From: Patrick Parkinson
To: Law Academic Staff
Subject: RE: How to report an academic dishonesty and/or plagiarism matter
Date: Monday, 21 November 2016 9:12:27 AM

Dear colleagues

A reminder of the process in case it is needed.

Kind regards

Patrick Parkinson

From: Patrick Parkinson
Sent: Friday, 29 July 2016 3:43 PM
To: Law Academic Staff
Subject: How to report an academic dishonesty and/or plagiarism matter

Dear colleagues

I am pasting below for your reference, the email that Tanya Mitchell sent in March about academic honesty issues. I have taken over from her as Educational integrity Officer (‘EIC’). Please read that email again! I also attach the slide she sent around.

If you suspect there is a plagiarism/poor referencing issue which is not at the serious end of the spectrum, and are not sure whether to deal with it educationally or to trigger a formal process, may I encourage you to give me a call or send me an email first? We can then look at it informally to decide which way to go.

Many thanks.

Patrick

From: Tanya Mitchell
Sent: Wednesday, 30 March 2016 4:15 PM
To: Law Academic Staff
Cc: Peter Lead; Vera Christou; Margot Harris
Subject: How to report an academic dishonesty and/or plagiarism matter

Dear colleagues,

The assessment time of semester is quickly approaching so this email sets out the new process for dealing with academic dishonesty matters. It is very similar to the old system, the main difference being the mandatory online reporting mechanism. I set out the steps you need to take to report a matter below. Before proceeding, I need to comment briefly on terminology.

**Terminology**

The new overarching term for academic honesty issues is “Educational Integrity”. In first semester I am the Educational Integrity Officer (“EIC”) and in second semester it will be Patrick Parkinson. The “Nominated Academic” is the decision-maker in each individual case. In first semester the EIC and the Nominated Academic is the same person, i.e., me.

If you need to report an incident it will be “academic dishonesty” and/or “plagiarism”. The new Academic Honesty in Coursework Policy 2015 defines these terms in provisions 8 and 9 respectively. I have pasted these provisions at the end of this email.

Plagiarism may be: (a) dishonest; (b) it might be that “intention to deceive cannot be
established”; or (c) it may be that the student did not understand the citation requirements and additional development is required. You must report all matters, even if you are certain that it is merely a matter of additional development. The reason for this is because we can then keep records of all matters and if a student is reported more than once we can then investigate what is going on with that particular student. If the student requires further development they will be referred to the Learning Centre to undertake an appropriate course and the faculty will be notified when they have completed it. No finding of academic dishonesty is made in these cases.

If the Nominated Academic suspects potential misconduct a meeting will be arranged with the student. Very serious matters may be referred to the Registrar.

You do not need to decide which category your matter falls into; however, the Nominated Academic is required to consult with you in order to “formulate a clear expression of the alleged conduct” and “form a preliminary view” of the matter (provision 17). For this reason, and to keep the process streamlined, when you report a matter you need to include a clear statement of your concerns with reference to the supporting material.

**Reporting Process:**

When reporting an incident, please follow these 5 easy steps:

1. If you suspect academic dishonesty and/or plagiarism please report an incident by clicking on this link: https://intranet.sydney.edu.au/teaching-research/teaching-support/educational-integrity/report-an-incident.html. We will put a link to this mechanism on the Staff Intranet.

   If you are not the course convener, please discuss the matter with the course convener before reporting the incident.

2. The “report an incident” mechanism requires you to state the reasons for referral (max 500 words). Please think of this section as the “brief” to the Nominated Academic stating your suspicions and the reasons for them. If you need more than 500 words please attach a separate document.

3. You must upload any documents that the Nominated Academic will need in order to make their decision. This includes the Turnitin report and any other material. Please make sure these documents make the issues clear to the Nominated Academic. The Turnitin report may speak for itself but sometimes it requires some additional interpretation or explanation.

4. The reporting mechanism also requires you to upload documents relating to the teaching and assessment in the unit of study. Here you may attach the UOS outline and anything else that is relevant.

5. Click on “Complete & Lodge”.

There is a user manual here: https://intranet.sydney.edu.au/teaching-research/teaching-support/educational-integrity/report-an-incident.html. It contains screen shots of the reporting mechanism and instructions. It is very brief and simple to follow.

**Reminder about the Academic Honesty Education Module:**

Please remind your students to complete the online Academic Honesty Education module (there is a link on LMS for all students who are required to do the module). This may apply to students in all years, not only in first year. According to the Educational Integrity portal on the Staff Intranet site:

“Students are required to complete this module if:
They are commencing a new coursework degree code after 1 January 2016. This includes students starting their first degree at the University of Sydney, students transferring into a new degree code, students commencing honours and students in combined degree programs where their degree code has changed...”

For law this will include students transferring to SLS from other Universities and students commencing law in the combined law program (i.e., commencing the Bachelor of Laws degree code).

I attach a suggested power point slide for you to use in class. Could all course conveners please copy the text of the slide into an announcement and post it on your LMS sites with an email to all students?

If you have any queries about educational integrity issues please don’t hesitate to shoot me an email or come and have a chat.

Thank you.

Best wishes

Tanya

*Academic Honesty in Coursework Policy 2015*

8 Academic dishonesty

(1) For the purpose of this policy, academic dishonesty means seeking to obtain or obtaining academic advantage for oneself or for others (including in the assessment or publication of work) by dishonest or unfair means.

(2) Academic dishonesty includes, but is not limited to:

(a) recycling – that is, the resubmission for assessment of work that is the same, or substantially the same, as work previously submitted for assessment in the same or in a different unit of study (except in the case of legitimate resubmission with the approval of the examiner);

Note: Work which builds on work previously submitted in the same, or a previous, unit of study will not constitute recycling provided that such resubmission is allowed by the examiner and the previous work and the extent and nature of its use is acknowledged.

(b) dishonest plagiarism;

(c) fabricating data;

(d) engaging another person to complete or contribute to an assessment in place of the student;

(e) submitting work for assessment which has been completed by another person in place of the student or to which the other person has made a contribution, whether for payment or otherwise;

(f) accepting an engagement from another student to complete or contribute to an assessment in the place of that student;

(g) communicating, by any means, with another candidate during an examination;

(h) bringing into an examination forbidden material such as textbooks, notes, calculators or computers;

(i) attempting to read another student’s work during an examination;

(j) writing an examination paper, or consulting with another person about the examination, outside the confines of the examination room without permission;

(k) copying from another student during an examination; and
(1) inappropriately using electronic devices to access information during an examination.

9 Plagiarism

(1) For the purpose of this policy, plagiarism means presenting another person’s work as one’s own work by presenting, copying or reproducing it without appropriate acknowledgement of the source.

(2) Plagiarism includes presenting work for assessment, publication, or otherwise, that includes:

(a) phrases, clauses, sentences, paragraphs or longer extracts from published or unpublished work (including from the internet) without appropriate acknowledgement of the source; or

(b) the work of another person, without appropriate acknowledgement of the source and in a way that exceeds the boundaries of legitimate co-operation.

(3) Presenting work which contains any of the elements in subclause 9 (2) constitutes plagiarism, regardless of the author’s intentions.

(4) Plagiarism is unacceptable in academic work, even where it is not intended to deceive the examiner into believing that the work is original to the student, but instead arises from, for example:

(a) poor referencing;
(b) error;
(c) inability to paraphrase; or
(d) inhibition about writing in the student’s own words.

(5) Where plagiarism exists but intention to deceive cannot be established, the matter must still be handled in the manner specified in this policy and the procedures.