exchanging information and implementation thereof.
 - Acquiring or distributing an examination from unauthorized sources prior to the examination.
 - Using a purchased essay or other materials.
 - Fabricating data or inventing or deliberately altering material (for example, citing sources that do not exist).
 - Using unethical or improper means of acquiring data.

- 3.3 The normal sanction to be sought for all Level Three violations or repeated violations of Level One and Two violations is normally a failing grade for the unit.
- 3.4 Should a suspension from the University be considered an appropriate penalty the Dean should refer the matter to the Provost and Discipline Committee which has the power to invoke that penalty.

4. Level Four Violations

- 4.1 Level Four violations represent the most serious breaches of academic integrity. Such cases are heard by the Disciplinary Committee.
- 4.2 Examples of Level Four violations include:
- All academic integrity infractions committed after return from suspension for a previous academic integrity violation.
 - Infractions 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; buying an examination; or falsifying a transcript).
 - Having a substitute take an examination or taking an examination for someone else.
 - Fabrication of evidence, falsification of data, quoting directly or paraphrasing without acknowledging the source, and/or presenting the ideas of another as one's own in a thesis, or doctoral dissertation, in scholarly articles submitted to refereed journals, or in other work represented as one's own as a graduate student.
 - Sabotaging another student's work through actions designed to prevent the student from successfully completing an assignment.
 - Wilful violation of a canon of the ethical code of the profession for which a graduate student is preparing.
- 4.3 The normal sanction for all Level Four violations and a repeat infraction at level three is permanent expulsion from the University.