

PROCEDURES FOR DEALING WITH STUDENT PLAGIARISM

HANDBOOK FOR STAFF

REVISED JUNE 2006

The UNSW approach to the issue of student plagiarism is educative. The University wishes to foster a culture of learning informed by values of integrity and honesty throughout the organisation. The University is also committed to providing a consistent, fair and equitable approach to managing plagiarism. It is therefore expected that Faculties and Schools will adopt relevant policy, procedures and guidance provided by the University.

Faculties and Schools are also encouraged to implement any local strategies, measures or initiatives which may support broader organisational objectives in relation to student plagiarism. The provision of necessary support, encouragement and learning opportunities for both staff and students is also essential if the reputation, integrity, and culture of academic honesty within the University is to be strengthened.

Responsibility for the implementation of the Student Plagiarism strategies was handed to the office of the Deputy Vice-Chancellor (Academic) and work undertaken on the pilot program during Session 2 2005. A report on the pilot program of the strategies was discussed and considered by the Plagiarism Working Group and the Committee on Education in March and April 2006. Feedback received on the strategies was used to formulate recommendations that amended certain aspects of the original Guidelines and Rules on Student Plagiarism – Handbook for Staff.

Comment and feedback on the report was sought from the Acting Pro Vice-Chancellor (Education and Quality Improvement), Associate Deans (Education), the Plagiarism Working Group and Committee on Education, and amendments incorporated into the final version of the report. The report and recommendations were endorsed at the June 2006 meeting of Academic Board.

This document Procedures for Dealing with Student Plagiarism replaces the 2005 document Guidelines and Rules on Student Plagiarism – Handbook for Staff.

Office of the Deputy Vice-Chancellor (Academic)

June 2006

1. WHAT IS PLAGIARISM?

Plagiarism is the presentation of the thoughts or work of another as one's own.¹ Examples include:

- direct duplication of the thoughts or work of another, including by copying material, ideas or concepts from a book, article, report or other written document (whether published or unpublished), composition, artwork, design, drawing, circuitry, computer program or software, web site, Internet, other electronic resource, or another person's assignment without appropriate acknowledgement;
- paraphrasing another person's work with very minor changes keeping the meaning, form and/or progression of ideas of the original;
- piecing together sections of the work of others into a new whole;
- presenting an assessment item as independent work when it has been produced in whole or part in collusion with other people, for example, another student or a tutor; and
- claiming credit for a proportion a work contributed to a group assessment item that is greater than that actually contributed.²

For the purposes of this policy, submitting an assessment item that has already been submitted for academic credit elsewhere may be considered plagiarism.

Knowingly permitting your work to be copied by another student may also be considered to be plagiarism.

Note that an assessment item produced in oral, not written, form, or involving live presentation, may similarly contain plagiarised material.

The inclusion of the thoughts or work of another with attribution appropriate to the academic discipline does **not** amount to plagiarism.

2. RESPONSIBILITIES AND ACCOUNTABILITIES

Responsibility and accountability for dealing with Student Academic Misconduct rests ultimately with the Vice-Chancellor. Responsibility for implementation of related policy is delegated to the Deputy Vice-Chancellor (Academic), with operational responsibilities devolved to the relevant Deans, Heads of School, and the Director, UNSW Student Services, as appropriate.

The determination of a complaint of student plagiarism is the responsibility of the Faculty or School in which the student is enrolled. Any complaint which arises in relation to a student enrolled in a combined degree program is the responsibility of the Faculty in which the program authority is located, as set out in the University Calendar from time to time.

At the local level, authority and responsibility for the hearing and determining of cases of student plagiarism rests with Heads of School.

3. HELPING STUDENTS AVOID PLAGIARISM

To assist students to avoid plagiarism, specific strategies have been adopted by the University in the following areas:

3.1. The Learning Centre

The Learning Centre serves as the central University resource on academic honesty and on understanding and avoiding plagiarism. The Learning Centre website is www.lc.unsw.edu.au/plagiarism.

The Learning Centre provides a range of programs and resources for staff and students including website materials, workshops and individual tuition. The Learning Centre also provides substantial educational written materials, workshops, and tutorials to aid students, for example, in:

- correct referencing and citation practices;
- paraphrasing, summarising, essay writing, and time management; and
- appropriate use of, and attribution for, a range of materials including text, images, formulae and concepts.

¹ Based on that proposed to the University of Newcastle by the St James Ethics Centre. Used with kind permission from the University of Newcastle.

² Adapted with kind permission from the University of Melbourne.

All these skills may be of assistance to students in their studies. Individual assistance is available on request from The Learning Centre.

3.2. For Students

All commencing students in their first session of enrolment (undergraduate and postgraduate) are encouraged to complete the Online Information Literacy Tutorial (ELISE) provided by the UNSW Library. This program will assist students in:

- attaining the necessary standard of information literacy required for commencing University study; and
- understanding the basic principles regarding the ethical use of information, thereby helping students avoid unintentional plagiarism or poor academic practice.

All Students will be required to sign an Assessment Cover Sheet, permitting their work to be subjected to checking for plagiarism, when submitting all assessment items, including written assignments, reports, designs, compositions and take home examinations.

3.3. For Staff

A range of online resources designed to promote academic honesty and the ethical use of information is available to all Academic Staff through The Learning Centre. The purpose of this material is to promote a shared understanding of key concepts and practices relating to academic integrity and plagiarism.

As part of this material, The Learning Centre provides a wide range of tools, materials and strategies for staff to assist them in helping students avoid plagiarism, including:

- materials concerning course and assessment design;
- strategies for identifying plagiarism;
- general suggestions for course delivery; and
- links to authoritative resources on this topic.

All staff are encouraged to access the material, regularly engage with its content, and to the extent possible, adopt relevant tools, materials and/or strategies for helping students to avoid plagiarism in preference to relying on detection tools and a system of penalties.

3.4. For Faculties

In each Faculty the role of a Faculty Student Ethics Officer (FSEO) is undertaken by the Associate Dean (Education). The FSEO's role is to:

- facilitate increased knowledge and awareness of academic honesty issues generally within the Faculty;
- devise local strategies and programs to promote better understanding of plagiarism generally within the Faculty;
- coordinate, in conjunction with Heads of School, relevant School activities and initiatives;
- undertake Academic Misconduct investigations on referral from Heads of School, as required;
- provide general advice and support to all staff within the Faculty in respect of academic honesty; and
- liaise with Deans, Heads of School, and Director, UNSW Student Services, on all related matters.

3.5. For Schools

Head of School

At the local level, authority and responsibility for the determining of charges of student plagiarism rests with the Head of School. Similar to the requirements for FSEOs, all Heads of School are required to:

- facilitate increased knowledge and awareness of academic honesty issues generally within the School;
- devise local strategies and programs to promote better understanding of plagiarism generally within the School;
- coordinate Academic Misconduct investigations, including by appointing an appropriate investigator on receipt of a complaint, undertaking the investigation, or where necessary, referring the investigation to an FSEO;
- ensure penalties are not administered by Academic Staff or by an investigator directly involved with the investigation of a specific complaint;
- provide general advice and support to all staff within the School in respect of academic honesty; and
- liaise with the Deans, FSEOs, and the Director, UNSW Student Services, on related matters.

School Student Ethics Officer

As an alternative to high-level involvement of Heads of School in managing student plagiarism complaints, Heads of School may elect to appoint a School-based Student Ethics Officer (SSEO) within the School to fulfil the above functions and undertake all plagiarism investigations relating to Formal Offences within the School.

Where a Head of School has appointed an SSEO, all investigations may be undertaken by that Officer. However, where investigations are undertaken by an SSEO, the final determination as to penalty should be referred to the Head of School. An SSEO may however make a recommendation as to penalty.

3.6. For Faculties and Schools

The communication of a clear and consistent message in respect of plagiarism is essential to developing a better understanding of what constitutes plagiarism within the University and promoting a culture of academic honesty. All Faculties and Schools are required to:

- adopt the revised definition of plagiarism appearing in this document and in central University policy documents;
- remove definitions which differ from that approved definition in all online and print-based Faculty/School program and course materials;
- provide direct links to The Learning Centre from Faculty/School web pages;
- make reference to assistance provided by The Learning Centre in program/course materials; and,
- ensure the widest possible dissemination of University policy and procedures in respect of academic honesty to both staff and students.

Additionally, it is essential that all Faculties and Schools provide students with discipline-specific examples of good and bad academic practice according to the conventions of the discipline, and provide specific advice regarding those referencing techniques that will be required of students whilst studying at UNSW.

The revised Template for Course Outlines available to Academic Staff provides generic information on plagiarism for all students. Faculties and Schools

should ensure this generic material is provided to students in unaltered form. Supplementary information such as comment or examples may, however, be added to that template with a view to enhancing student understanding of key concepts in the context of the related discipline.

Schools are also required to develop an Assessment Cover Sheet for use by students with all assessment items, including take home examinations, research papers, and online materials where appropriate.

3.7. Students Enrolled in Research Programs

The issue of student plagiarism for students enrolled in research programs is currently being considered by the Deputy Vice-Chancellor (Research), Dean of Postgraduate Studies, Graduate Research School, and Committee on Research.

4. DETERMINING THE APPROPRIATE RESPONSE TO PLAGIARISM AT UNSW

All plagiarism is unacceptable at UNSW. The University recognises, however, that many factors may give rise to plagiarism and that plagiarism can, for example, occur inadvertently. Less serious cases of plagiarism are therefore often best dealt with on an educative, rather than punitive, basis between relevant Academic Staff/student advisors and students. In determining how best to handle an incident of plagiarism, the amount of plagiarism identified in an assessment item may provide an important indication as to whether an Informal or Formal Educative Response is appropriate, or, in more serious cases, whether the matter should be treated as a Formal Offence. However, other factors will also be relevant to that inquiry.

Where plagiarism has been 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.

These two inquiries require a determination as to whether the alleged plagiarism is Significant.^{3,6}

³ Where the word 'Significant' appears subsequently in this document and is intended to be used within the meaning ascribed above, the word appears with a capital 'S'.

Plagiarism which is Significant will vary as to its degree of seriousness.

4.1 Determining if Plagiarism is Significant

In determining whether the plagiarism is Significant, and assessing its seriousness, consideration should be given to the following matters:

- a) Whether the material is considered important or of consequence to the assessment item in which it appears, also taking into account the nature of the plagiarism and the context in which it is found;
- b) The extent or amount of the plagiarism in an assessment item (quantified if possible);
- c) The proportion of the overall course mark represented by the assessment item;
- d) The nature of the course and the assessment item;
- e) The degree to which the alleged plagiarism affects any underlying thesis on which the assessment item is based;
- f) The conventions associated with the particular academic discipline;

4.2 Determining an Appropriate Penalty for Plagiarism

When determining an appropriate penalty for cases of plagiarism, consideration should be given to the following:

- g) The year or study level of the student;
- h) Any relevant individual circumstances of the student;
- i) Whether the student has previously been warned for plagiarism and is the subject of an entry on the Central Plagiarism Register (see section 10 for further information);
- j) Any apparent intention to deceive by a student; and, if any
- k) The level and effect of that intention.

Whilst the determination as to significance will generally fall to individual Academic Staff in the first instance, in the event of any doubt, advice should be

sought from the relevant Head of School or FSEO. In the event of any dispute as to whether the plagiarism is Significant, responsibility for final determination rests with the relevant Head of School or FSEO (where referred to the latter for consideration).

A Level 1 offence would normally only be applicable to a first year undergraduate student. The revised Levels 2 and 3 would normally apply to second, third or fourth or fifth year undergraduate students, postgraduate coursework students, and repeat offender first year undergraduate students.

In the case of groupwork plagiarism, the normal expectation would be that the penalty is applied equally to all members of the group.

5. LEVEL 1 PLAGIARISM

NON-SIGNIFICANT PLAGIARISM & INFORMAL EDUCATIVE RESPONSE

Where, in light of all the relevant factors above (see section 4 Determining the Appropriate Response to Plagiarism at UNSW) the plagiarism is considered to be non-Significant and an Informal Educative Response is appropriate, individual Academic Staff should counsel the student and provide advice or assistance as believed appropriate.

In some cases no penalties will be applied and no further administrative action is required. In other cases where there are multiple minor assessment items, such as weekly submissions of take-home tests, it may be appropriate to apply a reduction in mark for the assessment item in question. Application of such a penalty would need to be in keeping with School policy and information about the application of such penalties included in the course outlines provided to students.

At this level, entries are *not* made onto the Central Plagiarism Register.

The appropriate response to a Level 1 case of plagiarism is determined by the individual Academic staff member (in accordance with School policy). Responses include:

- counselling of the student by the individual Academic staff member; and/or

- referral to the Learning Centre where required; and/or
- student may be asked to revise and resubmit the assessment item and a reduction in marks may or may not be applied; and/or
- a reduction in marks be applied to the assessment item with no option of resubmission.

For all Level 1 incidents, the response taken by the individual academic staff member should be in accordance with the agreed School policy, and the Head of School should be informed.

6. LEVEL 2 PLAGIARISM

SIGNIFICANT PLAGIARISM AND FORMAL EDUCATIVE RESPONSE

Where the plagiarism is considered to be Significant (see section 4.1 Determining if Plagiarism is Significant) and of a more serious nature, it may be investigated by the Head of School or may be referred to the School Student Ethics Officer (or another independent Academic staff member) for investigation. Where the allegation is investigated by the SSEO or another independent Academic, a written report for consideration by the Head of School will be prepared. Under the Student Misconduct Rules, a Head of School cannot delegate his or her responsibility to hear and determine charges of student academic misconduct. Therefore to ensure an equitable process, the Head of School, as the Officer making a determination, is not advised to undertake an investigation into an allegation of plagiarism.

If the Head of School determines that the allegation is proven, responses include:

- a written warning; and/or
- referring the student to The Learning Centre for remedial attention; and/or
- reduction in marks up to and including zero for the assessment item. Re-submission may be offered with a reduction in mark for the re-submitted item also applied; and/or
- reduction in mark up to zero for the assessment item. Re-submission is not an option; and/or
- reduction in marks for the course; and/or

- failure in the course.

The Head of School should meet with the student (along with the SSEO and the Academic staff member as appropriate) to discuss the plagiarism allegation and outline the potential penalties (further details are provided in section 11: Steps in an Investigation Process).

The involvement of the Head of School should provide the student with clarification regarding the University's expectations of students in relation to academic honesty and reinforcing the serious nature of plagiarism.

Once a determination has been made, the student should be advised in writing of the Head of School's decision and the penalty(s) that shall be applied.

Level 2 incidents require an entry to be made onto the Central Plagiarism Register. The FSEO should also be notified.

Where the Head of School believes that the matter cannot be dealt with appropriately at School level, and is sufficiently serious to warrant a penalty in excess of those provided above, he/she should seek the advice of the FSEO. If the FSEO concurs, the matter should be referred to the Vice-Chancellor as a Level 3 offence for consideration under the Student Misconduct Rules as serious Student Academic Misconduct.

7. LEVEL 3 PLAGIARISM

SIGNIFICANT PLAGIARISM AND FORMAL OFFENCE

The most serious incidents of Significant plagiarism are considered to be Level 3 offences. Level 3 offences are those where, in the joint opinion of the relevant Head of School and FSEO, the circumstances indicate that the likely penalty for the plagiarism will exceed that provided for lower level offences, and the breach is gross in nature, it should be considered a serious Student Academic Misconduct offence under Student Misconduct Rules. Those offences should be referred to the Vice-Chancellor. The Vice-Chancellor may refer offences to the Director, UNSW Student Services for investigation and consideration under Student Misconduct Rules. Penalties may include failure in the course and exclusion from the University, or the imposition of a fine.

In the event of any disagreement between a Head of School and FSEO as to whether an offence warrants consideration as a Level 3 offence, the matter should be referred to the Director, UNSW Student Services who will provide advice and assistance as appropriate.

Allegations referred to the Vice-Chancellor will be dealt with in accordance with the procedures set out in the Student Misconduct Rules. If the allegation is proven, in addition to any other action taken by the University, an entry will be made on the Central Plagiarism Register.

8. IDENTIFYING PLAGIARISM USING SIMILARITY DETECTION TOOLS

Staff should note that the use of electronic aids, such as a Similarity Detection Tool will not necessarily be of assistance in confirming the level of plagiarism in an assessment item. These tools generally identify only similarities between the content of a document and another source, and do not necessarily confirm that plagiarism has occurred. A similarity may, in fact, mean that good use of another source has occurred, particularly when accompanied by correct referencing according to the academic conventions of the discipline. The SDT will likewise be of no assistance where the theft of ideas or concepts forms the basis of a complaint.

The SDT will assist in the making of a determination by identifying sources and providing immediate access to original material cited. It must be understood, however, that an assessment item may contain Significant plagiarism even where the SDT does not necessarily generate an adverse report. An example may be where a student has purchased an assessment item from an online 'paper mill' or from another student.

It therefore remains incumbent on all Academic Staff to exercise their qualified, professional judgement when determining the amount or extent of actual plagiarised material in an assessment item and to be prepared to support this finding with appropriate evidence where action against a student is contemplated

In the event that suspect material is identified in relation to an individual student, and confirmation is needed using the SDT, Academic Staff are generally advised that, in the interests of equity, the assessment

items of all students enrolled in the course should be submitted for checking using the SDT.

9. GUIDE TO PROCEDURES

9.1 Confidentiality and Conflict of Interest

All complaints of plagiarism against a student are to be dealt with confidentially in order to protect the privacy and interests of the student. Staff dealing with a suspected case of plagiarism must ensure that there is no actual or perceived conflict of interest between themselves and the student concerned

In all cases, personal information in respect of Student Academic Misconduct should be treated in the strictest confidence and not released to any third party or external agency unless required by law or the student has expressly consented to its release in writing.

9.2 Academic staff

It is appropriate for the Academic Staff member who initially identifies the plagiarised material to gather information on the source of the plagiarised material, and make a determination as to the seriousness and significance of the suspected plagiarism. Following a determination that an assessment item contains Significant plagiarism, the Academic Staff member should notify the Head of School. The Academic Staff member who identified the suspected plagiarism should not undertake the formal investigation of the allegations.

9.3 Head of School

The Head of School is the first point of contact for all cases sufficiently serious to be dealt with as Student Academic Misconduct.

Investigations for all serious cases (i.e. those cases involving Significant plagiarism, or those cases not to be treated educatively) should be referred to the Head of School, who may either:

- undertake the investigation; or
- delegate the investigation to an SSEO (where appointed) or an independent member of Academic Staff within the School; or
- refer the matter to the FSEO or Vice-Chancellor as appropriate.

In making that determination, the Head of School should consider any potential for perceived or actual conflict of interest in cases dealt with either by themselves or the investigating staff member.

9.4 Faculty Student Ethics Officer

To ensure consistency between Schools, the FSEO should be advised of all Level 2 cases, and actively involved in Level 3 cases.

Heads of School may, however, refer a matter to the FSEO where other circumstances dictate including where the Head of School has a perceived or actual conflict of interest in the matter involved; or an investigation may be of such complexity to warrant involvement of the FSEO.

In instances where a penalty more severe than failure in a course (for example, exclusion from the University) is considered appropriate, the Head of School should first consult with the relevant FSEO for consideration as to the referral to the Vice-Chancellor and investigation by the Director, UNSW Student Services. Examples of cases where such a penalty might be appropriate include serious cases of extensive and repeated plagiarism, theft of another student's assessment item, or where a significant portion of a major piece of assessable work or thesis (i.e. an item which constitutes the majority of assessment in a course) contains allegedly plagiarised material.

Where a matter is subsequently referred to the Vice-Chancellor, no further action is taken within the Faculty or School, except to provide support as may be required for any subsequent investigation by the Vice-Chancellor's delegate.

10. CENTRAL PLAGIARISM REGISTER

In order to ensure fair and consistent treatment of students and the effective management of plagiarism on an inter-Faculty and inter-School basis, a Central Plagiarism Register (CPR), which records all formal plagiarism offences by students, will be created. The CPR is managed within the Office of the Director, UNSW Student Services, and access to the CPR will be strictly controlled and restricted to the Vice-Chancellor; Deputy Vice-Chancellor (Academic); Director, UNSW Student Services or their nominee with responsibility for the administration of Student Academic Misconduct; FSEOs; and Heads of School.

Enquiries in relation to the CPR should, in all cases, be made in writing through the relevant Head of School or their delegate.

The CPR should support all Schools or educational units within the relevant Faculty and be used to record all instances of plagiarism except occurrences of non-significant plagiarism.

The details of all entries pertaining to individual students will be removed within six months of the graduation of a student.

All staff are reminded of the highly sensitive nature of information likely to be contained on such a register and the potentially serious ramifications for students in the event of unauthorised or inappropriate disclosure through either inadvertent communication or the failure to take appropriate security measures in relation to the register. Information contained in the CPR is therefore to be treated in the strictest confidence with privacy considerations paramount.

All care should be taken to ensure that a previous entry on the CPR does not prejudice any subsequent investigation. Except to the extent necessary for determining appropriate treatment of a plagiarism occurrence, entries on the CPR should be taken into account at the penalty stage only, when determining appropriate penalties for Formal Offences.

Information contained on any register should have no bearing on the treatment of students in respect of other assessments not relevant to a plagiarism complaint or generally.

11. STEPS IN AN INVESTIGATION PROCESS

11.1 General Obligations

Plagiarism allegations have the potential to impact directly on the rights and interests of students. The principles of procedural fairness should therefore apply to all plagiarism investigations. The standards of equity and justice enshrined in the UNSW Code of Conduct also demand fairness and an equitable approach in all dealings with students. Key requirements include ensuring students are accorded a fair hearing; that staff involved in the investigation process are not also involved in the determination of penalties, and that decisions are based on logically conclusive material.

Students should be provided reasonable notice of any allegation of plagiarism, and an opportunity to

respond to any allegation raised. A corollary of this requirement is that students should be provided reasonable access to material to be relied upon in determining any matter, such that a student is able to respond competently to any allegation raised. Before providing such information, however, staff are reminded that it may also be necessary to weigh the privacy concerns and interests of complainants and other stakeholders.

11.2 Process for Significant Plagiarism

The Head of School should appoint either an SSEO or an appropriate member of Academic Staff not involved with that Course as the Investigating Officer. That Officer should conduct any enquiries beyond the initial identification of plagiarised material. Under the Student Misconduct Rules, a Head of School cannot delegate his or her responsibility to hear and determine charges of student academic misconduct. Therefore to ensure an equitable process, the Head of School, as the Officer making a determination, should not undertake an investigation into an allegation of plagiarism.

The student should be informed in writing of the nature of the possible misconduct by the Head of School, normally within 10 working days (although in more complex matters requiring extensive investigations, the timeframe may be longer). This letter should also contain sufficient detail of the complaint, such that the student understands the nature of the suspected Academic Misconduct and is enabled to respond to the details of any allegations raised. Examples include:

- identifying where it is suspected that material contained in the student's submission has been taken without proper attribution from another source;
- attaching a copy of the report generated by an electronic Similarity Detection Tool; and
- advising the student that their answer to a particular question in an assessment item is very similar to that of one or more other students.

The letter should require the student to contact the Head of School to arrange a time, date, and location for a meeting, to which the student is invited. Such a meeting should take place normally within 10 working days of the date of notification. Students should also be advised of the details of all staff scheduled to attend that meeting and any student

support services available. In lieu of attending the hearing, students may be provided with the option to respond to the allegation in writing within 10 working days. In the event that a student or all relevant staff are not available to attend the hearing in person, a telephone conference may be arranged.

In the event that the student does not attend the hearing or respond to the correspondence from a Head of School regarding allegations of serious Student Academic Misconduct, and further reasonable attempts have been made to contact the student, then advice should be sought from the Director, UNSW Student Services.

Details of the penalty determined should be entered onto the Central Plagiarism Register normally within 5 working days of the hearing.

11.3 Hearing/Meeting

In response to the letter informing the student of the suspected misconduct, a meeting to discuss the matter is to be arranged. The purpose of the meeting is to review the evidence available, discuss the matter with the student and allow the Head of School or FSEO (as appropriate) to determine whether misconduct has occurred.

Attendees at the meeting would normally be the Head of School; and the investigating staff member (where applicable); and the student(s) involved; and a support person or observer for the student (if the student chooses), and the FSEO - if the case has been referred by the Head of School. It is strongly recommended that the investigating officer or an appropriate independent member of staff attend the meeting as an independent observer and confirm any record of interview taken. Brief notes of the meeting should be kept and a copy provided to the student if requested.

An appropriate sequence of events for this meeting is for the Head of School or FSEO:

- to inform the student(s) of the nature of the suspected misconduct;
- to review the evidence provided by the School;
- to review any information provided by the student;
- to allow the student(s) good opportunity to comment on the evidence;

- to determine whether Student Academic Misconduct has occurred.

If Student Academic Misconduct has occurred it will be necessary to determine an appropriate penalty; and if possible at that time, inform the student(s) verbally and in writing of the penalty.

In some cases, it may be necessary to adjourn the meeting so that the Head of School or FSEO can seek further advice either before the determination is made or before a penalty is decided. The meeting should be re-convened as soon as practicable.

11.4 Students Who Do Not Reside Locally

Where a student does not reside near the University it may not be practicable to organise a face-to-face meeting. In such a case, the initial letter to the student should present fully the evidence of suspected misconduct; and offer the student an opportunity to present their case by teleconference, email or letter within 10 working days.

If no reply is received from the student within the specified 10 working days, and all reasonable attempts to contact the student by alternative means have failed, the Head of School should seek advice from the Director, UNSW Student Services.

12. APPEALS

All students are to be informed in writing within 5 working days of their right of appeal against an adverse decision taken and penalty awarded. Under UNSW Student Misconduct Rules, a student has the right to appeal a decision by forwarding notice in writing to the Deputy Vice-Chancellor (Academic) within 14 days of receiving notification of the decision. The matter may then be referred to a Committee on Student Discipline under Student Misconduct Rule 7.

Further advice on this process can be obtained from the relevant Faculty Student Ethics Officer, UNSW Student Services, or by viewing the Student Misconduct Rules available online at: <https://my.unsw.edu.au/student/academiclife/assessment/StudentMisconductRules.html>.

In the event of a successful appeal, any record entered onto the Central Plagiarism Register should be removed or adjusted appropriately, normally within 5 working days of the result of the appeal.