Managing Plagiarism for Students Enrolled in Coursework Programs - Procedure

**Procedure Statement**

**Purpose**

This Procedure describes how UNSW manages plagiarism detected in student coursework programs. It must be read in conjunction with the UNSW Plagiarism Policy, which applies to all students and staff and the Student Misconduct Procedure.

**Scope**

This Procedure applies to:
- all enrolled students of UNSW on all campuses both domestic and international
- students previously enrolled, not currently enrolled and students on program leave, where the incident governed by this Procedure occurred whilst they were enrolled in a coursework program in respect of plagiarism occurring or detected:
  - less than twelve months prior to the raising of concerns about the plagiarism under this Procedure
  - in a UNSW coursework program or
  - in any coursework undertaken at another University, higher learning institution or another organisation, towards the fulfilment of a UNSW coursework program.

The University may in its absolute discretion investigate and determine allegations of plagiarism that are outside the Scope of this Procedure, where the allegations are serious and which may impact upon UNSW, its courses or other students.

**Are Local Documents on this subject permitted?**

☒ Yes, however Local Documents must not breach mandatory requirements in University-wide Codes of Conduct, Policies, Standards and Procedures.

☐ No

**Procedure Processes and Actions**

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1. Prevention

UNSW’s preventative and educative approach to plagiarism underpins the way we teach and assess students and the way we support students to develop appropriate academic skills to avoid plagiarism. Specifically for:

**Academic staff:** when preparing course outlines and assessment, in order to assist students to avoid plagiarism. Staff are supported in this approach by the Office of the Pro Vice-Chancellor (Education).

**Students:** by understanding and adopting the appropriate academic skills to avoid plagiarism. Students are supported by the Learning Centre.

2. Managing Plagiarism

2.1. Levels of Plagiarism

When plagiarism is suspected or detected, the following classifications (Level 1, 2 or 3) are applied, with reference to the criteria and illustrative examples in Table 1 below.

2.1.1. **Level 1 Plagiarism**

Level 1 constitutes minor plagiarism, where inexperience is a significant mitigating factor. At this Level, plagiarism typically involves lack of appropriate citation by new and inexperienced students, for example:

- First year undergraduate students in their first term or semester
- Postgraduate students in first term or semester who are international students or those who have not studied for some time.

Level 1 Plagiarism, while considered to be breach of the UNSW Student Code of Conduct (Student Code), is not managed under the Student Misconduct Procedure but at the School level. Only one instance of Level 1 Plagiarism is allowed.

2.1.2. **Level 2 Plagiarism**

Level 2 Plagiarism is treated at the School level as a significant deviation under the Student Misconduct Procedure. Level 2 Plagiarism is also a breach of the Student Code and regarded as student misconduct.

Examples include: more than one Level 1 Plagiarism finding, such as inappropriate citation, as well as presenting or preparing work in collusion with others. See Table 1 for illustrative examples.

2.1.3. **Level 3 Plagiarism**

Level 3 Plagiarism also constitutes significant plagiarism and serious student misconduct. Allegations of Level 3 Plagiarism will be managed under the Student Misconduct Procedure. Level 3 plagiarism is treated as serious student misconduct and a breach of the Student Code.

Examples include: contract cheating, presenting work in whole or part collusion with others, and the copying or theft of another student’s academic work. See Table 1 for illustrative examples.

Allegations of Level 3 Plagiarism must be referred to the Director, UNSW Conduct & Integrity.
2.2. Action following Plagiarism Determination

When it is determined that plagiarism has occurred, the University’s response will include one or more of the following: (See also Table 1):

**Educative Action**

All students should undertake some form of educative action, either managed by the School or the Learning Centre (except where exclusion is imposed as the disciplinary outcome).

**Penalties**

All students should have a penalty imposed that is appropriate and proportionate. For Level 1 Plagiarism, it may be that the assessment mark is adjusted to reflect the lack of scholarly achievement. For Level 2 Plagiarism, the assessment imposed may be 0% for the implicated work or the course. For Level 3 Plagiarism, it may be 0% for the course or suspension or exclusion from UNSW.

**Registers**

All student details are placed on either the Level 1 Plagiarism Register or the Student Misconduct Register for Levels 2 or 3 Plagiarism. Both Registers are managed by the Student Conduct & Integrity Unit.

2.3. Procedural fairness and natural justice

Plagiarism allegations and determinations have the potential to adversely impact upon the interests of students. The principles of procedural fairness apply to the handling of all cases of plagiarism. Key requirements of procedural fairness include:

- Ensuring that students are accorded a fair opportunity to respond, either orally or in writing, before a decision is made (including as to any mitigating circumstances)
- That staff involved in decision making do not have any bias, actual or perceived; and
- That a decision is based upon relevant evidence.

Matters should be progressed promptly, and students should be updated about any delays on the part of the University.

2.4. Confidentiality and Bias/Perception of Bias

All allegations and investigations of plagiarism are to be dealt with as confidentially as possible, to protect the privacy and interests of the student. In all cases, information should be treated in confidence and not released to any external agency unless required by law or the student has expressly consented to its release.

Analysis and internal reporting of plagiarism trends shall not identify students in any way. The records held in the Level 1 Plagiarism Register and Student Misconduct Register are only accessible by the Student Conduct & Integrity Unit and nominated Faculty and School officers.
## Table 1 - Plagiarism: Types and Examples of Educative Action and Penalties

<table>
<thead>
<tr>
<th>Plagiarism Levels</th>
<th>Types &amp; Illustrative Examples</th>
<th>Educative Action</th>
<th>Possible Penalties</th>
<th>Registers</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level 1</strong></td>
<td>Minor plagiarism is where inexperience is a mitigating factor. Managed within School as per sections 2.6.1 of this Procedure.</td>
<td>Only one instance of Level 1 Plagiarism allowed. Insufficient or inadequate citation, minor plagiarism as judged by the responsible academic and/or having been reviewed by Turnitin or similar. For example: A first year student used material from the internet without proper referencing the source. The lecturer considers that the student failed to understand that internet material must be referenced in the same ways as books and journals. Minor collusion involving inexperienced students, e.g. first year students. All instances should be considered the same Level matter if no intervention has been completed before the subsequent ones are identified (e.g. the student has not been spoken to about plagiarism in the first assessment before a second instance is detected.</td>
<td>The relevant academic is responsible for providing educational intervention and education strategies, including referral to the Learning Centre. Each School/Faculty should have a local procedure that reflects this Procedure and provides guidance to staff. Generally, the mark awarded for work may be reduced for the lack of scholarly achievement as assessed by the academic (e.g. deduction of marks in line with the marking criteria for a failure to reference appropriately OR exclude the plagiarised material and mark what remains). Student repeats and resubmits work for a maximum result of 50% (because work would otherwise fail if plagiarised material excluded).</td>
<td>Plagiarism Register. This record remains only for the duration of a student’s program at UNSW. The Register holds details of the type of plagiarism and educative action recommended. A student’s plagiarism record is erased from this Register following conferral of their degree.</td>
</tr>
<tr>
<td>Plagiarism Levels</td>
<td>Types &amp; Illustrative Examples</td>
<td>Educative Action</td>
<td>Possible Penalties</td>
<td>Registers</td>
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<tr>
<td>Level 2</td>
<td>Significant plagiarism involving student misconduct and a breach of the Student Code.</td>
<td>Where there is more than 1 instance of Level 1 plagiarism. Usually applies where there is substantial plagiarism in a single piece of work. Minor collusion. For example: A group of students worked together on an assignment after they had been told it was not allowed and some parts of the answers were identical.</td>
<td>Educative intervention by School with appropriate writing skills and academic integrity. Educative Intervention through Learning Centre workshops.</td>
<td>Reduction in marks by stated amount as a consequence of plagiarism. Student repeats and resubmits work for a maximum result of 50%. Resubmission of corrected work for a capped mark or capped pass for entire course. 0% for the work. 0% for the course.</td>
</tr>
<tr>
<td>Level 3</td>
<td>Significant plagiarism and serious student misconduct where there is a breach of the Student Code and this breach is considered to be deliberate, reckless and/or involves gross and persistent negligence. Refer to Director, UNSW Conduct &amp; Integrity. The Director, UNSW Conduct &amp; Integrity appoints an Investigating Officer or instructs the Student Conduct &amp; Integrity Unit to investigate in accordance with the Student Misconduct Procedure as 2.6.2 of this Procedure.</td>
<td>Repeated instances of academic misconduct at Level 2. Significant collusion. Submission of the complete work of another person. Contract cheating. For example: A student hired a third party to complete an entire essay worth 50% which they subsequently submitted for assessment.</td>
<td>Educative intervention by School on appropriate writing skills and academic integrity. Educative Intervention through Learning Centre workshops.</td>
<td>Mandatory referral of Serious Misconduct matters to the Director, UNSW Conduct &amp; Integrity for handling under the Student Misconduct Procedure; 0% for the work. 0% for the course. Suspension from the University. Permanent exclusion from the University. Annulment of previous grades awarded for relevant courses and listed on an academic transcript. Revocation of an award (degree, diploma, certificate, prize or scholarship).</td>
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</table>
2.5. Roles in handling plagiarism at UNSW

Academic staff are responsible for identifying plagiarism in academic work. Level 1 and Level 2 Plagiarism matters are managed at School and Faculty level while Level 3 Plagiarism matters are referred to the Director, UNSW Conduct & Integrity.

The Student Conduct & Integrity Unit advises University staff on misconduct matters and manages the Level 1 Plagiarism Register and the Student Misconduct Register. The Student Conduct & Integrity Unit can provide training to Schools on the misconduct framework, procedural fairness and the operation of the Plagiarism and Student Misconduct Registers.

Refer to Appendix B for the full description of the various roles at UNSW.

2.6. The Process

2.6.1. Level 1 Plagiarism

Level 1 Plagiarism is not managed under the Student Misconduct Procedure but rather, as an educative process with penalties still applying. Matters will be recorded on the Level 1 Plagiarism Register.

Managing Level 1 Plagiarism

When Level 1 Plagiarism is identified through the usual processes of assessment, Turnitin etc, check the Level 1 Plagiarism Register and Student Misconduct Register for any entries of plagiarism.

If Level 1 Plagiarism is determined then an Educative Plan for the Student should be created. Other action may also be an option. Refer to Table 1.

The student’s details must be placed on the Level 1 Plagiarism Register.

- The student must be advised of an entry on the Level 1 Plagiarism Register but that this does not constitute Academic Misconduct. The student must also be advised that this Register is only for use at the University and therefore will not in itself prevent their academic progression.
- Students should be informed that they may have one entry on the Level 1 Plagiarism Register but any more will be considered as student misconduct. See Appendix C for templates.
- They should be further advised that their details held on the Level 1 Plagiarism Register will be removed following conferral of their degree.

- Students should be provided with an opportunity to appeal the decision to place an entry on the Level 1 Plagiarism Register.
- Appeals must be made within 20 working days of the decision and all appeals must be made to the Head of School.
- The student should be notified of the outcome of an appeal within 10 working days.
2.6.2. Levels 2 and 3 Plagiarism

Investigating allegations of Level 2 and Level 3 Plagiarism using the Student Misconduct Procedure (SMP).

Please note: Check the Level 1 Plagiarism and Student Misconduct Registers first for any entries of plagiarism. Check the career of the student.

After Level 2 or 3 Plagiarism are Determined
If Level 2 or 3 Plagiarism is determined, then an investigation is carried out in accordance with Section 5 of the Student Misconduct Procedure (SMP).

Misconduct
S3 SMP Template 1
Allegation, in writing and supported by evidence, is referred to the Designated Officer (DO) for your School/Faculty, e.g. SEO, HOS or Dean for further investigation.
Student to be notified within 10 working days.

Serious Misconduct
S4 SMP Template 1
Allegation, in writing and supported by evidence, is referred to the Director, UNSW Conduct & Integrity (via Student Integrity Unit. studentconduct@unsw.edu.au. Director, UNSW Conduct & Integrity will instruct the Student Integrity Unit to investigate or appoint an Investigating Officer (IO) or refer matter to an external body. The Director may appoint a delegate to perform some or all of their functions under this Procedure.
Student to be notified within 10 working days.

DO/Investigating Officer (IO) advises student that an allegation of plagiarism has been made. Student is offered the opportunity to respond in writing and/or at interview - use Template 3 – See Appendix C for templates.
Notification to student is emailed to their student email address.

Student has 5 working days to respond. If there is no response from student, contact Student Integrity Unit. When student responds, arrange and conduct interview.

Making a determination S5.2 – SMP.
- Previous findings of plagiarism or misconduct should not be taken into account at this stage, look only at the evidence of this matter.
- After evaluation of the evidence provided, decide whether on the balance of probability the allegation/s against the student is proven.
- Refer to Penalties on Table 1 of this Procedure regarding appropriate and consistent penalties.
- Compile an investigation report – Template 2
Penalties - Misconduct

If the allegation/s is proven, before imposing or recommending any penalty, the DO will:

- Refer to Penalties on Table 1 of this Procedure and consult the Student Integrity Unit to ensure consistency;
- Where penalty is appropriate the following may be taken into account:
  - Any previous findings of misconduct, penalties imposed, year/level of student, extenuating circumstances;
- Send a written report to Student Integrity Unit at conclusion of investigation.

Inform student of the outcome including any penalties – Template 3 - attach the Report

Penalties – Serious Misconduct

If the allegation/s is proven, before imposing or recommending any penalty the Student Conduct & Integrity Unit/IO will:

- Refer to Penalties on Table 1 of this Procedure;
- Where penalty is appropriate the following may be taken into account:
  - Any previous findings of misconduct, penalties imposed, year/level of student, extenuating circumstances;
- Prepare recommendations for approval of Director, UNSW Integrity (or their delegate).

Appeals S6 - Misconduct

- A student may appeal a finding of misconduct to the Director, UNSW Conduct & Integrity only on the grounds of lack of procedural fairness;
- Appeal must be in writing (email) and lodged within 10 working days of notification of outcome;
- The Director, UNSW Conduct & Integrity may determine the appeal should not proceed on grounds that it is frivolous, vexatious, or lack of procedural fairness is not applicable;
- If the appeal does not proceed, the appellant will be notified and all avenues of appeal within the University will be exhausted;
- If the appeal does proceed, the Director, UNSW Conduct & Integrity may act in accordance with the procedure for Serious Misconduct – see S6.1.3 and S6.2 of the Student Misconduct Procedure.

Appeals S6 – Serious Misconduct

- A student may appeal a finding of misconduct to the DVCA only on the grounds of lack of procedural fairness;
- Appeal must be in writing (email) and lodged within 20 working days of notification of outcome;
- The DVCA may determine that the appeal should not proceed on grounds that it is frivolous, vexatious, or lack of procedural fairness is not applicable;
- If the appeal does not proceed, the appellant will be notified and all avenues of appeal within the University will be exhausted;
- If the appeal does proceed, the DVCA may act in accordance the provisions of the procedure for Serious Misconduct – see S6.2 of the Student Misconduct Procedure.

Implementation of outcome

- If no appeal, the penalty/ies are implemented at the expiration of the appeal period;
- If matter proceeds to an appeal, the student is notified of outcome with reasons.

No further avenues of appeal exist within the University and penalty/ies may now be implemented.
2.7. Administrative Actions

Record keeping
Notes and documentation must be kept at all stages of an investigation and stored on an appropriate confidential University file, e.g. RAMS. The Student Conduct & Integrity Unit can advise.

Registers
At the conclusion of the matter the DO or delegated staff member must enter details that Plagiarism has been committed on the relevant Registers, Level 1 Register or the Student Misconduct Register regardless of whether or not a penalty was imposed.

3. Acknowledgements
Contributions including templates and other documents from Schools (Social Sciences and Law) were particularly useful in compiling this Procedure.

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Appendix A: Types of Plagiarism

**Copying:** Using the same or very similar text or idea 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. This can also include combining cited and non-cited (copied) passages.

**Inappropriate paraphrasing:** Changing a few words and phrases while mostly retaining the structure and/or progression of ideas of the original, and information without acknowledgement. This also applies in presentations where a student paraphrases another’s ideas or words without credit and to piecing together quotes and paraphrases into a new whole, without appropriate referencing.

**Collusion:** Presenting work as independent, single authored 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, obtaining the help of 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 where there has been general group discussion about a project or question but where each student writes his/her own answer.

**Contract cheating:** A form of collusion, where a student obtains the assistance of another person to perform all or part of an academic task that the student subsequently submits as their own work, whether or not they have paid for this service. This includes circumstances where a student submits work they edited which was substantially the work of another person, or where a student prepares a draft that is substantially modified by another, that goes beyond minor editing.

**Inappropriate citation:** Citing sources which have not been read, without acknowledging the ‘secondary’ source from which knowledge of them has been obtained. This can also include fabricating citations that are non-existent, or inaccurately citing sources which goes beyond typographical errors.

**Self-plagiarism:** ‘Self-plagiarism’ occurs where an author republishes their own previously written work and presents it as new work 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.
Appendix B: Roles at UNSW

Central Roles

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 Deputy Vice-Chancellor Academic (DVCA) has overall responsibility for the operation of the Student Misconduct Procedure. The DVCA has overall responsibility for the operation of the Research Code of Conduct.

Determines appeals of decisions made by the Director, Conduct & Integrity.

The Director, UNSW Conduct & Integrity manages allegations of plagiarism under the Student Misconduct Procedure. The Director, UNSW Conduct & Integrity has day-to-day operational responsibility for student misconduct through the Student Conduct & Integrity Unit. The Director, UNSW Conduct & Integrity determines Level 3 Plagiarism matters referred to them, as well as hears and determines appeals of Level 2 Plagiarism decisions made by Schools. The Director, UNSW Conduct & Integrity may appoint a delegate to perform some or all of their functions under this Procedure.

The Student Conduct & Integrity Unit operates within the Conduct and Integrity Unit, within the Office of the Deputy Vice Chancellor Academic. The Student Conduct & Integrity Unit advises University staff on misconduct matters and manages the Level 1 Plagiarism Register and the Student Misconduct Register. The Student Conduct & Integrity Unit can provide training to Schools on the misconduct framework, procedural fairness and how to use the Plagiarism and Student Misconduct Registers. The Student Conduct & Integrity Unit conducts investigations as directed by the Director, UNSW Conduct & Integrity, including Level 3 Serious Misconduct plagiarism matters referred by Schools as well as reviews of appeals against school decisions.

Faculty Roles

Associate Dean (Education)/Academic (ADE/ADA)

The Associate Dean (Education)/Academic or equivalent has overall responsibility for ensuring this Procedure is implemented across their faculty or research unit. This includes ensuring compliance with the Procedure, and taking academic leadership in managing plagiarism at UNSW.

Designated Officer (DO) or Head of School/Discipline (HOS)

The Head of School/Discipline is responsible for ensuring this Procedure is implemented within each School.

In terms of investigating allegations of plagiarism, the Head of School/Discipline determines matters after their investigation. In the Student Misconduct Procedure this role is called the ‘Designated Officer’. The Head of School/Discipline decides who investigates all Level 2 Plagiarism matters and can decide to undertake the investigation themselves, delegate the investigation to a School or Faculty Ethics Officer or another member of Academic Staff, or refer the Level 3 Plagiarism to the Director, UNSW Conduct & Integrity as appropriate.

If the Head of School/Discipline is absent or has a conflict of interest, or decides to delegate this responsibility, they can do so to another staff member. Potential Designated Officers are approved by the Deputy Vice Chancellor Academic in accordance with the UNSW Delegations of Authority and are limited to:

- Deans and Associate Deans
- Heads of School and Heads of Discipline
- Deputy Heads of School and Deputy Heads of Discipline
- Faculty Ethics Officers and School Ethics Officers
- Directors or CEOs of Research Centres.

School Student Ethics Officer (SSEO)

Each School is required to appoint a School Student Ethics Officer (SSEO) who is responsible for assisting the Head of School/Discipline with the management of instances of plagiarism and addressing
academic standards. This staff member is often also responsible for other issues around student misconduct, such as exam cheating, and for referring serious matters to the Student Conduct and Integrity Unit.

Along with the Head of School/Discipline, the SSEO is responsible for:

1. Facilitating knowledge and awareness of academic integrity issues within the School or Faculty
2. Coordination, in conjunction with Associate Deans and Heads of School, relevant activities and initiatives in relation to plagiarism and academic integrity
3. Providing advice to staff when plagiarism is detected
4. Providing advice to staff on this Procedure and the Student Misconduct Procedure
5. Receiving formal notifications of allegations of plagiarism and conducting investigations
6. Ensuring students who are determined to have plagiarised are placed on the relevant Plagiarism and/or Misconduct Registers
7. Liaising with Deans, Associate Deans, Heads of School and the Student Conduct & Integrity Unit on all related matters.

Some Faculties have program areas and research centres that report directly to an Associate Dean, and operate outside or across established Schools. Such program areas and research centres can appoint their own Student Ethics officer, with the same obligations as the SSEO in this Procedure, or with the consent of a School utilise the SSEO of one of the Schools.

Faculty Student Ethics Officer (SSEO)

Some Faculties may also appoint a Faculty Student Ethics officer, to assist the ADE/ADA with Faculty-wide management of plagiarism matters.

Teaching staff (including sessional staff)

Teaching staff are tasked with identifying and referring cases of plagiarism to School Student Ethics Officers. It is critical for teaching staff to appropriately assess the extent of plagiarism in a piece of work and refer the details of the student and the alleged plagiarism to ensure all instances of plagiarism are handled in accordance with this Procedure.

Learning Centre

The Learning Centre is responsible for assisting staff and students with education and resources about plagiarism and academic integrity.

Pro-Vice Chancellor (Education)

Pro-Vice Chancellor (Education) has portfolio responsibility for providing leadership in the development and implementation of strategic initiatives in learning and teaching through the enhancement of approaches to curriculum design and delivery, the effective use of online technologies, the design and management of effective learning environments for students and the development and renewal of academic policies and quality assurance processes. These efforts support staff to detect and minimise plagiarism.
### Appendix C – Email Templates.

**SUSPECTED PLAGIARISM REPORT FORM**

#### PART A – Reporting Plagiarism

**Student details**

<table>
<thead>
<tr>
<th>NAME:</th>
<th>ID:</th>
<th>Year:</th>
<th>Program:</th>
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Contact details (email)

**Assessment details**

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<tr>
<th>Term/Semester and year:</th>
<th>Course code and title:</th>
<th>Assessment task:</th>
<th>Weight of the assessment in course (%):</th>
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**Suspected Plagiarism identified by the Course Coordinator**

Description (nature, specific sections/pages in the submitted assignment):

**Additional comments**

**Suspected Plagiarism reported by**

<table>
<thead>
<tr>
<th>Name of Course Coordinator:</th>
<th>Email:</th>
<th>Signature:</th>
<th>Date:</th>
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PART B – Response

<table>
<thead>
<tr>
<th>Year of Study</th>
<th>Plagiarism level</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Year 1 undergraduate</td>
<td>□ Level 1 Plagiarism</td>
</tr>
<tr>
<td>□ Year 2 and above undergraduate</td>
<td>□ Level 2 Plagiarism (Misconduct)</td>
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<tr>
<td>□ Year 1 postgraduate</td>
<td>□ Level 3 Plagiarism (Serious Misconduct)</td>
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<tr>
<td>□ Year 2 postgraduate</td>
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<tr>
<td>□ Exchange or transfer student in year 1 at UNSW</td>
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Outcome:
□ No meeting required with SSEO; refer to Course Coordinator
□ Meeting required with SSEO

Date of meeting:  Venue:

Meeting with:

School Office Administrator
□ Check School database for previous reports, Level of previous (if any) ....................
□ Date student/s notified of suspected plagiarism ..................
□ Enter report on School database
□ Add to Meeting Schedule (note previous reports if any)

Determination by School Student Ethics Officer

Summary of Incident (please write a short summary of the case)

Penalty applied and/or Outcome/Action:
□ Educatve action by course coordinator
□ Resubmit for maximum grade of 50 by .......................date.
□ Deduction of .......% applied to grade
□ Mark adjusted to zero
□ Refer Learning Centre
□ No penalty
□ Other (please specify)
□ Refer Director, UNSW Conduct & Integrity (Level 3 mandatory)
□ Placement on Level 1 Plagiarism Register
□ Placement on Student Misconduct Register

School Office Administrator
□ Date student/s informed of decision ....................
□ Enter on School database
  1. Penalty applied and/or Outcome/Action
  2. Summary of Incident

Certified correct

<table>
<thead>
<tr>
<th>Name:</th>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Student Ethics Officer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix C – Email Templates.

FACULTY REFERRAL TO LEARNING CENTRE
Gwyn Jones email: learningcentre@unsw.edu.au

PART A – Referral of Instance of Plagiarism

<table>
<thead>
<tr>
<th>Student details</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME:</td>
</tr>
<tr>
<td>ID:</td>
</tr>
<tr>
<td>Contact details (email)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assessment details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term/Semester and year:</td>
</tr>
<tr>
<td>Course code and title:</td>
</tr>
<tr>
<td>Assessment task:</td>
</tr>
<tr>
<td>Weight of the assessment in course (%):</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Suspected Plagiarism identified by the Course Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description (nature, specific sections/pages in the submitted assignment):</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Previous Plagiarism Incidents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check School database for previous reports of plagiarism</td>
</tr>
<tr>
<td>Level 1 □ Level 2 □ Level 3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Additional comments</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Suspected Plagiarism reported by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Course Coordinator:</td>
</tr>
<tr>
<td>Email:</td>
</tr>
<tr>
<td>Signature: Date:</td>
</tr>
</tbody>
</table>
### Student details

<table>
<thead>
<tr>
<th>STUDENT NAME:</th>
<th>ID:</th>
<th>Year:</th>
<th>Program:</th>
</tr>
</thead>
</table>

Contact details (email)

### The Learning Centre Response to the Report

<table>
<thead>
<tr>
<th>Year of study:</th>
<th>Plagiarism level:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Year 1 undergraduate</td>
<td>□ Level 1 Plagiarism</td>
</tr>
<tr>
<td>□ Year 2 and above undergraduate</td>
<td>□ Level 2 Plagiarism (Misconduct)</td>
</tr>
<tr>
<td>□ Year 1 postgraduate</td>
<td>□ Level 3 Plagiarism (Serious Misconduct)</td>
</tr>
<tr>
<td>□ Year 2 postgraduate</td>
<td></td>
</tr>
<tr>
<td>□ Exchange or transfer student in year 1 at UNSW</td>
<td></td>
</tr>
</tbody>
</table>

Date (s) of Consultation:

Meeting with:

Summary of Learning Centre Action taken:

### Referral Completed by:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Learning Centre</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Student Signature: Date:

Student ID:
Email Templates for Faculties or Schools

1.00 Templates for notification of allegations of Plagiarism to students

Level 1 Plagiarism

DATE
NAME
Student No.

Dear [Student]

An allegation of plagiarism has been referred to me by <course co-ordinator> in regards to an assessment task that you have submitted to <course code>.

This allegation has been investigated by the School Student Ethics Officers and I have determined that this is to be treated as a Level 1 Plagiarism instance under the UNSW Managing Plagiarism for Students Enrolled in Coursework Programs.

Your assessment task has been returned to the course convenor for appropriate educative action and your name has been placed on the Level 1 Plagiarism Register. You should expect your course convenor to contact you in the near future to arrange a meeting to discuss this issue.

For information on the range of student support services available at UNSW click here: https://student.unsw.edu.au/support

Please be advised that if you do not follow UNSW guidelines on correct referencing and intellectual attribution in the future, this will likely result in more serious consequences. A student is permitted only one instance of Level 1 plagiarism during their UNSW program.

If you have any questions about these allegations or the educative processes relating to plagiarism please contact me.

Yours sincerely
Name
Position
Levels 2 and 3 Plagiarism

DATE
NAME
Student No.

Dear [Student]

An allegation of academic misconduct, Level < > Plagiarism, has been referred to me by <course co-ordinator> in regards to an assessment task you have submitted to <course code>. I attach a copy of the work in which plagiarism is suspected, with the relevant sections identified.

In accordance with the University's Student Misconduct Procedure, I have been appointed as the Designated Officer responsible for investigating the allegation against you:

You should read these procedures carefully, in particular Section 7 as it outlines how this matter will be investigated. I also draw your attention to the UNSW Student Code of Conduct:

You are now invited to contact me by (insert date not less than seven days away) to arrange an interview. You may bring a support person or friend to the interview if you wish.

Alternatively, you can provide a written statement to me by (insert date not less than seven days away) and I will finalise the investigation based upon the information that I have before me and the statement you provide to me.

For information on the range of student support services available at UNSW click here:

The student association on campus, Arc@UNSW, has student advocates available to provide independent advice about the University's Student Misconduct Procedure. You may contact a Student Support Officer on (02) 9385 7700 or email advice@arc.unsw.edu.au for help. All students can access this service and it is free.

If you have any questions about these allegations or the misconduct processes please contact me.

Yours sincerely
Name
Position
2.00 Misconduct Report (if required)

REPORT OF AN INVESTIGATION OF AN ALLEGATION OF PLAGIARISM

SURNAME, First name        Stu ID

STUDENT BACKGROUND:
(Include program details and academic standing)

ALLEGATION:
(State allegations)

DISCUSSION:
(Details of discussion with student)

RECOMMENDATIONS:

1. That
2. That
3. That

Name
Title
Date:
Approved:

Name
Faculty/School/Department Designated Officer
Date:
3.00 Plagiarism determination email (signed by investigator and sent with report)

Ref: 2017/

Contact:

Phone: +61 2 9385 XXXX

Email:

Date:

Name [mailto:EMAIL]

Dear ....

I enclose a copy of the report sent to the Designated Officer (School/Faculty), setting out the details in regard to the allegation that you have committed plagiarism and indicating the factors that were considered in mitigation.

The report recommends:
- That
- That

The Designated Officer has accepted these recommendations.

Appeals
Under the Student Misconduct Procedure, https://www.gs.unsw.edu.au/policy/documents/studentmisconductprocedures.pdf, you may appeal this decision. Section 5 Appeals indicates that you have 20 working days to lodge an appeal in writing. No response from you will be taken as an acceptance of the above decision. Section 8.1.1 of the procedures indicates that appeals can only be based on the following grounds of lack of procedural fairness at the conclusion of a matter conducted by the Investigation Officer.

I note that you can seek advice from the student association on campus, Arc@UNSW, about lodging an appeal. You may contact a Student Support Officer on (02) 9385 7700 or email advice@arc.unsw.edu.au for help. All students can access this service and it is free.

Please contact me if you have any questions.

Yours sincerely

Name
Title