



PLAGIARISM POLICY

1. Introduction

Good scholarship necessarily requires building on and incorporating the work of others, however, this use must be acknowledged. Plagiarism, cheating, and falsification of data are dishonest practices that contravene academic values of respect for knowledge, scholarship, and scholars. These practices diminish the educational experience, both for the individual and for others enrolled in the course. The University imposes strict penalties on students who are found to breach the plagiarism policy.

The most common forms of plagiarism include copying, collusion, and fabrication. Whenever the thoughts, words, drawings, designs, statistical data, computer programs, or other creative work of others are used, either by direct quotation, paraphrasing, or using another's ideas, the author and the source must be clearly identified through the use of proper referencing. To avoid plagiarism, it is important to understand how to attribute the work and ideas you use to their proper source.

The purpose of this document is to:

- identify the responsibilities of the University, academic staff, and students concerning the prevention and detection of plagiarism in coursework programs.
- Outline consistent procedures for investigating and addressing suspected or alleged cases of plagiarism across the University.
- Guide academic staff on preventing and detecting plagiarism.
- Offer advice to students on methods to avoid plagiarism.

2. Definitions

Plagiarism is the act of presenting the thoughts or works of another as one's own, thereby giving the impression that one has produced something original when it has been derived from another source.

Intentional plagiarism is plagiarism that arises from the deliberate intent to deceive.

Unintentional plagiarism is plagiarism that arises from a lack of knowledge or understanding of the concept of plagiarism, or lack of skill in using the relevant academic conventions and practices. *Note that both intentional and unintentional plagiarism are breaches of this policy.*

Group Work refers to a formally established project conducted by a number of students in common, resulting in a single piece of assessment or a number of associated pieces of assessment.

Legitimate collaboration encompasses any constructive educational and intellectual practice aimed at facilitating optimal learning outcomes through student interaction.

Collusion (unauthorised collaboration) involves working with others without permission to produce work which is then presented as work completed independently by the student. Collusion is a form of plagiarism. Students should not knowingly allow their work to be copied.

Dean means the person in charge of a Faculty/School/Centre in which plagiarism has occurred.

3. Responsibility of the University

3.1. The University has an obligation to:

- 3.1.1. establish and publicize policies and procedures regarding plagiarism to all academic staff and students.
- 3.1.2. inform all parties of their rights and responsibilities.
- 3.1.3. ensure consistent implementation of policies and procedures across all faculties/schools/centers.
- 3.1.4. provide guidance to students on how to avoid plagiarism.
- 3.1.5. offer guidance to staff on how to minimize opportunities for plagiarism, and how to detect instances of plagiarism.
- 3.1.6. provide students with a fair opportunity to respond to allegations of plagiarism
- 3.1.7. publicize a process for students to appeal decisions arising from plagiarism.
- 3.1.8. maintain a confidential record of cases of plagiarism for which a penalty is imposed in the Student Information System and Student Files

4. Responsibility of Staff

- 4.1. Academic staff has a responsibility to:
 - 4.1.1. read, understand, and adhere to this policy.
 - 4.1.2. educate students on both good scholarly practice and the concept of plagiarism.
 - 4.1.3. ensure students are adequately informed about referencing requirements and academic conventions for the use of others' work.
 - 4.1.4. inform students of obligations regarding the acknowledgment of collaborative work and provide clear guidelines for group work.
 - 4.1.5. ensure all assessed written submissions are made through the plagiarism software used at MNU.
 - 4.1.6. provide students with early notification and clear warning if they believe any individual or group may be at risk of breaching guidelines relating to plagiarism, group work, collusion, and collaboration.
 - 4.1.7. provide clear feedback about referencing issues.
 - 4.1.8. refer students to sources of advice on academic writing.
 - 4.1.9. ensure that allegations of student plagiarism are supported by firm evidence.
 - 4.1.10. refine the similarity scores in plagiarism software to make academic judgments related to plagiarism.

5. Responsibility and Rights of Students

- 5.1. Students have a responsibility to:
 - 5.1.1. read, understand, and adhere to this policy.
 - 5.1.2. familiarize themselves with the conventions of referencing for their discipline(s).
 - 5.1.3. avoid all actions that may constitute plagiarism.
 - 5.1.4. seek assistance from the lecturer, course coordinator, and appropriate sources when additional knowledge and skills are required.
 - 5.1.5. consult your lecturer or review the institution's policies regarding acceptable similarity scores in the detection software before submitting an assessment. It's important to note that the criteria for matching text can vary between faculties, instructors, or assignments.

5.2. Students have a right to:

- 5.2.1. be informed of the University's policies with respect to academic honesty including plagiarism, cooperation, and group work.
- 5.2.2. receive clear guidelines on academic styles required in each subject.
- 5.2.3. receive constructive comments to assist in reviewing their work.
- 5.2.4. expect clear guidelines relating to all aspects of group work.
- 5.2.5. engage in learning experiences designed to improve writing and study skills, understand group work requirements, and develop ethical behavior.
- 5.2.6. seek advice from the Student Support Services if alleged to have breached the Poicy on Plagiarism.
- 5.2.7. appeal regarding the decisions of the Faculty /School/Centre as per MNU Appeal Procedure

6. Penalties

6.1. When determining penalties:

- 6.1.1. Each case will be evaluated individually.
- 6.1.2. The level of intent to deceive, the extent of plagiarism, and the student's history of such actions will be primary criteria.
- 6.1.3. Maintain consistency in the application of penalties across the University.

6.2. If plagiarism is determined, one or more of the following penalties may be imposed:

- 6.2.1. written warning.
- 6.2.2. loss of all or part marks for the assessment item.
- 6.2.3. downgrading the final grade in the subject.
- 6.2.4. a fail grade in the subject.
- 6.2.5. Postpone repeating the subject or assessment for a year if repeat has been granted.
- 6.2.6. exclusion from enrollment in specific subjects and/or courses, for a specified period.
- 6.2.7. exclusion from the University permanently or for a specific period.

7. Appeals

A student who wishes to appeal a decision of the Head of Department may appeal to the Dean.

Students who wish to appeal a decision of the Dean or the Disciplinary Committee should follow the appeal procedure outlined in the Students' General Rules and Discipline Rules

8. Responsibility for implementation of the Policy

The primary responsibility for the implementation of this policy lies with the Dean.

Contact Person: Deputy Vice Chancellor- Academic Affairs

Approved by: Academic Senate

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Note: This policy and accompanying attachments are primarily derived from the model plagiarism policy for Australian universities available from the University of New South Wales website. Some parts have been derived from similar policies of the following: Australian National University, Monash University; University of Newcastle, Australia; University of East Anglia, University of the Sunshine Coast, Bond University, Liverpool University, University of Melbourne, University of Bristol and QAA UK.