

# POLICY AND PROCEDURES

## Academic Honesty and Preventing Plagiarism

This policy is important to:

- Teachers;
- Associate Deans Teaching and Learning;
- Heads of School;
- Executive Deans/Dean/Executive Directors;
- Student Advisors;
- Students.

POLICY NUMBER: POA130527000

DATE APPROVED: 25 May 2012

POLICY CATEGORY: Educational

POLICY OWNER: Principal officer responsible for Learning and Teaching

POLICY ADVISOR: Senior Policy Officer, Governance and Policy Branch

## 1. CONTEXT

Academic integrity and honesty are fundamental to the work of the University in advancing the histories of individuals and communities. Ethical and honest behaviour is integral to maintaining the academic standing of Victoria University's qualifications. The University requires that all its staff and students behave according to high standards of academic honesty in any assessment, research and publications in which they engage. This policy reflects the vigilance of Victoria University in curbing the incidence of plagiarism and providing clear and fair procedures for managing this.

## 2. DEFINITIONS

### 2.1 Academic apprenticeship

Every first year course includes a period of 'academic apprenticeship' for students in transition to tertiary study, introducing them into the conventions and language of academic writing as these apply to that unit of study. Typically, an Academic apprenticeship will provide students with practical exercises designed to:

- develop language skills in a subject area. This can involve tasks requiring students to synthesise ideas from different reading materials relevant to that subject area and to present these in written form using the appropriate referencing system;
- clarify referencing requirements;
- clarify what things should be quoted;
- teach them how to summarise;
- introduce students to the requirements and expectations arising under this policy. For example, it is expected that students will be able to access Acknowledgement/Referencing/Plagiarism workshops and/or on-line support.

The practical nature of these exercises dictates that this work is commenced at the beginning of a course, and reinforced throughout the course to nurture the development of their academic language.

## 2.2 Academic integrity

This comprises important values that shape the work of the University in teaching, research and engagement. These are:

- **Respect** for the participatory nature of learning and the work and perspectives of others;
- **Honesty** so that commitment is given to acknowledging the work and ideas of others that is built upon;
- **Fairness** through realistic assessment expectations and clear standards that are applied fairly;
- **Trust** so that there is confidence in people and in services that enable students to achieve to the best of their abilities; and
- **Responsibility** because every person at the University has a duty to maintain academic integrity.

## 2.3 Academic Misconduct

This involves dishonesty and premeditation in the preparation and/or presentation of assessable work, usually gaining an unjust academic advantage for the student(s) to which the student(s) are not entitled and/or which may result in the diminution of academic integrity, thereby bringing the University into disrepute.

## 2.4 Acknowledgement

When another's ideas are used they should be acknowledged so that work is not misrepresented as original. There are two levels of acknowledgement:

### 2.4.1 Attribution

This is where the majority of someone else's intellectual output (ideas, writings, creative thinking, designs etc) in a modified form, are presented in the author's own words. For example, paraphrasing or summarising. In these instances it is appropriate to name the 'owner' (in the body of the writing) without enclosing the sentence(s) or part of a sentence in quotation marks. The original source of attributable work must be recorded in the Bibliography/Reference List.

### 2.4.2 Citation (also known as in-text referencing)

This is where a body of text that has been copied exactly from the original. The source is identified using quotation marks text and/or indenting. Consequently the text is clearly distinguished as work originating from another source. The original source of work that is cited must be recorded in a Reference List and/or Bibliography.

## 2.5 Bibliography

This is a reference list that includes all the texts and web sites that have been read for understanding, as well as those that have been cited in a piece of work.

## 2.6 Collaboration

Academic work that is undertaken jointly by two or more students with the knowledge and consent of the teacher.

## 2.7 Collusion

This is a deliberate joint attempt by a student and another person or persons to deceive an assessor that work submitted is solely the student's own work.

## 2.8 Misconduct Database

The University's central register of cases of student plagiarism is used to assist in the detection of students committing multiple offences in different courses. The Register is maintained by the Office of the Principal Officer responsible for Learning and Teaching.

## 2.9 Paraphrasing

This involves a student / author [using someone else's ideas but expressing them in his/her own words](#). As another person's intellectual output (ideas) are being used, they must be acknowledged, for example by footnote.

## 2.10 Plagiarism

The practice that involves use of another person's intellectual output and presenting it (without appropriate acknowledgement) as one's own.

These are examples of Plagiarism:

2.10.1 Word-for-word copying of sentences/paragraphs in an assignment without acknowledgement or with insufficient or improper acknowledgement;

2.10.2 Downloading essays or assignments from the web and presenting these for assessment;

2.10.3 Presenting another student's work or research data as the student's work;

2.10.4 Copying out parts of any text without acknowledging the source(s). This may be written text, structures within texts, diagrams, formulae, sound files, still photographs, audio-visual material (sound and image files), graphics/animations/multimedia objects, other computer based material, mathematical proofs, art objects, products and others. This can be done as verbatim copying or paraphrasing;

2.10.5 The use of someone else's concepts, experimental results, experimental conclusions or conclusions drawn from analysing evidence or arguments without acknowledging the originator of the idea(s) or conclusion(s).

## 2.11 Procedural Fairness

This enables a fair hearing of a complaint. The principles of procedural fairness that decision makers acting under this policy will follow, include:

- The right to a fair hearing;
- The right to attend hearings with an advocate, representative, friend or support person if required;
- All parties shall have the right to be heard before a decision is made, including the right to respond to any statements or evidence that may prejudice their case.
- The disclosure of all submissions to all parties prior to the hearing whereby students are able to have full knowledge of the nature and substance of all allegations;
- The decision maker/s shall not be biased or appear to be biased (by a reasonable and informed bystander) nor have a vested interest or personal involvement in the matter of the complaint.
- A final decision that is based solely on the relevant evidence.

## 2.12 Reference List

This contains the full details of all the in-text citations arranged alphabetically and is located at the end of the work. There are more than one referencing systems for arranging your reference list.

### 2.13 Research

Research means investigation undertaken to gain original knowledge, understanding and insight, as outlined in the [Australian Code for the Responsible Conduct of Research](#). Research includes any conduct or activity associated with such an investigation. This includes all conduct and activities leading up to and in preparation for, during, or after the completion and reporting of the investigation. Any work or output of an investigation that is presented as original is also research.

### 2.14 Student Advisor

A staff member of the Student Services Department who provides information, advice and referral services to students on key University issues and processes which impact on them, and where requested by students, represents them at hearings related to academic progress, grievances and discipline.

## 3. STATEMENT OF POLICY

Academic integrity is fundamental to the University's functions of teaching, learning and research. Plagiarism diminishes the quality of learning and the integrity of our awards and is therefore prohibited. The University expects high standards of behaviour in all its teaching, assessment, research and publications and accordingly it is committed to the transparent and fully acknowledged use of sources in academic work undertaken by staff and students. Students need to understand that the University will investigate allegations of academic misconduct involving plagiarism and where found take appropriate action as allowable under this policy. So that the University can promote best and responsible practice in research and manage its research activities in a way that is consistent with the [Australian Code for the Responsible Conduct of Research](#), Plagiarism that arises in the course of research (other than research which is part of a coursework unit that involves a structured curriculum that addresses specific content or skill development) is handled under the University's [Research Misconduct policy](#). Other instances of Plagiarism by staff are handled under the [Staff Code of Conduct](#).

The University's approach to curbing Plagiarism is underpinned by these qualities:

### 3.1 NURTURING GOOD ACADEMIC PRACTICE AND LANGUAGE SKILLS

Effective language and writing skills, including [referencing](#) are basic University requirements. Victoria University will draw upon and develop useful and [innovative programs](#) to provide specific information about acceptable ways for acknowledging the use of another person's work in assessments.

The University uses [Turnitin](#) as its plagiarism detection software. This is an important tool for use by staff and students that has many benefits for the University and its communities:

#### Students

- can use [Turnitin](#) to learn about proper citation techniques,
- are able to develop academic writing skills and self educate about understanding the concept of plagiarism;
- can have confidence that the University is vigilant about maintaining academic integrity and in so doing is protecting the value of their qualification;
- know that their work is also being protected from unauthorized use.

#### Staff

- can use [Turnitin](#) to do a quick and thorough check for plagiarism;
- are given the opportunity to teach their students proper citation methods.

#### University

- the integrity and value of the University's awards is protected;
- awareness of how to avoid plagiarism is increased;
- the standing of the University is maintained and its work as an agent of positive transformational change is not compromised.

### 3.2 GOOD PRACTICE IN ASSESSMENT

[Assessments](#) should discourage plagiarism and accurately reflect what has been learnt.

### 3.3 COMPREHENSIVE DETECTION

Teaching staff carry the major responsibility for ensuring that breaches of academic integrity are detected and actioned. Any other member of staff who has reason to believe that a student has committed an offence as covered under this policy will write to the Pro Vice-Chancellor, Academic and Students, for referral to the relevant Head of School, or where it concerns a PhD or Masters, the Deputy Vice-Chancellor, Research and Provost.

In cases where academic misconduct or dishonesty is detected after the student has graduated in the course where the alleged offence has taken place, and where that is such as to have compromised the assessment process, the report, whether initiated internally or externally, is made to the Pro Vice-Chancellor, Academic and Students to refer to the appropriate authority.

Allegations from outside the University concerning staff must be referred to the Vice-Chancellor. Where the allegation originates from within the University, the matter is referred to the relevant senior officer. Plagiarism by staff is handled under the [Staff Code of Conduct](#).

### 3.4 A FRAMEWORK FOR SOUND DECISION MAKING

Victoria University's disciplinary processes require fair and reasonable decision making to maintain the good order and discipline of the University. Specifically this means that disciplinary action taken under this policy adhere to procedural fairness as defined in the policy.

Allegations about Plagiarism and related misconduct are decided by the most appropriate authority. The more serious the matter, the more senior the decision-maker and the greater the range of penalties and actions that are able to be invoked.

There are different levels of Plagiarism reflecting different levels of culpability in breaching academic integrity. When dealing with suspected Plagiarism, incidents need to be classified according to their seriousness using these categories:

#### **Level 1 Plagiarism**

is inadequate or misleading citing, referencing or paraphrasing, arising mainly from a student's limited knowledge about plagiarism, or how to conform to academic conventions, or from carelessness or neglect rather than intention to deceive. Level 1 Plagiarism is not considered academic misconduct.

#### **Level 2 Plagiarism**

is more serious than Level 1 Plagiarism and includes inappropriate or fraudulent acts or work arising from a student's ignorance of academic integrity or academic conventions (where adequate knowledge would have been expected), and where intention to deceive an assessor or cheat by way of plagiarism is apparent, but where the overall effect or consequence of the plagiarism does not significantly compromise the assessment process. Level 2 Plagiarism is considered academic misconduct.

#### **Level 3 Plagiarism**

is more serious than Level 2 Plagiarism and includes copied or appropriated work arising from the clear intention to deceive an assessor, or premeditated cheating by way of plagiarism. The effect of the plagiarism is to seriously compromise the assessment process. Level 3 Plagiarism is considered academic misconduct.

### 3.5 MAINTAINING ACADEMIC INTEGRITY – A COLLECTIVE RESPONSIBILITY

The University was established to build the capabilities of individuals and communities by increasing access to, and promoting participation in tertiary education. The University's standing in the community is a prerequisite for positive change. The University expects its students and staff to behave in a manner that does not impact the standing of the University in the community jeopardising its ability to positively transform lives through better participation in tertiary education.

## 4. PROCEDURES

- 4.1 Helping Students Avoid Plagiarism;
- 4.2 Managing Plagiarism (and Other Related Forms of Academic Misconduct) by Students (In any Non-Research Related Activity).

## 5. POLICY ADVISOR

Senior Policy Coordinator

## 6. RELATED POLICIES AND LEGISLATION

- [Research Misconduct Policy](#)
- [Student Assessment and Progress Policy](#)
- [Regulation 2.7 - Discipline](#)
- [Staff Code of Conduct](#)

## POLICY HISTORY

Version approval date	Summary of changes
23 May 2013 (POA130527000)	Minor Amendments - Policy owner amended contact number for the Student Advisory Services.
25 May 2012 (POA120528000)	Policy owner amended from Principal Officer responsible for students to Principal Officer responsible for Learning and Teaching.
12 September 2011 (POA110914000)	Several minor amendments made to policy and procedures.
22 December 2010 (POA101217000)	Major review
23 June 2010 (POA100625000)	Minor amendments to sections 3.14, 3.15 and 5.1, procedures 6.3 and 6.4.
18 November 2008 (POA100623002)	Minor amendments to sections 2.2.10, 1.1.8, 1.1.9, 1.1.12 and 1.1.13.
18 July 2008 (POA100623001)	Minor amendments to section 2.3
2 January 2008 (POA100623000)	Minor amendments to section 3.8.
14 December 2006 (POA061120000)	Major review
30 July 2004 (POA040915000)	New Policy



# PROCEDURES

TITLE: Helping Students Avoid Plagiarism

POLICY RELATED TO: Academic Honesty and Preventing Plagiarism

## 1.0 Maintaining Academic Integrity – a Collective Responsibility

Maintaining academic integrity requires a collective approach by the University, teaching staff and students.

### Victoria University

*Is responsible for:*

- engaging staff and students on the value of academic integrity to the core activities of the university;
- providing appropriate support for students facing academic or other problems and taking reasonable steps to ensure staff who interact with students are aware of these;
- developing Learning and Teaching policies tailored to the cultural and linguistic diversity of our students to enable Victoria University's transformational role to the lives of individuals and communities;
- informing and educating staff and students on strategies of how to avoid plagiarism;
- providing systems and facilities ([Turnitin](#)) to both staff and students for educative and detection purposes;
- ensuring that staff are aware of the appropriate approach to citation and referencing within their discipline and are able to communicate and model this to their students;

*Has a right to:*

- expect that students would avoid any action or behaviour that may give them an academic advantage to which they are not entitled or which will diminish the University's academic standing.
- expect that staff will be aware of and observe the relevant University policies and/or legislation.

## Teaching Staff

In order to maintain high standards of academic integrity, it is the obligation of every member of the University to know and to respect the rules concerning plagiarism and other related forms of misconduct as set out under the policy and to seek to foster a learning environment that encourages the development of academic skills that are appropriate to that Unit of Study.

*Are responsible for:*

- giving expression to the Academic Apprenticeship by engaging students at the beginning of each teaching period about the University's conventions, policies and procedures regarding acknowledgement, the unacceptability of academic misconduct, including plagiarism, and following this up with work or tasks/activities that reinforce this learning at regular intervals throughout the semester (and throughout the course of study). This should take into account the diverse educational and cultural backgrounds of students and focus on plagiarism as it specifically relates to the course;
- ensuring that assessments are designed and implemented in ways that discourage plagiarism and that reflect best practice principles;
- educating and mentoring junior and peer colleagues (both staff and students) about academically honest behaviour;
- providing examples of good academic practice by appropriately acknowledging the work of others in their teaching and research;
- being reasonably available to students before and after work has been assessed to provide resources and feedback as appropriate;
- requiring students to use the 'Assessment Declaration Form' when submitting major work for assessment declaring that the work is original and cited works have been acknowledged;
- taking regular and committed steps to detecting plagiarism and collusion and referring possible breaches to the appropriate authority;
- understanding their responsibilities for early notification and giving fair warning to students where there is a risk of plagiarism;
- providing clear instructions to students about what they consider to be the difference between permitted collaboration (or cooperation) and prohibited collusion;
- reminding students that the extent of any collaboration (in permissible group work) must be acknowledged and inform students how individual contributions will be assessed.

*Have a right to:*

- expect institutional support for the prevention, detection and elimination of plagiarism and other academic misconduct;
- expect that students will act upon advice/feedback provided to them in the course of their completing assessments;
- expect that students will attend educative lectures or programs where they are recommended to do so, on language support, referencing, plagiarism, academic integrity etc.

## Students

*Are responsible for:*

- understanding and respecting the University's policies and procedures regarding plagiarism, collusion, and other forms of academic misconduct and as such should only submit work for correction or academic credit that is their own or that properly acknowledges the ideas, interpretations, words or creative works of others;
- avoiding the lending or making accessible original work to others;
- being clear about the appropriate referencing rules that are applicable to their field of study by checking the unit guide;
- refusing to be a party to another student's efforts to undermine the academic integrity of the University.



- seeking assistance with their learning and assessment tasks if they are unsure of appropriate forms of acknowledgement.

*Have a right to:*

- be provided with guidelines on academic referencing styles required in each Unit of Study and guidelines relating to group work;
- expect a consistent application of the policy.

## 2.0 Prevention and Education

Students will be provided with, or have access to, information about Academic Integrity that shows how Plagiarism constitutes a violation of this principle because it amounts to stealing someone else's work. In particular, this should include descriptions and subject specific examples of what is unacceptable and guidelines on how to avoid plagiarism. Having regard to the range of students and courses at Victoria University, there should be careful consideration given to the most effective means for the communication of this information.

**Course Co-ordinators/Program Managers** should disseminate this information by:

- ensuring that each course guide or handbook contains information on the requirements for citation, together with the preferred referencing style, where appropriate;
- making material available to students at the commencement of their studies (including the Policy or an explanation of the policy) and clearly explaining expectations and requirements;
- providing information about plagiarism, including consequences in orientation or induction programs;
- arranging academic integrity courses and workshops for students at key times of the year on specific and relevant subject matter for the cohort;
- encouraging best practice in Assessment design;
- ensuring the use of the Assessment Declaration form for the submission of all major assessments (Attachment 2 to the Policy).

**Heads of HE/VE/FE Schools**, shall encourage teaching staff to design/develop curriculum in ways that make clear the key language requirements specific to that course and for increasing cultural competence.

The **Office of Postgraduate Research** should disseminate this information through:

- orientation or induction programs;
- material available to students at the commencement of their studies (including relevant policies and regulations);
- academic integrity courses and workshops for students and supervisors at key times of the year on specific and relevant subject matter for the cohort.

## 3.0 Good Practice in Assessment Design

Assessments are designed and implemented in ways that discourage plagiarism and that reflect best practice. For example:

- i. expectations about what constitutes individual and group work must be clear and where group work is required, set appropriate conditions for group work making clear to students the difference between permitted collaboration and prohibited collusion;
- ii. updating the curriculum to reflect contemporary disciplinary knowledge and changing assessment items from semester to semester;
- iii. wherever possible, requiring (and rewarding) students to relate their personal experiences as a valuable component of information that is part of assessable work;
- iv. using engaging, specific and unique assessment exercises, in order to prevent assignments on generic topics being submitted;

*"The current official version of this policy is maintained on the Victoria University Central Policy Register and downloading and printing of this policy will produce an uncontrolled copy which may not be current."*

- v. providing opportunities for students to defend or justify their work, for example, through the use of poster sessions or tutorials;
- vi. aligning learning objectives to assessment tasks;
- vii. accommodating for the needs of NESB/CALD students;
- viii. modelling correct attribution processes in the classroom and allowing students to practise these via formative assessment tasks;
- ix. preparing subject material at an appropriate standard, the understanding of which is tested through a realistic moderation regime. Preferably this is co-ordinated across the course to prevent undue workload pressure on students;
- x. providing marking criteria.

Strategies for improving the reliability of assessment and improving consistency in judgments about plagiarism/collusion should augment design and include:

- i. as few examiners as is reasonable are used in marking large numbers of student assessment pieces;
- ii. each incident of suspected plagiarism is reviewed and judged by at least two teachers/lecturers;
- iii. judgements about different incidents in Schools are made by as few staff as possible.

#### 4.0 Useful sites

The [VU College Learning Hub](#) has a range of useful references for how to write for University. The University's innovative [Academic Literacy Program](#) is also a useful resource for students that looks at referencing and plagiarism and demonstrates how use your own words to convey other people's ideas in an appropriate way.



# PROCEDURES

TITLE: MANAGING PLAGIARISM (AND OTHER RELATED FORMS OF ACADEMIC MISCONDUCT) BY STUDENTS *IN ANY NON-RESEARCH RELATED ACTIVITY*

POLICY RELATED TO: Academic Honesty and Preventing Plagiarism

Allegations of plagiarism in relation to Research outputs or activity are dealt with in accordance with the [Research Misconduct policy](#) and must be referred to the relevant staff member consistent with the requirements of that policy.

## 1.0 STAFF RESPONSIBILITIES

All teaching staff and administrative staff who interact with students in an educational context should be aware of the:

- this policy;
- appropriate sources of assistance for students facing academic or other problems;
- strategies to minimise opportunities for students to engage in plagiarism;
- the appropriate approach to citation and referencing within their discipline and be able to communicate and model this to their students;
- responsibility for early notification and fair warning to students where there is a risk of plagiarism;
- responsibility for detection and referral.

## 2.0 PRELIMINARY DISCUSSIONS

Staff who suspect or discover plagiarism have the responsibility to take action. If a teacher has evidence pointing to a student having plagiarised work, they should discuss the basis of these concerns with the Program Manager/Course Co-ordinator to decide whether or not plagiarism has occurred. Further discussions may take place if necessary with the Head of School, the Faculty's Associate Dean Teaching and Learning or Senior Educator Teaching and Learning. These discussions may lead to the conclusion that plagiarism has not occurred, in which case there should be no further action.

### 3.0 CLARIFYING THE SEVERITY OF THE PLAGIARISM

There are different levels of Plagiarism and how the University responds to a particular incident depends upon its severity. In the event that an initial assessment confirms Plagiarism, the teacher and Program Manager/Course Co-ordinator must grade the Plagiarism. That is, classify it as Level 1, or Level 2 or Level 3 Plagiarism (see section 3.4 of the Academic Honesty and Preventing Plagiarism policy) taking into account the following considerations:

- i. What proportion of the work features plagiarized material or information that is the outcome of other academically dishonest practices? Less than 10% is generally thought of as minor, unless that includes the key element of foundation for that work.
- ii. Has there been some attempt, albeit inadequate, at referencing?
- iii. What is the weight of the assessment?
- iv. The academic level/experience of the student. All things being equal, a student new to study should not be treated in the same way as a postgraduate student in cases of alleged academic misconduct, including plagiarism.
- v. Cultural factors. The student is an overseas student who might have been taught to copy from authorities and consequently is having difficulty adjusting to new academic conventions. This would indicate the need for further teaching.
- vi. The level of information that was provided to the student on how to acknowledge extracts and quotations and construct arguments.
- vii. Has the student actively used the available support and advice for dealing with referring and citation issues and sound academic practice? Such actions would indicate both that they are pursuing their studies in good faith, and that they are genuinely less than totally clear about what constitutes good academic practice. It is reasonable to assume that instances of plagiarism in the work of such students are more likely to be accidental.

### 4.0 TAKING DISCIPLINARY ACTION

#### 4.1 Level 1 Plagiarism

Level 1 Plagiarism is not considered academic misconduct because it arises mainly from a student's limited knowledge about plagiarism, or how to conform to academic conventions, or from carelessness or neglect rather than an intention to deceive.

The teacher and the Program Manager/Course Co-ordinator (or their nominee) will meet with the student to determine the matter in a timely way that is fair to everyone. The student must be informed that they can bring a support person such as a parent or Student Advisor to the hearing. During the hearing, the teacher will complete the Plagiarism Interview Checklist (Attachment 3) and ensure that a copy is provided to the student and the Course Co-ordinator/Program Manager.

As a result of this hearing, the staff members may decide that no plagiarism has taken place. If Level 1 Plagiarism is found, the teacher or tutor will decide upon the applicable remedy, the focus here being on education and support. Remedial action that is permissible is outlined in the 'Schedule of Penalties and Remedies' found at attachment 1 to the policy.

#### 4.2 Level 2 Plagiarism

If the weight of evidence is such as to reasonably indicate that Level 2 or Level 3 Plagiarism has occurred, the matter is taken by the Program Manager/Course Co-ordinator to the Head of School for consultation and a decision on whether it constitutes a Level 2 or Level 3 offence. The factors listed under section 3 of these procedures must be taken into account in making this assessment.

**4.2.1** Level 2 Plagiarism is handled at the Head of School level. The Head of School will convene a small panel comprising:

- the Head of School (Chair);
- the Course-Coordinator/Program Manager;
- one other staff member from the relevant teaching area;
- a nominee of the Executive Dean or Dean or Executive Director.

The Head of School will ensure that all members of the panel have not had previous involvement in the case nor have a vested interest in its outcome.

4.2.2 This section should be read in conjunction with part 4.4 – *The Investigation and Hearing of Complaints*. Information about the hearing and matters raised in the hearing should be distributed only to persons who have a direct decision making or administrative support role. Accordingly, within 14 days of the referral by the Course Co-ordinator/Program Manager, the Head of School shall-

- nominate a member of staff with adequate knowledge of the case to present the allegation of plagiarism to the panel;
- notify the student in writing of the alleged breach accompanied by all relevant documentation;
- ensure that the panel meets within 15 full University days from the time at which the student has been notified of the alleged breach, allowing the student reasonable time to prepare a response;
- encourage the student to invite a support person/advocate, or Student Advisor who may speak on behalf of the student.

*Letter 1 as attached to the policy (or a modified and consistent version thereof) can be used for this purpose.*

4.2.3 The Panel will address the issues of

- whether or not plagiarism has occurred;
- the appropriate penalties, if relevant.

4.2.4 Within 10 full University days, the student shall be notified by letter from the Head of School of any follow up action and the penalties (if any) that will ensue.

The letter to the student outlining the decision should include:

- The nature of the allegation;
- Attributing evidence;
- Date and venue of hearing and who was present;
- Decision;
- Follow-up; and
- Advice that the student may appeal to the University Discipline Committee.

*Letter 2 as attached to the policy (or a modified and consistent version thereof) can be used for this purpose.*

### 4.3 Level 3 Plagiarism

Where the Head of School determines that the evidence is such as to indicate Level 3 Plagiarism, the matter is referred to the Executive Dean/Dean or Executive Director who shall convene a small panel comprising:

- the Executive Dean/Dean/Executive Director (or nominee) (Chair);
- the Chair or Deputy Chair of the Education and Research Board (or nominee);
- the Faculty Associate Dean (Teaching and Learning) or a VE/FE Senior Educator with a Teaching and Learning focus in that Faculty;
- the Head of School or nominee.

*The Executive Dean or Dean or Executive Director will ensure that all members of the panel have not had previous involvement in the case nor have a vested interest in its outcome.*

4.3.1 This section should be read in conjunction with part 4.4 – *The Investigation and Hearing of Complaints*. Information about the hearing and matters raised in the hearing should be distributed only to persons who have a direct decision making or administrative support role. Accordingly, within 14 days of the referral by the Head of School, the Executive Dean/Dean/Executive Director shall-

- nominate a member of staff with adequate knowledge of the case to present the allegation of plagiarism to the panel;
- notify the student in writing of the alleged breach accompanied by all relevant documentation;
- ensure that the panel meets within 15 full University days from the time at which the student has been notified of the alleged breach, allowing the student reasonable time to prepare a response;
- encourage the student to invite a support person/advocate, or Student Advisor who may speak on behalf of the student.

*Letter 3 as attached to the policy (or a modified and consistent version thereof) can be used for this purpose.*

4.3.2 The Panel will address the issues of

- whether or not plagiarism has occurred;
- the appropriate penalties, if relevant.

4.3.3 Within 10 normal University days, the student shall be notified by letter from the Executive Dean/Associate Director of the decision, of any follow up action and the penalties (if any) that will ensue.

The letter to the student outlining the decision should include:

- The nature of the incident;
- Attributing evidence;
- Date and venue of hearing and who was present;
- Decision;
- Follow-up;
- Advice that the student may appeal to the University Discipline Committee.

*'Letter 4' as attached to this policy (or a modified and consistent version thereof) can be used for this purpose.*

#### 4.4 The Investigation and Hearing of Complaints

All hearings involving allegations of plagiarism or other academic misconduct shall be characterised by:

- 4.4.1 Procedural fairness;
- 4.4.2 An emphasis on the timely resolution of the complaint;
- 4.4.3 Continuous improvement. The University is committed to a culture of continuous improvement, quality assurance, excellence and on-going process review, and actively encourages its students to submit their concerns, comments and ideas. Students may provide feedback and suggestions for improvements at <http://www.vu.edu.au/askvu>.
- 4.4.4 Confidentiality. All information provided in plagiarism procedures is strictly confidential and can be used only for the investigation of the suspected plagiarism incident, unless:
  - the express consent of the individual(s) concerned is obtained; or
  - the University has reasonable grounds for believing that the use of the information will reduce a threat to the life or health of any person; or the use is specifically required by law.
- 4.4.5 In cases where the student pleads not guilty, the decision maker will decide on the student's guilt or innocence. The standard of proof required to making a guilty finding is that the decision maker, after evaluating the evidence, is reasonably satisfied that the case against the student has been established.
- 4.4.6 Prior to imposing any penalty or making a decision on remedial action, the decision maker will take into account relevant considerations such as:
  - any previous offences. The Misconduct database must be used to ascertain any previous offences;
  - any adverse consequences for the student resulting from a finding of guilt or from the imposition of a particular penalty. For example, loss of residency, professional/workplace retention, cultural implications;
  - the level of remorse or co-operation exhibited;
  - the offender was under duress;
  - if the offending work was in final draft thesis material or in a submitted thesis;
  - degree of pre-meditation;
  - the nature and the extent of plagiarism;
  - the standard of the performance of the student in past assessment in the course.

#### 4.5 Appeals

A student may appeal to the Discipline Committee against any finding of misconduct or penalty applied under this policy by lodging an appeal in writing with the secretary to the Discipline Committee within 20 University days of receipt of notification of the decision.

### 5.0 RECORD KEEPING

- 5.1 The Course Co-ordinator/Program Manager will maintain confidential files of evidence and relevant records of decisions once an investigation has commenced.
- 5.2 The Course Co-ordinator/Program Manager will report findings of plagiarism and academic misconduct to the Office of the Principal officer responsible for Learning and Teaching so that these may be recorded on the Misconduct Database.

*"The current official version of this policy is maintained on the Victoria University Central Policy Register and downloading and printing of this policy will produce an uncontrolled copy which may not be current."*

- 5.3 The Faculty/School will keep a record of all suspected incidents of plagiarism brought to the attention of the Course Co-ordinator/Program Manager.
- 5.4 Records regarding a student's involvement in alleged plagiarism will be retained for seven years (if no disciplinary action was taken) or 15 years (where a penalty or disciplinary action was incurred).



## ATTACHMENT 1

# SCHEDULE OF PENALTIES AND REMEDIES AND WHO CAN IMPOSE THEM

LEVEL ONE PLAGIARISM	
(The level is determined by the Teacher or Tutor after consultation with the Program Manager or Course Co-ordinator, and in the case of Postgraduate Research Degrees, by the Research Supervisor after consultation with the Chair, Postgraduate Research Committee)	
Remedies	Who by?
<p>The University's response to Level 1 Plagiarism is educative. The following remedies apply:</p> <ol style="list-style-type: none"> <li>1. It is compulsory for the student to re-submit the assessment after he or she has edited or totally rewritten it, as appropriate, so that it meets the required academic standards.</li> <li>2. <b>In addition to this requirement, one or more of the following:</b> <ol style="list-style-type: none"> <li>a. require the student to access the reading and writing services provided through <a href="#">Student Learning Services</a> in completing the assessment;</li> <li>b. require the student to arrange a time with the teacher or tutor to clarify subject specific expectations;</li> <li>c. require the student to seek out and to undertake training on proper academic/scholarly conventions and techniques;</li> <li>d. require the student to enrol in a Plagiarism Workshop;</li> <li>e. counselling.</li> </ol> </li> </ol>	Teacher or tutor or Research Supervisor
LEVEL TWO PLAGIARISM	
(The level is determined by the Program Manager or Course Co-ordinator, and in the case of Postgraduate Research Degrees, by the Director, Postgraduate Research)	
Penalties and Actions	Who by?
<p>Level 2 Plagiarism constitutes Academic Misconduct.</p> <ol style="list-style-type: none"> <li>1. If found guilty, one or more of the following penalties <b>must</b> be imposed reflect the seriousness of the University's commitment to academic integrity:             <ol style="list-style-type: none"> <li>a. re-submit the assessment task with a reduced capped mark;</li> <li>b. downgrading the mark and/or failing the item of assessment;</li> <li>c. require the student to complete a comparable but different assessment task with or without a capped mark;</li> <li>d. award no marks for the assessment task;</li> <li>e. downgrading a final grade in a unit of study;</li> <li>f. imposing a grade of fail in a unit or units;</li> <li>g. an undertaking to never again breach University legislation, policies and procedures for the duration of his/her enrolment;</li> <li>h. require the student to meet and to apologise formally to any aggrieved party;</li> <li>i. suspend the student from the research degree for an appropriate period of time;</li> <li>j. require the student to rewrite any part of the thesis that has been plagiarized and to re-submit this within 45 days;</li> </ol> </li> </ol>	Head of School (or nominee) or Head of Department (or nominee) or Postgraduate Research Committee

<p>k. issue a written warning that clearly articulates the conditions under which no further action will be taken and any penalties if there are further infringements.</p> <p>2. <b>In addition to this requirement, one or more of the following:</b></p> <p>a. require the student to access the reading and writing services provided through <a href="#">Student Learning Services</a>;</p> <p>b. require the student to seek out and to undertake training on proper academic/scholarly conventions and techniques;</p> <p>c. require the student to enrol in a Plagiarism Workshop;</p> <p>d. counselling.</p>	
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## LEVEL THREE PLAGIARISM

(The level is determined by the Head of Department or Head of School, and in the case of Postgraduate Research Degrees, by the Director, Postgraduate Research)

Penalties and Actions	Who by?
<p>Level 3 Plagiarism constitutes Academic Misconduct.</p> <p>1. If found guilty, one or more of the following penalties <b>must</b> be imposed reflecting the seriousness of the University's commitment to academic integrity:</p> <p>a. award no marks for the assessment task;</p> <p>b. downgrading a final grade in a unit of study;</p> <p>c. imposing a grade of fail in a unit or units;</p> <p>d. require the student to meet and to apologise formally to any aggrieved party;</p> <p>e. suspend the student from the research degree for an appropriate period of time;</p> <p>f. require the student to rewrite any part of the thesis that has been plagiarized and to re-submit this within 45 days;</p> <p>g. an undertaking to never again breach University legislation, policies and procedures for the duration of his/her enrolment;</p> <p>h. issue a written warning that clearly articulates the conditions under which no further action will be taken and any penalties if there are further infringements;</p> <p>i. suspend the student from the University for a period of time not less than six (6) months and not greater than twelve (12) months;</p> <p>j. exclusion from enrolment in a particular program and/or course(s) permanently or for a lesser period;</p> <p>k. exclusion from the University;</p> <p>l. award a fail classification for the thesis;</p> <p>m. withdrawal of the thesis from the examination process;</p> <p>n. revocation of an Academic Award.</p> <p>2. <b>Where appropriate, one or more of the following:</b></p> <p>a. require the student to seek out and to undertake training on proper academic/scholarly conventions and techniques;</p> <p>b. require the student to enrol in a Plagiarism Workshop;</p> <p>c. counselling.</p>	<p>Associate Director (or nominee) or Executive Dean (or nominee) or Postgraduate Research Committee or Panel of University Discipline Committee.</p> <p>Only Council can revoke an academic award.</p>

**Figure 2 Staff**

Penalty/Response	Senior Officer	Vice-Chancellor or (or nominee)
Guidance Counselling and/or appropriate staff development		
Staff member suspended on full pay		
Staff member suspended without pay		
Refer the matter to an Independent Investigator or to a Review and Appeals Committee		
Disciplinary action against the staff member		
Following the investigation and report by an Independent Investigator or a Review and Appeals Committee, where the allegation is proven to be unfounded, action may be needed to redress any damage resulting from the allegation.		
Reimbursement of lost income if a staff member has been suspended without pay		

To access a word copy of the attachment [click here](#)



## ASSESSMENT DECLARATION

This form must be completed, signed, dated and attached to each assessment task that you submit for marking.

### SCHOOL/FACULTY NAME

#### 1. ADMINISTRATIVE DETAILS

STUDENT NAME	STUDENT ID NUMBER	UNIT OF STUDY
TITLE OF ASSESSMENT:		
DATE DUE:	DATE SUBMITTED:	
LECTURER'S NAME (HIGHER EDUCATION ONLY)		
TUTORIAL/CLASS TIME:		

#### 2. COMPULSORY STUDENT DECLARATION

**Plagiarism** means using another person's intellectual output and presenting it (without appropriate acknowledgement of the author or source) as one's own.

**Plagiarism constitutes academic misconduct. Where there are reasonable grounds for believing that this has occurred, disciplinary procedures as outlined in the *Policy for Academic Honesty and Preventing Plagiarism* will be instituted.**

PLEASE TICK TO INDICATE THAT YOU HAVE SATISFIED THESE REQUIREMENTS-

- I have read the policy on *Academic Honesty and Preventing Plagiarism* and the relevant referencing guides (or have had this explained to me by my teachers) and understand the consequences of committing academic misconduct as outlined in the policy.
- This assignment is my own work, I have not participated in collusion, nor have I previously submitted this or a version of it for assessment in any other Unit of Study at the University or any other institution without having obtained the approval of the teacher.
- I have taken proper and reasonable care to prevent this work from being copied by another student.
- So that the assessor can properly assess my work, I give this person permission to act according to University policy and practice to reproduce this work and provide a copy to another member of staff for the purpose of cross checking and moderation and to take steps to authenticate the assessment, including submitting a copy to a checking/detection system that in turn may retain a copy of this work on a database for future checking.

*"The current official version of this policy is maintained on the Victoria University Central Policy Register and downloading and printing of this policy will produce an uncontrolled copy which may not be current."*

- I have carefully read the assessment criteria that will be used to evaluate my work as given below -

ASSESSMENT CRITERIA
---------------------

I certify that the statements I have attested to above have been made in good faith and are true and correct. I also certify that this is my work and that I have not plagiarized the work of others and not participated in collusion.

**SIGNATURE:**

**DATE:**

To access a word copy of the attachment [click here](#)



# ASSESSMENT DECLARATION

## ELECTRONIC SUBMISSION

This form must be completed, signed, dated and attached to each assessment task that you submit for marking. May be submitted electronically via your VU student email account or via login to WebCT/Blackboard.

STUDENT NAME	click to enter text		
STUDENT ID NUMBER	click to enter text		
TITLE OF ASSESSMENT	click to enter text		
UNIT OF STUDY	click to enter text	TUTORIAL/CLASS TIME	click to enter text
DATE DUE	click to enter text	DATE SUBMITTED	click to enter text
LECTURER'S NAME	click to enter text	TUTOR'S NAME	click to enter text

### COMPULSORY STUDENT DECLARATION

**Plagiarism** means using another person's intellectual output and presenting it (without appropriate acknowledgement of the author or source) as one's own.

Plagiarism constitutes academic misconduct. Where there are reasonable grounds for believing that this has occurred, disciplinary procedures as outlined in the *Policy for Academic Honesty and Preventing Plagiarism* will be instituted.

#### PLEASE TICK TO INDICATE THAT YOU HAVE SATISFIED THESE REQUIREMENTS

- I have read the policy on *Academic Honesty and Preventing Plagiarism* and the relevant referencing guides (or have had this explained to me by my teachers) and understand the consequences of committing academic misconduct as outlined in the policy.
- This assignment is my own work, I have not participated in collusion, nor have I previously submitted this or a version of it for assessment in any other Unit of Study at the University or any other institution without having obtained the approval of the teacher.
- I have taken proper and reasonable care to prevent this work from being copied by another student.
- So that the assessor can properly assess my work, I give this person permission to act according to University policy and practice to reproduce this work and provide a copy to another member of staff for the purpose of cross checking and moderation and to take steps to authenticate the assessment, including submitting a copy to a checking/detection system that in turn may retain a copy of this work on a database for future checking.
- I have carefully read the assessment criteria that will be used to evaluate my work as given below -

I certify that the statements I have attested to above have been made in good faith and are true and correct. I also certify that this is my work and that I have not plagiarised the work of others and not participated in collusion.

STUDENT SIGNATURE: \_\_\_\_\_

DATE: dd/mm/yyyy

(If submitting via VU student email or WebCT/Blackboard account your signature is not required.)

ASSESSMENT CRITERIA
---------------------

To access a word copy of the attachment [click here](#)



## PLAGIARISM CHECKLIST

This is designed to guide discussions that occur between students and staff involving Level 1 Plagiarism.

Student Name:

Student Number:

PLEASE ENSURE THAT ALL TOPICS ARE COVERED THOROUGHLY DURING THE INTERVIEW AND WHERE RELEVANT AND POSSIBLE INDICATE THE COMPLETION OF EACH TOPIC. A COPY OF THIS FORM WILL BE SENT TO THE STUDENT AND TO THE DIRECTOR, STUDENT SERVICES (OR DELEGATE) FOR INCLUSION ON THE STUDENT FILE WITHIN 7 DAYS AFTER THE INTERVIEW.

Action	Completion: Yes or No	Comments
The student was given an opportunity to explain what may have occurred in relation to this assessment.		
The concept of academic integrity and its importance to the work of the University were explained.		
Breaches against academic integrity, such as plagiarism and collusion were defined and explained.		
Information on strategies to avoid plagiarism have been identified for the student. This can include relevant Student Learning Services courses.		
The proper Faculty/School academic conventions and techniques, including acknowledgement have been articulated.		
The student has been alerted to the penalties for academic misconduct including plagiarism and collusion.		

I have counselled this student on all of the foregoing matters and the applicable penalties. A copy of this letter will be sent to the student and retained on the student's file at the Office of the Principal officer responsible for Learning and Teaching and may be accessed by decision makers at the University in the event that an allegation of plagiarism (or any other form of academic dishonesty) is levelled against you in the future.

### Signatures

Staff member

Date:

Student

Date:

To access a word copy of the attachment [click here](#) ATTACHMENT 4

LETTER 1: Notification by the Head of School of a scheduled hearing  
– Level 2

Student ID Number

DATE

Name of student  
Address

Dear \_\_\_\_\_,

I wish to advise you that your Course Co-ordinator/Program Manager has referred to me an allegation against you involving Level 2 Plagiarism in **the subject Code and name of unit of study**, under the provisions of section 4 of the Procedures: Managing Plagiarism (and other related forms of academic misconduct) by students *in any non-research related activity*.

It is my duty to inform you that in accordance with these procedures, a panel will be convened within 15 normal University days of the date of this letter to allow you adequate time to prepare a response. The panel will comprise:

- Name of Head of School/Department or nominee;
- Name of relevant Course Coordinator/Program Manager;
- Name of one member of staff from the relevant teaching area;
- Name of the staff member nominated by the Executive Dean or Dean or Executive Director.

I would take this opportunity to encourage you to contact the University's Student Advisory Services on 9919 4418, 9919 2399 or 9919 8801 to arrange contact with a Student Advisor who can provide you with advice and assistance with the preparation of your case, or indeed any other representative or support person that you choose.

If you have any questions please do not hesitate to contact me by telephone on: **contact phone number**. The University's policy on Academic Honesty and Preventing Plagiarism is attached together with the procedures under which this action is taken.

Yours sincerely,

Name of Head of School

cc. Student File: Faculty of /School of



To access a word copy of the attachment [click here](#)

ATTACHMENT 5

## LETTER 2: Notification by the Head of School of the Level 2 hearing outcome

Student ID Number

DATE

Name of student  
Address

Dear \_\_\_\_\_,

I wish to advise you of the decision of the panel convened on Date of hearing under the provisions of section 4 of the Procedures: Managing Plagiarism (and other forms of academic misconduct) by students *in any non-research related activity* that are attached to the University's *Policy for Academic Honesty and Preventing Plagiarism*. In reaching the decision, the panel took the following factors into account:

- Your study level and experience;
- The relevant teaching area's dissemination to students of information about plagiarism;
- The circumstances of the alleged incident;
- Previous incidents or breaches by the student;
- Degree of pre-meditation;
- Degree of remorse or co-operation.

### Composition of the School Panel

The panel comprised-

- Name of Head of School/Department or nominee;
- Name of relevant Course Coordinator/Program Manager;
- Name of one member of staff from the relevant teaching area;
- Name of the staff member nominated by the Executive Dean or Dean or Executive Director.

The Hearing was also attended by names of any other people present.

### Decision

The panel determined that

**Option One:** In the event that the case is dismissed a selection from the following words can be used-

The case be dismissed with no further action.

OR

**Option Two:** In the event that the case is found a selection of the following words is used-

*"The current official version of this policy is maintained on the Victoria University Central Policy Register and downloading and printing of this policy will produce an uncontrolled copy which may not be current."*

The allegation of Level 2 Plagiarism in relation to subject **Code and name of subject** was established. In accordance with the penalties/actions available to it, the panel determined the following action(s):

- a. re-submit the assessment task with a reduced capped mark;
  - b. downgrading the mark and/or failing the item of assessment;
  - c. require the student to complete a comparable but different assessment task with or without a capped mark;
  - e. award no marks for the assessment task;
  - e. downgrading a final grade in a unit of study;
  - f. imposing a grade of fail in a unit or units;
  - g. an undertaking to never again breach University legislation, policies and procedures for the duration of his/her enrolment;
  - h. require the student to meet and to apologise formally to any aggrieved party;
  - i. suspend the student from the research degree for an appropriate period of time;
  - j. require the student to rewrite any part of the thesis that has been plagiarized and to re-submit this within 45 days;
  - k. issue a written warning that clearly articulates the conditions under which no further action will be taken and any penalties if there are further infringements.
2. **In addition to this requirement, one or more of the following:**
- a. require the student to access the reading and writing services provided through [Student Learning Services](#);
  - b. require the student to seek out and to undertake training on proper academic/scholarly conventions and techniques;
  - c. require the student to enrol in a Plagiarism Workshop;
  - d. counselling

#### **Right of Appeal**

**It is my duty to inform you that you have the right to appeal to the University Discipline Committee to review the decision, if you feel that the process was not fair.**

If you have any questions please do not hesitate to contact me by telephone on: **contact phone number**.

Yours sincerely,

**[Name of Head]**

cc. **Office of the Principal Officer responsible for Learning and Teaching – Central Database of Plagiarism, Academic Misconduct and Disciplinary Offences**

To access a word copy of the attachment [click here](#)

ATTACHMENT 6

### LETTER 3: Notification by the Executive Dean/Dean/Executive Director of a scheduled hearing for a Level 3 Plagiarism Offence

Student ID Number

DATE

Name of student  
Address

Dear \_\_\_\_\_,

I wish to advise you that your Head of School has referred to me an allegation against you involving Level 3 Plagiarism in **the subject Code and name of unit of study**, under the provisions of section 4 of the Procedures: Managing Plagiarism (and other forms of academic misconduct) by students *in any non-research related activity*.

It is my duty to inform you that in accordance with these procedures, a panel will be convened within 15 normal University days of the date of this letter to allow you adequate time to prepare a response. The panel will comprise:

- Name of Dean/Executive Dean/Executive Director (or nominee);
- Name of Chair or Deputy Chair of the Education and Research Board (or nominee);
- Name of Faculty Associate Dean (Teaching & Learning) or a VE/FE Senior Educator with a Teaching and Learning focus in that Faculty;
- the Head of School or nominee.

I would take this opportunity to encourage you to contact the University's Student Advisory Services on 9919 4418, 9919 2399 or 9919 8801 to arrange contact with a Student Advisor who can provide you with advice and assistance with the preparation of your case, or indeed any other representative or support person that you choose.

If you have any questions please do not hesitate to contact me by telephone on: **contact phone number**. The University's policy on Academic Honesty and Preventing Plagiarism is attached together with the procedures under which this action is taken.

Yours sincerely,

Name of the Executive Dean/Dean/Executive Director

cc. Student File: Faculty of /School of

To access a word copy of the attachment [click here](#)

ATTACHMENT 7

## LETTER 4: Notification by the Executive Dean/Dean/Executive Director of the Level 3 hearing outcome

Student ID Number

DATE

Name of student  
Address

Dear \_\_\_\_\_,

I wish to advise you of the decision of the panel convened on [Date of hearing] under the provisions of section 4 of the Procedures: Managing Plagiarism (and other forms of academic misconduct) by students *in any non-research related activity* that are attached to the University's *Policy for Academic Honesty and Preventing Plagiarism*. In reaching the decision, the panel took the following factors into account:

- Your study level and experience;
- The relevant teaching area's dissemination to students of information about plagiarism;
- The circumstances of the alleged incident;
- Previous incidents or breaches by the student;
- Degree of pre-meditation;
- Degree of remorse or co-operation.

### Composition of the School Panel

The panel comprised-

- Name of Executive Dean or Dean or Executive Director (Chair);
- Name of Chair or Deputy Chair (ERB) or nominee;
- Name of the Faculty Associate Dean (Teaching and Learning) or VE/FE Senior Educator with responsibility in that School;
- the Head of School or nominee.

### Decision

In reviewing your case concerning an allegation of Level 3 plagiarism in relation to subject **Code and name of subject**, I have determined that

**Option One:** In the event that the case is dismissed a selection from the following words can be used-

the case be dismissed with no further action. I would be pleased to discuss the process that has been undertaken with you, if you have any queries about fairness.

OR

**Option Two: In the event that the case is found a selection of the following words is used-**

- a. award no marks for the assessment task;
  - b. downgrading a final grade in a unit of study;
  - c. imposing a grade of fail in a unit or units;
  - d. require the student to meet and to apologise formally to any aggrieved party;
  - e. suspend the student from the research degree for an appropriate period of time;
  - f. require the student to rewrite any part of the thesis that has been plagiarized and to re-submit this within 45 days;
  - g. an undertaking to never again breach University legislation, policies and procedures for the duration of his/her enrolment;
  - h. issue a written warning that clearly articulates the conditions under which no further action will be taken and any penalties if there are further infringements;
  - i. suspend the student from the University for a period of time not less than six (6) months and not greater than twelve (12) months;
  - j. exclusion from enrolment in a particular program and/or course(s) permanently or for a lesser period;
  - k. exclusion from the University;
  - l. award a fail classification for the thesis;
  - m. withdrawal of the thesis from the examination process;
  - n. revocation of an Academic Award.
2. **Where appropriate, one or more of the following:**
- a. require the student to seek out and to undertake training on proper academic/scholarly conventions and techniques;
  - b. require the student to enrol in a Plagiarism Workshop;
  - c. counselling.

**Right of Appeal**

**It is my duty to inform you that you have the right to appeal to the University Discipline Committee to review the decision, if you feel that the process was not fair.**

If you have any questions please do not hesitate to contact me by telephone on: **contact phone number.**

Yours sincerely,

**Name of Executive Dean/Dean/ Executive Director**

cc. **Office of the Principal officer responsible for Learning and Teaching – Central Database of Plagiarism, Academic Misconduct and Disciplinary Offences**