

## PLAGIARISM POLICY AND PROCEDURES

### POLICY

<b>Purpose</b>	The purpose of this policy is to set out the principles underpinning NIDA's expectations in relation to academic honesty, and for ensuring a fair and consistent approach to dealing with plagiarism should it arise.
<b>Scope</b>	All undergraduate and graduate higher education courses.
<b>Definition</b>	Plagiarism is using the words or ideas of others and presenting them as your own. Such activity represents a form of fraud. It can take many forms, from deliberately seeking academic advantage by replicating the work of others, to accidentally copying from a source without acknowledgement.
<b>Policy statement</b>	<ul style="list-style-type: none"> <li>• NIDA recognises that fostering academic honesty is a key element of ethical education, and is opposed to, and will not tolerate, plagiarism.</li> <li>• NIDA also recognises its responsibility in ensuring that students are educated in, and understand their responsibilities in relation to, academic honesty and plagiarism.</li> <li>• Students will receive credit for work presented or submitted for assessment as prescribed in the relevant subject outlines.</li> <li>• It is unfair and dishonest for students to present or submit work for assessment that dishonestly represents the work of others as their own.</li> </ul>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• It is the responsibility of students to comply with this Policy and Procedures, and to ensure that they do not commit, or collude with another person to commit, plagiarism. Work submitted or presented should be genuine and original.</li> <li>• It is the responsibility of staff to ensure that subject outlines give clear guidelines on NIDA's Policy and Procedures on plagiarism and, where possible, should include discipline or subject specific examples. Students should also be provided with written guidance on the steps they might take to ensure that plagiarism is avoided. Staff should be aware of the disparate educational background of students including some who may be unaware of the normal practices and expectations in relation to academic honesty, and as necessary support and guide them towards sources through which they can become aware of NIDA's expectations in this regard.</li> </ul>

<b>Related policies, procedures and documents</b>	<ul style="list-style-type: none"> <li>• Grievance Policy and Procedures: Academic Matters</li> <li>• Student Handbook</li> <li>• Student Code of Conduct</li> </ul>
<b>Responsibility for implementation</b>	Director, Student and Staff Services
<b>Approval body</b>	Academic Board
<b>Date originally approved</b>	5 August 2009
<b>Date this version approved</b>	10 December 2013
<b>Date effective</b>	January 2014
<b>Date of review</b>	December 2016
<b>Contact position</b>	Director of Education
<b>TRIM Record No</b>	14/06490
<b>Acknowledgements</b>	<p>Relevant policies, procedures and definitions from a number of higher education providers, and other sources, were reviewed. Relevant policy documents from the following are gratefully acknowledged:</p> <ul style="list-style-type: none"> <li>• University of New South Wales</li> <li>• University of Sydney</li> <li>• Australian National University</li> <li>• Australian, Film, Television and Radio School (AFTRS)</li> </ul>

## **PROCEDURES**

### **How to avoid plagiarism**

In order to avoid a charge of plagiarism all sources must be acknowledged in a clear and precise manner in accordance with accepted practice. As part the common subjects in both the BFA and the MFA, students will be taught how to reference their sources correctly.

Students should be referred to the following site: <https://student.unsw.edu.au/plagiarism> which includes definitions of common forms of plagiarism and provides advice on how to avoid plagiarism.

### **How is plagiarism detected?**

NIDA utilises Turnitin software through which students are required to submit written work. Turnitin is an educational tool which students can use to check their assignments for similarities in millions of websites, articles, books and other student assignments which have also been submitted to the software. NIDA students have the opportunity to use Turnitin to check their own work for plagiarism and to make appropriate amendments before submitting the work for assessment.

NIDA staff may use the Turnitin software to obtain an originality report, which will reveal the percentage of material plagiarised or inappropriately cited in the assignment. Staff members may also use other means to check for plagiarism. For example, if the staff member feels that they have previously read or seen material submitted for assessment in an assignment or creative project, they may have sufficient knowledge to go straight to the source from which the student seems to have plagiarised. Staff will use their professional judgement when determining the amount or extent of actual plagiarised material in an assessment item and be prepared to support this finding with appropriate evidence where action against a student is contemplated.

### **What happens if a student plagiarises?**

Where plagiarism is identified, it will be necessary to decide:

- Whether the plagiarism should be dealt with at an informal or a formal level; and
- If a formal response is required, the level of response which is appropriate

This decision requires a determination as to whether the alleged plagiarism is significant or not.

When a teacher suspects an instance of plagiarism, the following steps will be taken:

The teacher who is marking the paper or assessing the creative project will initially assess the degree of plagiarism, taking into account how much material was plagiarised, how much it impacted on the work presented as original, and the percentage load of the particular assessment task within the course.

The teacher will inform the Head of Course, who will assist in determining whether there is plagiarism and, if so, whether it is non-significant plagiarism or significant plagiarism.

In determining whether plagiarism is non-significant or significant, and assessing its seriousness, consideration is given to the student's apparent level of intention to deceive. The level and effect of that intention will be the primary consideration in determining penalties or further action.

If the plagiarism in the assignment or project is judged as non-significant the Head of Course and the teacher concerned will discuss this with the student, will listen to the student's viewpoint and, if appropriate, issue a verbal warning to the student. The matter will also be noted on the student's file and a copy of the note will be provided to the student.

If the plagiarism in the assignment or project is judged as significant, the Head of Course and the teacher concerned will discuss this with the student. The student will be given advance notice of the purpose of the meeting and may bring a support person to the interview. The purpose of the interview will be to determine whether and how much plagiarism has occurred and gives the student the opportunity to respond. If requested, the student will be given the opportunity to respond in writing before any decision is taken regarding penalties.

During the interview, should the student's work be confirmed as containing plagiarism, the range of likely penalties will be discussed. Depending on the level of significance of the plagiarism:

- the student may be given a reduced mark for the assessment task, be given verbal advice on avoiding plagiarism and directed to the UNSW Learning Centre website or directed to attend a Learning Centre workshop or private sessions
- the student may be required to undertake an additional assessment task in that subject, or to re-submit the original assessment task after re-working it
- the student's work may be assessed as Fail (F) for the subject for the relevant time period
- the student may receive a grade of Fail (F) as their final assessment for the subject for the year, which could lead to failure of the course
- the most serious cases of significant offences could be considered as serious misconduct and, after investigation, penalties could include failure in the course and exclusion from NIDA

In all these cases, the matter will be noted on the student's file and a copy of the note will be provided to the student.

If a student disagrees with the penalty issued as a result of an allegation of plagiarism, the student may submit a grievance under NIDA's Grievance Policy and Procedure: Academic Matters.

## Examples of plagiarism

Below are some examples of plagiarism:

- Material copied verbatim from text and source acknowledged but represented as paraphrased
- Material paraphrased from text without acknowledgement of source
- Material copied from another student's assignment with the knowledge of the other student
- Material copied verbatim from text without acknowledgement of the source
- Same assignment submitted more than once for different subjects
- Assignment written by a third party and represented by student as their own work
- Assignment copied from another student's assignment or other person's paper without the person's knowledge

[Extract from Walker, J, 1998, 'Student Plagiarism in Universities: What are We Doing about it?' Higher Education Research and Development, vol 17, no 1, pp 89-105]

Plagiarism does not only apply with text-based work. For example, it is plagiarism to use someone else's artwork in a design without acknowledgement and, where applicable, seeking permission.