

LA TROBE UNIVERSITY

Working Party on Plagiarism

Academic Policies

ACADEMIC MISCONDUCT

Executive Summary

La Trobe University regards academic honesty as the foundation of teaching, learning, and research. It requires its academic staff and students to observe the highest ethical standards in all aspects of academic work.

As a response to a perceived increase in plagiarism in the general academic community, Academic Committee has asked a Working Party to thoroughly review the University's policy on plagiarism and other forms of academic misconduct. The Working Party accepts that new students may not understand fully appropriate referencing and acknowledgment of the work of others and recommends that new students be educated comprehensively in these aspects. There should also be detailed information available to students on plagiarism. Clear and mandatory procedures have been defined for staff and alleged cases of serious plagiarism will be handled by two committees. Penalties for plagiarism should be considerably strengthened, involving in serious cases suspension from the University. It is suggested that better education of students about referencing and plagiarism, together with strong penalties, will decrease substantially the incidence of plagiarism.

On the issue of misconduct in examinations, there is little doubt that students who cheat know they are doing so, and strengthened penalties are proposed as a deterrent. Other forms of academic misconduct also are addressed.

1. Academic Honesty, Cheating, and Plagiarism

1.1 Introduction

La Trobe University regards academic honesty as the foundation of teaching, learning, and research. It requires its academic staff and students to observe the highest ethical standards in all aspects of academic work. The University demonstrates its commitment to these values by awarding due credit for honestly conducted scholarly work, and by penalising academic dishonesty and all forms of cheating.

At La Trobe University:

- it is the responsibility of the academic staff to conduct research according to ethical standards of scholarship, and to teach their students ethical learning and research practices;
- it is the responsibility of the students to acquire a clear understanding of how to avoid unethical practices, and to employ this knowledge in their work submitted for assessment.

Academic staff who engage in fraudulent or unethical research practices will become subject to the disciplinary procedures of the University, as will students who cheat in tests, examinations, essays, or any other assessable work, or conspire with others to procure such a result.

1.2 Plagiarism

One form of academic cheating is *plagiarism*, the reproducing of someone else's words, ideas or findings and presenting them as one's own without proper acknowledgment.

There are many forms of plagiarism, including the following:

- (a) direct copying of sentences, paragraphs or other extracts from someone else's published work (including on the Internet and in software) without acknowledging the source;
- (b) paraphrasing someone else's words without acknowledging the source;
- (c) using facts and information derived from a source without acknowledging it;
- (d) using ideas directly derived from an identifiable author without acknowledging the source;
- (e) producing assignments which should be the student's own, independent work in collaboration with and/or using the work of other people (e.g. a student or tutor).

Assisting another person to plagiarise material may be punished as severely as is plagiarism itself. Assisting plagiarism may involve a student lending work (or by posting it on the Internet for sale) which is intended for submission for assessment, or which has already been submitted, so that it can be copied and handed in by another student as that student's own work.

Students may find it helpful to discuss assignments with other students and their tutors. The University encourages students to communicate with one another in constructive ways about the learning process. Students may choose to assist each other, for example in discussing the approaches that might be taken to assignment topics, or helping with the availability of reading materials. They should, however, write their assignments independently, except when they are asked to work on a project as a member of a group which is to submit a joint report, as equal contributors. In this case, except where the final written work consists of sections for which particular individuals take sole responsibility, the group as a whole assumes responsibility for it and the proper acknowledgment of any use made of the words or ideas of people outside the group.

The increased vigilance of the University in regard to plagiarism is in response to the perceived growing incidence of plagiarism. The new recommended penalties reflect the value the University places on academic honesty and how seriously it regards plagiarism offences. The University will protect its reputation for academic integrity by ensuring that serious and serial offenders, who wish to obtain an unfair advantage through cheating, are given penalties proportionate to the offences committed.

A summary of the current legislation is attached in Appendix A. This legislation will be amended if the Working Party's recommendations are approved.

2. Responsibility of the University

The University recognises its obligation to educate students in the definition, identification and avoidance of plagiarism. As an international university it acknowledges that different cultures have diverse attitudes to scholarly authority and originality. Students entering the University will be informed clearly of the academic standards expected in courses and subjects, and the precise requirements of referencing that apply in particular disciplines.

The following practices, which constitute the strategy to reduce the incidence of plagiarism as part of its commitment to quality education, will be observed uniformly across all faculties of the University:

- (a) the University will ensure that all students are made aware of its policy on plagiarism through mandatory faculty, course or subject-based sessions on plagiarism and its avoidance for all commencing students;
- (b) there will be particular emphasis in the first year of undergraduate study on teaching students the skills they need to avoid plagiarism;
- (c) students will be taught that rigorous standards in referencing and acknowledgment of sources will be required in their academic work, and that these standards and practices could differ from those they may have acquired previously in secondary schooling.

This will be achieved by:

- each Department/Program and/or School producing and distributing to all students enrolled in a given year clear written guidelines regarding the system(s) of referencing that will be required of students submitting assignments;
- students will be advised on effective methods of academic writing, particularly the requirements in quoting, summarising, and paraphrasing the sources they use; and
- attention will be devoted to the role of bibliographies or reference lists, and how use of these does not absolve the student from the duty of full referencing in essays.

This will form part of first-year training of students in how to analyse issues, think critically, synthesise ideas, use sources, and incorporate evidence into their written assignments;

- (d) academic staff will ensure that their course and subject guides are prepared according to the same high standards of referencing that they demand of students;
- (e) students will be taught why plagiarism is an unethical practice. The rationale for the severity of penalties applied to serious cases will be made clear to them;
- (f) academic staff will be trained by the University in the specifics of this aspect of their teaching, and they will equip students with the necessary resources to enable them to avoid plagiarism;
- (g) academic staff will ensure that assessment requirements in subject guides are clearly stated, and bring them clearly to students' attention;
- (h) academic staff will ensure that student workloads are commensurate with subject credit point values (so that students are not tempted to plagiarise or cheat in order to meet unduly heavy workload demands);
- (i) academic staff will be required to vary from year to year the major assessment tasks, essay topics and examinations they set in subjects;
- (j) faculty or departmental guides/assignment manuals will contain the approved definition of plagiarism and its forms, and a warning that the University will use all means at its disposal to detect and punish serious cases of plagiarism. The measures employed by the University to detect electronic plagiarism will be explained to students;
- (k) every subject guide will contain a reference to the definition of plagiarism, its forms, and the measures the University is using to reduce its incidence;
- (l) warning about the penalties that may be imposed for plagiarism will be published in the University Undergraduate and Postgraduate Handbooks, in guides for Postgraduate Students, and on department/program, school and faculty noticeboards and web-sites;

- (m) academic staff will only accept work for assessment worth 10% or more of the total assessment for a subject where a signed statement of authorship is attached by the student, together with a consent that their work may be copied and transmitted by the University for the detection of plagiarism. Any other use or disclosure will require the consent of the student concerned unless the use or disclosure is in accordance with applicable privacy legislation; and
- (n) academic staff will be trained adequately in the procedure of referring the work of students for electronic testing for plagiarism.

3. Responsibility of the Student

Students have a responsibility to:

- (a) observe in all respects the ethical approaches to learning that the University fosters;
- (b) declare all (printed, electronic, graphs, works of art, and other kinds of) sources in their work submitted for assessment, from which they obtain material or ideas;
- (c) do this in ways approved by the discipline, school and faculty in which the assignment is set, for example through footnotes, endnotes, textual references or other devices;
- (d) consult and use the guides and information provided by the University to instruct them in the avoidance of plagiarism;
- (e) take part in the sessions on plagiarism avoidance and learning programs provided by the University to enhance their writing and analytical skills, which will contribute to the diminution of plagiarism in their work;
- (f) seek individual instruction from Academic Skills Units in their faculties when they are counselled to do so;
- (g) submit work for assessment with the appropriate statement of authorship, consent to copying and transmission for electronic testing, and declaration that the plagiarism avoidance advice issued for the subject or course has been read;
- (h) retain copies of all assignments they submit for assessment;
- (i) ensure that they do not knowingly or carelessly make their work available to other students in any form; and
- (j) consult with staff when in doubt about any matter where plagiarism is or may be involved.

4. Guidelines for detecting and reporting student academic misconduct

4.1 Introduction

The University shall have in place a uniform procedure for dealing with alleged occurrences of academic misconduct in all forms of assessment.

4.2 Plagiarism by first-year students

It is recognised that minor referencing infringements can be expected to occur among students who are beginning their studies at the University. In first semester assignments of first-year students, inappropriate referencing techniques and excessive use of (sometimes unacknowledged) Internet and printed sources may be anticipated.

Minor offences

- (a) Minor breaches in referencing or inappropriate collaboration should be treated initially as a predictable lack of specific skills, which it should be the responsibility of individual academic staff to help rectify in a sympathetic manner.
- (b) Students will, however, be expected to grasp the emphasis that the University wishes to place on ethical learning practices; they will be required to read the written guidelines for referencing and collaboration issued to them, and to apply these correctly.
- (c) Minor breaches in referencing and inappropriate collaboration may be noted in assessment comments, and a record kept by the subject examiner. Persistent offenders will be brought to the attention of the Subject Coordinator/Head of Department or School, who may recommend academic counselling before the student is permitted to enrol for second-year studies.

Serious offences

Serious cases including blatant and large-scale plagiarism may still occur in first year, even after suitable training and warnings have been given. In such cases, the same procedures and processes that apply to later year students shall apply. See 4.3 and 5.1 below.

4.3 Plagiarism by students in later years

Students in their second and subsequent years of study at the University will be expected to know what practices constitute plagiarism, and how they might be avoided in the work they submit for assessment. Some students may still require further training and counselling to eliminate minor traces of inappropriate referencing. All commencing students who enter at later levels (including postgraduate students) will be required to attend the mandatory faculty, course or subject-based sessions on plagiarism and its avoidance.

The University takes the view that all alleged cases of plagiarism, where the examiner believes that the student may have attempted to gain credit dishonestly, shall be referred, in the first instance, to the Head of School (or nominee) for investigation.

It is reasonable to assume that a student at this level has intended to deceive an examiner where:

- (a) a significant amount of an assignment is copied from printed or Internet sources (including paper mills) without due acknowledgment, and is presented as the student's own work; and/or

- (b) a significant portion of an assignment has been copied from another student, or from the work of a former student, and is submitted as the student's own work; and/or
- (c) a significant portion of an assignment given to an individual student has been completed collaboratively by two or more students.

4.4 Other forms of student Academic Misconduct

There are many ways in which a student might attempt deliberately to deceive an examiner into believing that a piece of work submitted for assessment is the student's own work, when in fact, it is not, or to deliberately gain an unfair advantage by fraudulent or other means.

Examples include, but are not limited to:

- Direct copying of an assignment from another student, past or present.
- Engaging or attempting to engage another person to do all or part of the work required for the assessment (for payment or otherwise).
- Fabricating or falsifying data.
- Bringing into an examination forbidden material or gaining access to such material during an examination (e.g. by communication via mobile phone with another person, planting material in a toilet, etc).
- Copying from an adjacent student in a formal examination.
- Gaining knowledge of or revealing content of an examination in a circumstance in which a student has taken the examination earlier or later than the scheduled time and has signed a statutory declaration to not communicate with others regarding the content of the examination.
- Attempting to copy another student's work by fraudulent means (e.g. by falsely representing oneself via the Internet as a staff member).
- Presenting fraudulent documents for the purpose of gaining credit.

The common theme in these examples is the deliberate intention to deceive. As with plagiarism, the seriousness of the deception may vary, but such attempts to deliberately gain benefit by cheating should, once proven, normally result in suspension from the University for a period of time.

All members of staff, including examination supervisors, have a duty to report suspected cases of academic misconduct to the relevant Head of School, who will then follow the same procedures as for alleged serious plagiarism, that is, notifying the student in writing of the allegation and where appropriate referring the case to the Faculty Academic Misconduct Committee.

Another form of academic misconduct is assisting others with plagiarism or cheating, whether carelessly or deliberately. Neglectful assistance will be one of the subjects of education on plagiarism and its avoidance, with alleged cases being treated as for minor plagiarism breaches. Deliberate assistance will be treated as for serious cases of academic misconduct.

5. Procedures for dealing with allegations of student academic misconduct

The University's procedures for dealing with allegations of academic misconduct are designed to be fair and transparent for both the student accused and for the academic staff responsible for their teaching.

They are to be applied consistently across the University, and must be procedurally fair, promptly applied, and appropriately recorded.

The University procedures regarding plagiarism and academic dishonesty shall be invoked where an examiner believes that a student has sought to gain credit by dishonest or fraudulent means, including such instances where a student has submitted substantially plagiarised work.

5.1 Procedures:

- (a) The examiner shall report suspected misconduct to the Head of School (or nominee).
- (b) The Head of School (or nominee) shall, no later than ten working days after receiving notification, confer with the examiner, and shall *either* establish a prima facie case according to the guidelines regarding misconduct and which shall be stated in writing, with a copy forwarded within ten working days to the student, *or* dismiss the allegation.
- (c) The student shall be given a further ten working days in which to respond in writing to the allegations made against him or her, and may seek advice and assistance from a relevant student association in composing their response.
- (d) Following receipt of the student's response, the Head of School (or nominee) may arrange an interview with the student, with the subject examiner present, if further clarification is required. Students alleged to have plagiarised can continue their studies until a decision is made.

Minor offences:

- (e) If, according to the guidelines, the Head of School (or nominee) determines that a minor offence has occurred, one of the actions provided for in Regulation 21.12 – Examinations and Assessment Paragraph 7 1 (a)-(c) shall be taken, and the student promptly advised accordingly in writing and if a penalty has been applied a copy forwarded to the chair of the Faculty Academic Misconduct Committee and the University Secretary.
- (f) The student shall be given the opportunity to lodge an appeal with the University Secretary within ten working days of receipt of the decision; students may seek advice and assistance from a relevant student association in composing their response. Appeals against decisions made by the Head of School (or nominee) are heard by the Faculty Academic Misconduct Committee.

Serious offences:

- (g) If, according to the guidelines, the Head of School (or nominee) believes that a serious offence has occurred the matter shall be referred to the Faculty Academic Misconduct Committee, which shall, within ten working days of receiving notification, hear the case in accordance with Regulation 16.2 – Academic Misconduct.
- (h) Students shall be notified promptly of the outcome of their case and any penalty shall be advised to the University Secretary. A student for whom a penalty is delineated has the right to an appeal to the Academic Misconduct Review Committee.
- (i) In all considerations, account will be taken of the previous history of the student before applying a penalty and after the case is heard.
- (j) In proven instances of serious academic misconduct resulting in a student's exclusion from the University for a specified period, the academic transcript of the student shall state that the student has been excluded for that period by the Faculty Academic Misconduct Committee. This annotation shall remain present in the transcript only until the student has qualified for the relevant qualification, at which time the student may apply to have the statement expunged.
- (k) In cases where either the Head of School (or nominee) or the Faculty Misconduct Committee decides that no offence has occurred, a record of that decision shall be kept by the Head of School or the Committee.

Examples of minor and serious offences and recommended penalties can be found in Attachment B.

6. The Faculty Academic Misconduct Committee

Each Faculty Board shall appoint a Faculty Academic Misconduct Committee to assist the Faculty Board in upholding the academic and ethical standards of the University in subjects and courses conducted within the Faculty.

6.1 Composition:

- the Chair of the Faculty Academic Committee (or Dean's nominee)
- a deputy Chair
- 3 senior academics nominated by the Dean
- a representative from another Faculty Academic Misconduct Committee.

A member of the Committee shall not sit where consideration is to occur on a case regarding a student in the School of that member.

Membership will be reviewed biennially in October. To enhance consistency of decision making, reasonable continuity in the membership of the Committee is required.

The quorum for a Faculty Academic Misconduct Committee shall be no fewer than three members.

6.2 Terms of Reference

- (a) The Faculty Academic Misconduct Committee shall: hear prima facie cases of academic misconduct forwarded by Heads of School (or nominee);
- (b) hear appeals by students against decisions by Heads of Schools;
- (c) administer the penalties according to the Regulation 16.2 and 21.12, and
- (d) report annually through the Faculty Board to the University Academic Committee.

The Faculty Academic Misconduct Committee shall behave in a manner that is procedurally fair and in accordance with the rules of natural justice.

6.3 Processes

The appropriate processes will be included in the revised regulations provided by Legal Services.

7. The Academic Misconduct Review Committee

Academic Board shall establish a committee to review decisions of the Faculty Academic Misconduct Committees to impose penalties on students for plagiarism and other forms of academic misconduct, when an appeal by a student is submitted.

7.1 Composition:

- a Chair, appointed by the Academic Board on the recommendation of the Deputy Vice-Chancellor for a term of not less than three years (possibly a former distinguished member of staff)
- a nominee of the Vice-Chancellor
- a representative from each Faculty Academic Misconduct Committee

The representative from the Faculty in which the student is enrolled may not attend that hearing, but the Faculty may make a submission in response to the student's submission.

Membership will be reviewed biennially in October. To enhance consistency of decision making, reasonable continuity in the membership of the Committee is required.

The quorum for a University Academic Misconduct Committee shall be no fewer than three members, including the Chair.

7.2 Terms of Reference:

The University Academic Misconduct Committee shall:

(a) review decisions of the Academic Misconduct Committee of each Faculty on an appeal by a student ; and

(b) report annually to the University Academic Committee on its proceedings (to be included in Regulation 16.2).

The University Academic Misconduct Review Committee shall behave in a manner that is procedurally fair and in accordance with the rules of natural justice.

7.3 Processes

The appropriate processes will be included in the revised regulations provided by Legal Services, including the basis for an appeal.

8. The University's Strategy for Minimising Plagiarism

In addition to providing training for both academic staff and students in the avoidance of plagiarism as part of its ethical approach to teaching and learning and the promotion of quality in tertiary education, the University will:

- (a) provide academic staff access to a state-of-the-art plagiarism-testing software service, and advice on how to use it;
- (b) run confidential tests through this software for a number of subjects per semester per faculty as a quality control measure that will serve as a deterrent to potential plagiarisers;
- (c) maintain a plagiarism and academic misconduct database, as approved by Academic Board, incorporating only cases where a penalty is applied. Information contained in the database must be collected, maintained and used in accordance with applicable privacy legislation;
- (d) make the information from this database available to Heads of Schools and Faculty Academic Misconduct Committees when it is proposed to apply a penalty. Disclosure of this information is not otherwise permitted without the individual's consent unless the disclosure is in accordance with applicable privacy legislation;
- (e) require the Faculty Academic Misconduct Committees to report annually in April to the University Academic Committee (through the Faculty Boards) on the number, kinds and outcomes of cases that have occurred in the previous year. In their reports to University Academic Committee, Faculty Academic Misconduct Committees also may make recommendations on academic misconduct and procedures;

- (f) require the University Academic Committee to offer advice and guidance to the Faculties in response to their reports on the quality of their management of plagiarism and academic dishonesty;
- (g) monitor the effectiveness of the Academic Misconduct Review Committee by requiring its Chair to report annually to the University Academic Committee on its proceedings;
- (h) publicise that the University is committed to upholding the highest standards of academic honesty in its subjects and courses;
- (i) share its statistical data on serious offences, in a way that does not identify any individuals, on a confidential basis with other Australian universities which undertake to cooperate in plagiarism detection and reduction;
- (j) cooperate with administrative and academic staff of other institutions with the view to implementing best practice in controlling plagiarism; and
- (k) three years after the implementation of the policy, review the effectiveness of the academic misconduct policy and procedures and explore the merits of introducing an Honour Code for students to sign upon entry to the University, given that institutions with one in place report a lower incidence of plagiarism and other forms of cheating.

Approved by Council - 18 February 2004 C04/08

APPENDIX A CURRENT LEGISLATION

The legislation covering plagiarism is contained in (new series) Regulation 21.12 – Examinations and Assessment.

Examinations other than Formal Examinations

- 6 (1) Any member of the academic staff who suspects that an act of academic misconduct may have been committed by a student at an examination, shall report the matter in writing to the chief examiner.
- (2) Within 10 days receipt of material from a member of academic staff the chief examiner shall inform the student concerned in writing that such report has been received and that the student may make a written explanation in answer to the report within a time specified by the chief examiner.
- (3) Upon receiving a written explanation from the student, or at the expiration of the specified time, whichever is the earlier, the chief examiner shall examine the matter to determine whether in the opinion of the chief examiner, academic misconduct has occurred.

Chief Examiner's Action

- 7 (1) Where the chief examiner determines in relation to a matter under section 5 or section 6 that academic misconduct has occurred the chief examiner may decide:
 - (a) that, despite the determination, the work submitted by the student should be examined; or
 - (b) that the work submitted by the student not be examined but that the student should be given an additional examination or allowed to submit further work for assessment; or
 - (c) that any part of the work submitted by the student which in the opinion of the chief examiner was affected by that academic misconduct should not be examined; or
 - (d) that the work by the student not be examined and a fail result be recorded for that work; or
 - (e) that the work submitted by the student not be examined and a fail result be recorded for the subject for which the work was submitted; or

- (f) that the matter should be referred to the Academic Misconduct Committee.
- (2) The chief examiner shall report any action taken under this section to the student and to the University Secretary.
- (3) The University Secretary shall from time to time and at least annually advise the Academic Board of any action taken under this section and of any penalties imposed.

Results withheld prior to Chief Examiner's Action

- 8 A chief examiner shall, prior to making any decision under section 7, ensure that the academic results in any one or all subjects undertaken by that student for that academic period are withheld pending that decision using such of the codes specified in Schedule A as the chief examiner considers appropriate.

Appeal by Student from decision of Chief Examiner

- 9 A student notified by the chief examiner under section 7(3) of a penalty for academic misconduct under this regulation may give notice of appeal to the University Secretary who shall refer the matter to the Academic Misconduct Committee and the matter shall proceed in accordance with the statute and regulations governing academic misconduct. *

* See regulation 16.2 Student Discipline and Misconduct – Academic Misconduct – Section 3.

In summary

There shall be an Academic Misconduct Committee in each faculty consisting of three Chief Examiners appointed by the Vice-Chancellor on the advice of the Dean. A Chief Examiner from a School involved in the misconduct cannot be included.

Where the matter was referred by a Chief Examiner, the Faculty Academic Misconduct Committee has the same range of actions as a Chief Examiner (see 7(1) above) and in addition may exclude a student from the University for a specified period.

Where the matter involves an appeal by a student the Faculty Academic Misconduct Committee may:

- uphold the appeal
- confirm the decision and penalty

- confirm the decision and vary the penalty
- vary both the decision and the penalty
- use the same range of actions and penalties available to Chief Examiners (see 7(1)above)

APPENDIX B

SUGGESTED PENALTIES FOR ACADEMIC MISCONDUCT

Introduction

To ensure that only cases of a serious nature are referred to the Faculty Academic Misconduct Committees it is recommended that the Head of School (or nominee) exercise discretion in deciding whether to dismiss an allegation or to refer it to the Faculty Academic Misconduct Committee.

Plagiarism

Plagiarism involves a spectrum of activities, and these need to be separated in any scheme of penalties. Insufficient or inaccurate acknowledgment of sources is clearly different from serious plagiarism, which may entail copying significant amounts of work from other sources.

Examples of minor and serious offences and sample penalties

First offence, first year student

- 1. Poor referencing**
Deduct marks according to marking criterion for the assignment/piece of work.
Academic counselling
- 2. Copying of short extract from document(s) without acknowledgment**
Deduct marks according to marking criterion (poor referencing).
Academic counselling.
Record kept by subject examiner.
- 3. Inappropriate collaboration**
Zero grade for piece of work and academic counselling. Refer to Faculty Academic Misconduct Committee.
- 4. Copying a large amount from one or more documents**
Refer to Faculty Academic Misconduct Committee.
Zero grade for subject, and possibly suspension
- 5. Copying from another student's work**
Refer to Faculty Academic Misconduct Committee.
Significant amount copied; zero for subject.
Possible suspension, normally for one year.

Repeat offence and/or later year students

1. **Poor referencing**
50% reduction in mark for piece of work.
Academic counselling.
2. **Copying of short extract from document without acknowledgment**
Reduced marks for piece of work.
Academic counselling.
Record kept by subject examiner, and copy forwarded to the University Secretary.
3. **Copying a number of short extracts from documents without acknowledgment**
In minor cases, or for minor pieces of work, a Head of School may award zero for the piece of work: otherwise refer to Faculty Academic Misconduct Committee (Zero for subject)
4. **Inappropriate collaboration**
Refer to the Faculty Academic Misconduct Committee: Zero grade for subject.
5. **Copying a large amount from one or more documents**
Refer to Faculty Academic Misconduct Committee.
Zero for subject. Suspension, normally for one year.
6. **Copying from another student's work**
Refer to Faculty Academic Misconduct Committee.
Zero for subject. Suspension, normally for one year.

NB: If a student is found guilty of any of the offences 2-4 listed above more than twice they will be referred to the Faculty Academic Misconduct Committee and should be suspended.

FORMAL EXAMINATIONS

1. **Possession of general unauthorised material**
Refer to Faculty Academic Misconduct Committee (normally zero for the examination and suspension, normally for one year).
2. **Copying from adjacent student**
Refer to Faculty Academic Misconduct Committee (normally zero for the examination, suspension, normally for one year).

OTHER ACADEMIC MISCONDUCT

- 1. Deliberate attempt to deceive an examiner into believing that a piece of work is the student's own when it is not, and other forms of academic misconduct as exemplified in Section 9.**

Refer to Faculty Academic Misconduct Committee (normally zero for the piece of work and suspension normally for one year).

Assisting others with plagiarism or other forms of academic misconduct

Carelessly – warning or zero for work.

Second careless offence - normally refer to Faculty Academic Misconduct Committee and zero for subject.

Deliberately – refer to Faculty Academic Misconduct Committee (normally zero for subject and possibly suspension, depending on the seriousness of the plagiarism or academic misconduct involved).