



Version	Approved by	Approval date	Effective date	Next review
1.3	Administrative update by Director of Governance	17 August 2016	17 August 2016	December 2016
<b>Policy Statement</b>				
<b>Purpose</b>	This Policy Statement is to be used as the official source document for defining terms related to “plagiarism” by the UNSW Code of Conduct, the Student Code Policy, and the Research Code of Conduct and related procedures and guidelines. It is also to be used as the sole source of definitions for use in educational and training material for staff and students related to preventing or handling plagiarism.			
<b>Scope</b>	This Policy Statement shows under which policies and procedures plagiarism is managed at UNSW for all staff, including contract staff, visiting staff and conjoint appointments; coursework students, and research students.			
<b>Policy Provisions</b>				

## 1. Introduction

UNSW has an ongoing commitment to foster a culture of learning informed by academic integrity. Plagiarism undermines academic integrity and is not tolerated at UNSW.

## 2. Policy Statement

The University manages plagiarism through a framework of policy and procedures (refer to Supporting Information), ranging from a preventative and an educative approach through to penalties where plagiarism is substantiated. This framework is illustrated in Appendix A.

## 3. Roles & Responsibilities

All UNSW staff and students have a responsibility to adhere to the principle of academic integrity.

Academic staff should include this principle in their assessment design and course outlines in order to assist students to avoid plagiarism.

The President and Vice-Chancellor has overall responsibility for supervision of the University and has the power to impose penalties for breach of discipline or for misconduct of any kind. This power may be delegated.

The Senior Deputy Vice-Chancellor has overall responsibility for the operation of the *Student Misconduct Procedure*.

The Director of Integrity manages allegations of plagiarism under the *Student Misconduct Procedure*.

The Senior Deputy Vice-Chancellor has overall responsibility for the operation of the *Research Code of Conduct*.

### 3.1. Support & Advice

Office of the Senior Deputy Vice-Chancellor  
Office of the Deputy Vice-Chancellor Research  
Office of the Director of Integrity

Student Integrity Unit. Questions on plagiarism should be directed to [studentconduct@unsw.edu.au](mailto:studentconduct@unsw.edu.au)

### 3.2. Communication

Staff and students will be advised about the relevant Codes of Conduct, Procedures and Guidelines through email, websites and publications as well as through formal and informal training.

## 4. Further Information

### 4.1. For staff

Information about assessment design to avoid plagiarism and the University's educative approach in managing allegations of plagiarism can be found on the Learning and Teaching Gateway and the Current Students website.

Staff members can also find information about how to handle student misconduct matters on the UNSW Current Students website.

Staff members can find information on academic plagiarism through the Research Ethics and Integrity section of the Research Gateway.

### 4.2. For students

Step-by-step guides for students about avoiding plagiarism and about student misconduct matters are available on the UNSW Current Students website.

## 5. Acknowledgements

The definition of plagiarism at UNSW can be found on the Current Students website and the A-Z Student Guide (myUNSW) web pages. It was first used by the UNSW Learning Centre for the *Guidelines on student plagiarism, hand book for students (2005)*. The definition was based on that proposed to the University of Newcastle by the St James Ethics Centre and is used with kind permission from the University of Newcastle. The examples were adapted with kind permission from the University of Melbourne.

The Office of Research Integrity paper by Dr Miguel Roig titled "***Avoiding plagiarism, self-plagiarism, and other questionable writing practices: A guide to ethical writing***", has been relied upon to develop the definition of Self-Plagiarism. The article can be sourced from: <http://ori.dhhs.gov/sites/default/files/plagiarism.pdf> [accessed 30 May 2013].

Accountabilities	
Responsible Officer	Senior Deputy Vice-Chancellor
Contact Officer	Director, Academic Integrity Manager, Student Integrity Unit <a href="mailto:studentconduct@unsw.edu.au">studentconduct@unsw.edu.au</a>
Supporting Information	
Supporting Documents	Managing Plagiarism for Students Enrolled in Coursework Programs Procedure
Related Documents	UNSW Code of Conduct Student Code Policy Student Misconduct Procedure Research Code of Conduct Procedure for Handling Allegations of Research Misconduct Assessment Policy
Superseded Documents	Plagiarism Policy Statement v1.2 effective 18 February 2016
UNSW Statute and / or Regulation	Nil
Relevant State / Federal Legislation	Nil
File Number	2016/00350
Definitions and Acronyms	
Plagiarism	Plagiarism at UNSW is using the words or ideas of others and passing them off as your own. Below are examples of plagiarism including self-plagiarism.

<b>Copying</b>	Using the same or very similar words to the original text or idea without acknowledging the source or using quotation marks. This includes copying materials, ideas or concepts from a book, article, report or other written document, presentation, composition, artwork, design, drawing, circuitry, computer program or software, website, internet, other electronic resource, or another person's assignment, without appropriate acknowledgement.
<b>Inappropriate paraphrasing</b>	Changing a few words and phrases while mostly retaining the original structure and/or progression of ideas of the original, and information without acknowledgement. This also applies in presentations where someone paraphrases another's ideas or words without credit and to piecing together quotes and paraphrases into a new whole, without appropriate referencing.
<b>Collusion</b>	Presenting work as independent work when it has been produced in whole or part in collusion with other people. Collusion includes students providing their work to another student before the due date, or for the purpose of them plagiarising at any time, paying another person to perform an academic task and passing it off as your own, stealing or acquiring another person's academic work and copying it, offering to complete another person's work or seeking payment for completing academic work. This should not be confused with academic collaboration.
<b>Inappropriate citation</b>	Citing sources which have not been read, without acknowledging the 'secondary' source from which knowledge of them has been obtained.
<b>Self-plagiarism</b>	'Self-plagiarism' occurs where an author republishes their own previously written work and presents it as new findings without referencing the earlier work, either in its entirety or partially. Self-plagiarism is also referred to as 'recycling', 'duplication', or 'multiple submissions of research findings' without disclosure. In the student context, self-plagiarism includes re-using parts of, or all of, a body of work that has already been submitted for assessment without proper citation.

#### Revision History

Version	Approved by	Approval date	Effective date	Sections modified
1.0	President and Vice-Chancellor	11 December 2013	11 December 2013	This is a new policy
1.1	Acting Head of Governance	8 January 2016	8 January 2016	References to Pro-Vice Chancellor Students and Contact Officer amended
1.2	Acting Head of Governance	18 February 2016	29 February 2016	Administrative updates to senior leadership positions.
1.3	Administrative update by the Director of Governance	17 August 2016	17 August 2016	Admin update to staff/unit responsible for managing plagiarism under the <i>Student Misconduct Procedure</i> ; template refresh

## Appendix A: Policy and Procedures Framework for Managing Plagiarism

