School Protocol for Plagiarism Incidences

DISCIPLINARY PROCEDURE

Definition of terms

Plagiarism means to take and use another person’s ideas or manner of expressing them and to pass them off as one’s own by failing to give appropriate acknowledgement. Plagiarism, or passing off someone else’s work as your own, may occur when you fail to reference adequately. Inadequate referencing by itself is not grounds for disallowing work or failing an assessment task. Only cheating, which means plagiarism that involves some intent to deceive or to gain unfair advantage, or that is done despite prior warnings and instructions, can be grounds for disallowing work.

Cheating refers to seeking to obtain an unfair advantage in an examination or in other written or practical work required to be submitted or completed by a student for assessment.

Collusion is the presentation of work which is the result in whole or in part of unauthorised collaboration with another person or persons. Collusion may be with another Monash student or with people or students external to the University. This applies to work assessed by Monash or another university.

The University will consider that plagiarism has occurred in any of the following circumstances:

1. When phrases and passages are used verbatim without quotation marks and without a reference to the author
2. When an author's work is paraphrased and presented without a reference
3. When other students' work is copied or partly copied
4. When items for assessment are written in conjunction with other students (without explicit instruction in the assignment brief)
5. When a piece of work has already been submitted or assessed
6. Other people’s designs, codes, text, ideas, video, audio or images are presented as the student’s own work
7. Laboratory results of someone else are used without appropriate attribution

Collusion occurs when you work without the authorisation of the teaching staff to:

8. Work with one or more people to prepare and produce work
9. Allow others to copy your work or share your answer to an assessment task
10. Allow someone else to write or edit your work (except for the use of a scribe approved by Disability Services)
11. Write or edit work for another student
12. Offer to complete work or seek payment for completing academic work for other students.
Penalties

Intentional plagiarism is regarded as cheating and is therefore a serious offence and will be dealt with under the University’s Discipline Statute 4.1.

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<tr>
<th>Level of Plagiarism</th>
<th>Procedure and Penalty</th>
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<td>Non-intentional failure to acknowledge the ideas of others. Essay has less than 25% plagiarised</td>
<td>The matter will be reported to the campus unit coordinator and academic penalties applied:</td>
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<td>• progressive sanction to be applied; from 10-25% a penalty of 1% will be applied for every line containing plagiarism.</td>
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<td>• If it’s found that the breach is not intentional or reckless, you will have to participate in additional academic skills development. To ensure that you have not gained an unfair advantage, other actions may be taken, which could include:</td>
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<td>○ loss of marks</td>
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<td>○ remarking to exclude the section of work that breaches academic integrity</td>
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<td>○ resubmitting of all or part of the work.</td>
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<td>The outcome is recorded on a University register for seven years to document that you have been counselled about academic integrity rules.</td>
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<td>Essays with evidence of more than 25% plagiarism</td>
<td>Essay will be reviewed and no marks will be awarded until the proper procedures have been followed. If cheating is found to have occurred, one of the following penalties will be imposed:</td>
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<td>• disallowance of the work (mark of 0),</td>
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<td>• failure of the unit,</td>
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<td>• suspension, or exclusion from the University. After 3 violations a disciplinary hearing to this effect will be conducted.</td>
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<td>Where a penalty or disciplinary action is applied, the outcome is recorded and kept for 15 years.</td>
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If a staff member suspects you have breached the Student Academic Integrity Policy (e.g. by plagiarising or colluding) they are required to:

• inform you of the suspected breach in writing
• identify the work and its source
• ask you to respond
• report the matter to the Chief Examiner (or nominee).
You will have the opportunity to respond, usually in person. You can request to have a support person with you in the meeting. If you are not able to attend a meeting, you will receive details of the breach, asking for your response in writing within 10 working days.

If the breach is found to be intentional or reckless, the matter is reported to the Associate Dean of the faculty. The Associate Dean (or nominee) may deal with the matter or refer it to a faculty discipline panel.

Ways to avoid plagiarism

The submission of written work is an essential part of your units. Submitted work must be your own work. This does not mean that you may not make use of the work of others. However, when you quote or paraphrase material from other sources, you must acknowledge your sources in full. You may seek the help of your tutor in preparing the piece of work and might enlist the help of fellow students in sorting out your ideas but the final product must be written by you in your own words, with appropriate reference to quoted sources.

The following hints will help you avoid plagiarism:

- take accurate notes - distinguish in your notes between your own ideas and the ideas of other writers;
- in your notes, as well as essays, place quotation marks around ALL material that is copied out directly and note the source;
- reference any idea that is not yours even if it is paraphrased or summarised and does not appear in quotation marks; and
- even when receiving advice from fellow students, formulate the final product by yourself.

Your faculty will be able to provide you with resources and support to help you develop study skills that uphold the University's academic integrity standards.

The University plagiarism policies can be found at:

http://www.policy.monash.edu/policy-bank/academic/education/conduct/plagiarism-policy.html

Panel hearing process


Student Academic Integrity flowchart