



Management of Plagiarism Policy

1. PURPOSE

To outline the University's standards, roles and responsibilities for the management of plagiarism by all students in sub-Bachelor programs and coursework degrees, and by Higher Degree by Research students. This policy is to be read in conjunction with [Statute No. 10 - Student Discipline](#) and the [Academic Misconduct Rules](#).

2. POLICY STATEMENT

- 2.1. Academic staff will communicate to students their responsibilities to uphold the principles of academic integrity and to submit work for assessment in accordance with the [Student Charter](#).
- 2.2. Every course will have a designated unit/s (or appropriate alternative) in which students are provided with information or instruction related to academic integrity, academic writing and referencing conventions.
- 2.3. Academic staff will apply appropriate strategies for preventing and detecting plagiarism and will report these strategies to the [Assessment Quality Panel](#) as part of a quality improvement process to promote academic integrity.
- 2.4. Unit coordinators and HDR supervisors will refer all incidents of plagiarism that are suspected to be dishonest or unfair to an Authorised Officer in accordance with the obligations of the *Academic Misconduct Rules*.
- 2.5. Incidents of plagiarism that are suspected not to be dishonest or unfair will be managed by the Unit coordinator or HDR supervisor as Level 1 plagiarism incidents if they meet the following criteria:
 - (a.) The plagiarism involves inadequate paraphrasing or inconsistent acknowledgement of sources or both; and
 - (b.) The student is a [New-to-Curtin student](#).
- 2.6. Unit coordinators and HDR supervisors will ensure that:
 - (a.) students with identified incidents of Level I plagiarism are provided with appropriate educational guidance; and
 - (b.) incidents of Level I plagiarism are recorded in the [Plagiarism Recording System](#).
- 2.7. A student's previous record of plagiarism will not be used in the evaluation of the level of a new incident. Previous records may be used by a Student Discipline Panel in determining a penalty for an incident.
- 2.8. Access to the details of individual incidents on the Plagiarism Recording System is limited to Chairs of Student Discipline Panels, Pro-Vice Chancellors, the Academic Registrar, and administrators of the Plagiarism Recording System.
- 2.9. Aggregated data from the Plagiarism Recording System will be reported annually for the purposes of monitoring and quality improvement of plagiarism management. Data may also be published in academic works. These reports will not disclose the identity of individuals.

3. RESPONSIBILITY FOR IMPLEMENTATION, COMPLIANCE MONITORING, MEASURING AND CONTINUAL IMPROVEMENT

In addition to any responsibilities set out in section 2,

3.1 The Deputy Vice-Chancellor, Academic is responsible for the overall management of plagiarism and will provide the Academic Board with an annual University-wide report on the incidence and management of plagiarism.

3.2 Pro Vice-Chancellors

- (a.) have responsibilities as outlined in the Academic Misconduct Rules (e.g., hearing of appeals against the determination of the Authorised Officer or against penalties imposed by the Student Discipline Panels); and

- (b.) will report biannually to the University Teaching and Learning Committee on the effectiveness of the management of plagiarism via an Assessment Quality Panel Faculty report.

3.3 Heads of Schools

- (a.) have responsibilities as outlined in the Academic Misconduct Rules (e.g., acting as the Authorised Officer); and
- (b.) will monitor and report on the effectiveness of the management of plagiarism biannually via the Assessment Quality Panel School report and take action to ensure a cycle of continuous quality improvement for academic integrity.

3.4 Academic staff

- (a.) have responsibilities as outlined in the Academic Misconduct Rules;
- (b.) will provide students with information about academic integrity relevant to their level of experience throughout the course and provide feedback to assist students to develop the knowledge and skills to demonstrate academic integrity in their work; and
- (c.) will design and implement curricula and assessments in ways that minimise opportunities for plagiarism.

4. SCOPE OF POLICY

This policy applies to all students as defined in [Statute No. 10 – Student Discipline](#), staff, and University Associates.

5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

Assessment Quality Panel

School-based panels responsible for monitoring and reporting on the quality assurance and quality improvement processes for assessment in every unit.

New-to-Curtin student

- (a.) A student enrolled in any pre-Bachelor, undergraduate or postgraduate course who has not yet successfully completed the designated unit (or appropriate alternative) within the course in which information and instruction about academic integrity is provided and:
 - (i.) has completed less than 50 credit points of study at Curtin; or
 - (ii.) has less than 50 credit points of study on their record; or
 - (iii.) has been enrolled in less than two study periods at Curtin.

A student enrolled in a Higher Degree by Research degree prior to the submission of their candidacy document.

Plagiarism

Presenting the work or property of another person as one's own, without appropriate acknowledgement of the other person's work.

Plagiarism Recording System

Electronic system for collecting data about all cases of reported plagiarism for the purpose of monitoring academic integrity across the University.

6. SUPPORTING PROCEDURES

Nil

7. RELATED DOCUMENTS/LINKS

- [Statute No. 10 – Student Disciplinary Statute and associated Rules](#), including the [Academic Misconduct Rules](#)
- [Assessment and Student Progression Manual](#)
- [Australian Code for the Responsible Conduct of Research](#)
- [Curtin Student Charter](#)

- [Academic Integrity at Curtin: Staff guidelines for avoiding plagiarism](#)
- [Academic Integrity at Curtin: Student guidelines for avoiding plagiarism](#)
- Managing Student Misconduct: Explanatory guide for staff

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Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Academic Board
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REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	30/05/2014	Academic Board	AB 74/14	Attachment 2 to Item No 15.5 (previously titled Plagiarism Policy and Procedures)
	Administratively Updated	06/10/2015	Director, Legal and Compliance Services	EC 76/15	Executive Manager Title Changes
	Administratively Updated	12/05/2017	Director, Legal and Compliance Services		Updated Policy Compliance Officer