

## **REGULATION 6.1.1 – PLAGIARISM**

### **Interpretation**

1. In this Regulation:

“Plagiarism” is the presentation of the works of another person / other persons as though they are one’s own by failing to properly acknowledge that person / those persons.

### **Penalties**

2. If a Student plagiarises and:

- (1) it is the first time the Student has been reported for plagiarism at the University, the Student will automatically forfeit any credit that the Student might have obtained in the task to which the plagiarism relates or at the discretion of the relevant Dean or his/her nominee a lesser penalty may be applied;
- (2) it is the second time the Student has been reported for plagiarism at the University, the Student will automatically forfeit any credit that the Student might have obtained in the Course to which the plagiarism relates;
- (3) it is the third or subsequent time the Student has been reported for plagiarism at the University, the Student will automatically forfeit any credit that the Student might have obtained in the Course to which the plagiarism relates and the matter will be referred to the Student Discipline Committee for further determination by the Dean.

### **Right to Hearing**

3.
  - (1) In the instance of a first or second report of plagiarism, as outlined in sub-section 2(1) and 2(2), the Student may exercise the right to a hearing.
  - (2) A notice under sub-section 3(1) must be lodged in writing to the Dean within 7 days of the Student being notified of the forfeiture of credit.
  - (3) Upon receipt of the notice under sub-section 3(2) the Dean will, within 7 days of receipt of the notice, refer the matter to an appropriately qualified person (“the nominated person”), who is not the assessor of the task.
  - (4) The nominated person shall
    - [a] request all evidence relating to the report of plagiarism from the assessor;
    - [b] fix a time, date and place for a hearing with the Student and ensure the Student is given 7 days notice of the hearing which shall include all evidence relating to the report of plagiarism provided by the assessor. The hearing may be conducted by any means of communication including teleconference and videoconference;
    - [c] provide the Student with an opportunity to provide a submission in answer to the report of plagiarism.
  - (5) After considering the evidence provided by the assessor and the Student’s submission the nominated person may:
    - [a] find the Student has not plagiarised and reverse the forfeiture of credit or if the assessor had not assessed the task prior to applying the automatic forfeiture of credit in sub-section 2(1) or 2(2) return the task to the assessor to assess; or

- [b] confirm the forfeiture of credit; or
- [c] require the Student to be re-assessed in the relevant assessable task or Course.

## **Appeal**

4. (1) A Student may appeal to the Appeals Committee against the finding or penalty imposed by a nominated person under paragraphs 3(5)[b] or 3(5)[c].
- (2) An appeal must be lodged in writing with the Secretary to the Appeals Committee within 10 days of the date of the decision appealed against and must be based on one, or both, of the following grounds:
  - [a] new evidence, not known to the Student at the date of the decision being appealed, which becomes apparent since the date of that decision;
  - [b] irregularity of procedure in the recommending and/or the making of the decision appealed against;

which must be stated by the appellant in the notice of appeal. The Chair of the Appeals Committee may in exceptional circumstances extend the period for lodgement of an appeal.

## **Reporting**

5. (1) In the instance of a first or second report of plagiarism, as outlined in sub-section 2(1) and 2(2) a confidential written report by the assessor will be submitted to the Dean within 3 days of the Student being notified of the forfeiture of credit.
- (2) At the conclusion of a hearing under section 3 a confidential written report by the nominated person will be submitted to the Dean within 3 days of the Student being notified of the decision.
- (3) In the instance of a third or subsequent report of plagiarism, as outlined in sub-section 2(3), a confidential written report will be submitted by the assessor to the Dean requesting the matter be referred to the Student Discipline Committee.
- (4) Subject to sub-section 5(5) below, the Dean will place a confidential written report received under sub-sections 5(1) and 5(2) on a confidential file held centrally by the University to enable the University to ascertain whether a Student has previously been reported for plagiarism.
- (5) If the nominated person, in accordance with paragraph 3(5)[a], finds the Student has not plagiarised, the confidential written report referred to in sub-section 5(1) and 5(2) will not be placed on a confidential file held centrally by the University.