Plagiarism and Integrity Policy

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1.0	Dec. 2012	New policy
2.0	June 2016	Reviewed policy, formatted to approved policy template
3.0	November 2019	Updated policy for Council with plagiarism consequences emphasized

Document Approvals

Role	Name©	Policy status	Date
Council For approval	Vice President Academic Affairs	New policy	Dec. 2012,
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Policy AC15 Plagiarism & Integrity Policy

1.0   Purpose

The purpose of this policy is to make clear the importance of academic honesty and integrity in all University endeavours by all academic staff, researchers, administrators and students. With advances in technology it is very easy to access the writing of others. However, it is dishonest and a form of cheating, to take and use the ideas of others and represent them as your own. This is known as "plagiarism". Using the work of another author must be acknowledged and referenced appropriately. The intentional copying of someone else's work and presenting it as your own is a serious offence which is punishable by penalties.

Academic honesty is essential for the integrity of DWU awards as well as the integrity of the learning, teaching and research practices of the University. Honesty, integrity, ethical practice and a respect for knowledge are fundamental to the vision and mission of the University. Academic honesty confirms Christian values, is central to the pursuit of knowledge and understanding, underpins learning, valorises the integrity of research and confirms the reputation of both the ethical performer and the University in the eyes of the international academic community. The University recognises the practice of ethical scholarship as a requirement for legitimate participation in global academic and intellectual communities.

2.0   Policy

2.1   Statement

The university requires both staff and students to demonstrate the highest standards of ethical practice in their academic work. Due credit is awarded for honestly conducted scholarship and severe penalties will be applied for academic misconduct by staff or students. All work submitted by staff and students must be their own original work and is expected to carry appropriate acknowledgement of the output (ideas, text, images, media productions) of others where this has been used.

How to acknowledge the work of others is a formal academic skill that must be taught formally and has to be learned. An approach that fosters the learning of acknowledgement conventions through modelling and practice is preferred to a punitive approach but disciplinary action will be taken by the University for serious academic misconduct, including research misconduct.

2.2   University Commitment

Integrity is the first core value of the University. Divine Word University is committed to:
- providing information about plagiarism and integrity
- ensuring staff and students are aware of their responsibilities in relation to plagiarism and academic integrity in learning, teaching, research and service
- defending the academic credibility and reputation of the University
- protecting the standards of its awards
- ensuring that researchers, academic staff and students receive due credit for the work they submit for assessment or publication
- protecting the interests of those individuals who do not cheat
- advising staff and students of the need for academic integrity, and providing them with guidance on best practice
- educating staff and students about what is intellectual property, why it matters, how to protect their own, and how to legitimately access and reference other people's work.

2.3 Procedural fairness and confidentiality

Any case of alleged breach of academic honesty will be dealt with by procedures that aim to ensure:
- equity
- consistency
- procedural fairness
- timely resolution of the case, and
- achievement of appropriate and effective outcomes.

The University may use text matching software (e.g. Turnitin®) or other tools to assist in identifying breaches of academic honesty. Staff and students must be notified of the availability of such tools and of the intended use of any such software or tools in protection of academic integrity at the University.

When academic or research misconduct or a breach of academic integrity is alleged and investigated, the interests of all interested parties must be protected during these investigations by preserving confidentiality and ensuring natural justice. Any investigation must consider the protection of persons making allegations in good faith and of persons accused of misconduct. "Interested parties" include:
- a) a person bringing an allegation
- b) a person against whom an allegation is made
- c) staff, students and others working with persons making an allegation, or with persons against whom an allegation is made
- d) journals and other media reporting research subject to suspected, alleged, or found research misconduct
- e) funding bodies supporting persons or research involved, and
- f) the public.

Individuals are expected to make complaints in good faith. The procedures in this Policy are not to be used as a forum for revenge, retribution or mischief. If a person makes a complaint that is frivolous, vexatious or in bad faith, disciplinary action may be taken against them.

3.0 Procedures

3.1 Student academic misconduct

Students have a responsibility to:
- fully inform themselves about academic honesty and the consequences of plagiarism, cheating, fabrication and research misconduct
- submit work for assessment that is genuine and original with appropriate acknowledgement practice and citation for the work of others
- never borrow, purchase or commission work and submit this as if it were their own work
- avoid collusion by ensuring that they do not knowingly assist another student in an academically dishonest practice, e.g. avoid lending or otherwise providing their original work to other students for any reason except in the course of collaboration in connection with group work assessment
- avoid academic misconduct or cheating of any form
- have a clear understanding of the conditions of assessment, including specific assessment task requirements and marking criteria
- consent (where the item of work has been prepared and submitted using electronic means) to the evaluation of this work by text matching software
- retain copies of submitted (written) assignments for a minimum of one year
- encourage other students to uphold academic integrity.

Academic staff have a responsibility in regard to students to:
- ensure appropriate education about academic integrity and avoidance of plagiarism is incorporated in the design of programs and units

- teach according to norms of academic honesty, acknowledging appropriately the ideas and intellectual property of others that they present in lectures, publications or other presentations
- teach their students ethical learning, research and scholarship practices, in order to promote and maintain academic integrity by assisting students to be honest
- explicitly and unambiguously explain to students the appropriate techniques for acknowledging the ideas of others as relevant to their discipline
- detect plagiarism and any other dishonest practices and to take appropriate action to deter all instances of academic misconduct by students.

If a student has concerns about their own understanding of academic integrity or their skills in acknowledgement and referencing, they should talk to and seek advice from their lecturer or tutor.

If a student has concerns about a peer's understanding of academic integrity or skills in acknowledgement and referencing, they should talk to and seek advice from their lecturer or tutor. Students cannot make formal claims of academic misconduct about their peers without documentary evidence.

3.1.1   Procedure for alleged plagiarism by a student in work submitted for assessment

If a unit lecturer or marker considers there may be plagiarism (e.g. Turnitin report indicates more than 25% of submitted work is not correctly referenced or the lecturer finds matching text elsewhere), the lecturer must consult with the program coordinator and/or Head of Department and agree on the course of action to be taken.

Sanctions may vary according to the seriousness of the plagiarism and whether it is judged to be intentional or due to carelessness or ignorance. The action to be taken by the lecturer may be one or more of the following:
- advising the student of the plagiarism and asking that the work be revised and re-submitted for assessment (one time only for each piece of submitted work)
- advising the student of the plagiarism and awarding a fail grade or zero marks for the submitted work (e.g. if the resubmitted work is plagiarised), without the possibility of supplementary assessment.

The lecturer's determination can be appealed by the student to the relevant Faculty Board. A further appeal may be lodged with the Academic Appeals Committee (refer Academic Grievance Policy).

3.1.2   Procedure for other forms of alleged academic misconduct by a student

An allegation in regard to any other another form of academic misconduct by a student, such as cheating in an exam or collusion, must be made as soon as practicable to the unit lecturer and/or Head of Department. The Head of Department will investigate the allegation and any evidence that is available. A student accused of academic misconduct will be provided with the opportunity to respond to the allegation, in conjunction with the Vice President for Student Affairs.

After an investigation has been concluded and representations considered, the Head of Department will take one or more of the following actions:
- Dismiss the case and advise the Faculty Dean of the allegation and the reason for its dismissal
- Counsel the student or students and allow them to re-submit the work
- Recommend a zero mark or a fail grade for the work, or part thereof, submitted for assessment
- Recommend a maximum grade for the unit (e.g. a maximum grade of Pass) and/or downgrade the final grade overall in the unit
- Recommend a fail grade overall in the unit.

3.2 **Staff academic misconduct (other than research misconduct)**

All staff are expected to comply with norms of academic honesty, acknowledging appropriately the ideas and intellectual property of others that they present in lectures, publications or other presentations.

Any alleged case of plagiarism or academic misconduct by a DWU staff member, including sessional or adjunct lecturers, must immediately be reported, in confidence, to the relevant Faculty Dean and to the Vice-President for Academic Affairs (VPAA). The person who suspects academic misconduct must produce evidence to support any allegation. If the Faculty Dean is the subject of the allegation, the report should be made only to the VPAA.

The identity of any person making an allegation of academic misconduct must be kept confidential, to prevent reprisals.

The Faculty Dean and the VPAA will confer to consider the evidence. If required, the Faculty Dean will make an investigation to seek further information and evidence.

A staff member accused of academic misconduct will be provided with the opportunity to respond to the Faculty Dean and VPAA if the case is not dismissed for lack of evidence.

The Faculty Dean and the VPAA will determine whether any misconduct constitutes serious or minor academic misconduct and agree on a course of action. If the allegation is dismissed, then all parties will be informed.

Sanctions may vary according to the seriousness of the misconduct and whether it is judged to be intentional or due to carelessness or ignorance. Sanctions as stated in the Staff Disciplinary Policy:
(i)   Stage one is not a disciplinary action: Clarification of Expectations, followed by first opportunity to improve. a. Written clarification of expectations. b. Letter of instruction. c. Performance improvement plan.
(ii)   Stage two: Warning and written clarification of expectations
(iii)   Stage three: Final Written Warning, followed by third opportunity to improve.
(iv) Stage four: Dismissal or Termination for Cause, if progressive discipline has not brought about satisfactory job performance or acceptable work-related behavior.

The determination of the sanction can be appealed by the staff member to the Academic Appeals Committee (refer Academic Grievance Policy).

3.3   Research misconduct by staff or students

Any alleged research misconduct by a DWU student or staff member, including sessional lecturers or visiting academics, must immediately be advised, in confidence, to the Vice President Research and Higher Degrees (VPRHD). The person who suspects research misconduct must produce evidence to support any allegation.

The identity of any person making an allegation of research misconduct must be kept confidential, to prevent reprisals.

The VPRHD will confer with the Chair of the University Research Ethics Committee (UREC) to consider the evidence.

If a *prima facie* case of research misconduct is established, the VPRHD will ask the Chair of UREC to make an investigation to seek further information and evidence. Otherwise, the VPRHD will advise all parties that the allegation has been dismissed.

Once an investigation has been completed, a person accused of research misconduct will be provided with the opportunity to respond to the VPRHD and the Chair of UREC. If the person accused of research

misconduct is a student, the student may make representations in conjunction with the Vice President for Student Affairs.

Then, the VPRHD will confer with the Chair of UREC to consider the evidence and determine whether any breach constitutes serious or minor academic misconduct and a course of action.

Sanctions may vary according to the seriousness of the misconduct and whether it is judged to be intentional or due to carelessness or ignorance. The potential sanctions for a staff member are those in the Staff Disciplinary Policy and those for a research student are as in the Student Disciplinary Policy. These may be supplemented by other actions that are required to mitigate or acknowledge the research misconduct that has occurred. These other actions could include retraction of published or submitted papers, public apology or rectification of errors.

4.0   Related documents, legislation or statutes

Student Disciplinary Policy, Staff Disciplinary Policy, Academic Grievance Policy, Assessment Policy, Examination Policy, Research Policy, Teaching and Learning Policy

5.0   Applicability

This Plagiarism and Integrity Policy applies to both staff and students across the whole University and it applies to all forms of intellectual work (e.g. spoken or written text, sounds, data, images and performance, conduct of research) produced by researchers, students, administrators and other staff, regardless of whether it is submitted for assessment, publication or public presentation.

All staff and students have a personal responsibility to maintain academic integrity and avoid academic misconduct. In particular, senior staff such as Heads of Departments, Deans and Vice Presidents, have a responsibility for the oversight and general implementation of this Plagiarism and Integrity Policy.

6.0   Definitions

Academic integrity	Academic integrity represents a commitment to the values of trust, honesty, fairness, responsibility and respect in scholarship. Academic integrity means avoiding cheating and plagiarism, and maintaining academic standards, honesty and rigour in preparing and presenting work for assessment or review. It involves thinking and acting in a responsible way so as to ensure that information and ideas are generated and communicated in an honest and ethical way. It presumes that the use of others' ideas and writing are always acknowledged appropriately. It is the avoidance of academic misconduct.
Academic misconduct	Academic misconduct refers to students or staff acting dishonestly in order to gain an unfair advantage either for themselves or others. This may include, but is not limited to: - plagiarism - cheating - collusion - falsification of data - fabrication - misrepresentation - incorrectly claiming authorship - use of knowingly deceptive means in the attempt to avoid an academic penalty, such as a fail grade for an assessment task - research misconduct.

	Serious academic misconduct includes any act of academic misconduct which is, or appears from the available evidence to be:
	    a. accompanied by a clear or demonstrable intention to flout or contravene this Policy
	    b. carefully and deliberately planned, repetitive, organised or systematic in nature; or
	    c. significant in scale or scope.
	
	Minor academic misconduct includes academic misconduct that falls short of all the circumstances described above, such as uninformed omissions of details which are minor in nature (e.g. omission of a limited number of referencing details, incorrect referencing details, or accidental/unintentional collusion).

Acknowledgement practice	Acknowledgement practice is the practice of acknowledging the ideas, designs, words or works of other people in one's own work. When another person's ideas are used they should be acknowledged so that work is not misrepresented as original. This is also known as attribution or referencing.
	
	This includes acknowledging ideas in all forms of expression; for example:
	  • written work
	  • art and graphics
	  • diagrams, graphs and tables
	  • video and audio recordings
	  • computer programs and sites.

Cheating	Cheating is behaviour that is engaged in by a person on behalf of a student or staff member (and/or persons acting in collusion) to provide that person or group of students with an academic advantage to which they are not entitled.
	Common cheating methods include:
	  • bringing to an examination or test unauthorised materials or information, or having access during an examination or test to unauthorised materials or information
	  • making contact with or colluding with another person or persons via any means (including verbal, physical, gestural or electronic) during an examination or test
	  • copying or reading another student's work, with or without their knowledge
	  • impersonating another student or engaging someone to impersonate a student.

Collusion	In the context of this Policy, collusion is an agreement between individuals (staff, students and/or other persons) to act together secretly or without permission to achieve an unfair advantage. In regard to student work, collusion is a deliberate joint attempt by one or more students and another person or persons to deceive an assessor that work submitted is solely the student's own work. Collusion is a form of plagiarism and a breach of academic integrity.
Fabrication	Fabrication in academic work is the use of invented, false, inaccurate or forged information and presenting it as one's own truthful, honestly gained information.
Paraphrasing	Paraphrasing involves a person using someone else's ideas but expressing them in their own words. If another person's intellectual outputs (ideas, words or images) are being used, they must be properly acknowledged.
Plagiarism	Plagiarism occurs when a person presents the ideas or creations of another person as if they were their own, without acknowledging the source. Plagiarism may take the form of copying, paraphrasing or summarising or making direct use of another person's words without inverted commas or indentation and a relevant citation to show where the original work was taken from.

	Directly copying material from books, journal articles, electronic sources such as the internet or databases, sound recordings, films, art works, or any other source, and not adequately acknowledging the true source of the copied material, is plagiarism.
	Plagiarism is to be distinguished from incomplete attempts to acknowledge the words, works or ideas of someone else; as, for example, when a student makes a genuine attempt to reference their work, but has inadequate referencing skills.
	Whether done intentionally or carelessly, plagiarism is a form of dishonesty and it is unacceptable in academic work. It should be noted that access to internet sources has greatly increased the possibility of plagiarism but it has also greatly increased the ease of its detection.
	The related concept of self-plagiarism refers to the re-submission of work as if it were original. Students must not submit their own academic work for assessment when it has already been submitted for assessment at another time (including at another institution), without the express permission of the academic staff member who will assess it.
Research misconduct (See DWU Staff Disciplinary Policy)	Research misconduct occurs when an academic or professional staff member or a research student, fails to comply with the principles or specific provisions of Conduct for Research approved by the University Council and includes but is not limited to conduct in, or in connection with research that: • is dishonest, reckless or negligent • seriously deviates from accepted standards within the scientific and scholarly community for proposing, conducting or reporting research. Examples of behaviours that may be considered research misconduct are: • the fabrication or falsification of data or results • the use of another person's ideas, work or data without appropriate acknowledgement • misleading ascriptions of authorship to a publication including the listing of authors without their permission • attributing work to people who have not in fact contributed • the lack of appropriate acknowledgement of work primarily produced by a research student/trainee or associate • failing to obtain the required prior ethical or regulatory approval for the research project to proceed • failing to conduct the research project in accord with the approved ethical or regulatory protocol • failing to address reports of researcher unethical or unprofessional conduct reported by research participants.
Turnitin	Turnitin is an electronic text matching software system and web-based tool that compares submitted text against electronic text found in the publicly accessible internet, published works, commercial databases, and other student assignments. DWU uses Turnitin. Students are encouraged to use Turnitin to check their work prior to submitting it for assessment.

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