FSP & DTB Academic Honesty and Assignment Submission Policy

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Document Information

Revision History

Revision date	Updated by	Summary of changes	Version
5/03/2012	Leanne Taylor, Academic Standards Coordinator & Andrew Foley, Campus Director	New document introduced	1.0
13/02/2013	Leanne Taylor, Academic Standards Coordinator	Altered document	1.1
16/03/2015	Leanne Taylor, Academic Manager	Altered document: addition of in-class plagiarism clause	2.0
16/10/2016	Leanne Taylor, Academic Manager	Altered document: addition of specific instructions re electronic devices	2.1
24/02/2017	Luke Eastman	Updated with rebranded template	2.2

Approval

This document requires the following approvals:

Name	Date	Version
Andrew Foley, Campus Director	13/2/2013	1.1
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Andrew Foley, Campus Director	4/11/2016	2.1
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1.0 Introduction

This policy is to provide information on assignment submission and plagiarism penalties for the University of Adelaide College students and relevant academic staff in the Foundation Studies and Degree Transfer Bridging program.

Staff and students of the University of Adelaide College should ensure that they have read and understood the policy and procedures on assignment submission and academic dishonesty. Students should take note of possible outcomes if they do not comply.

2.0 What is Plagiarism/Collusion?

The University of Adelaide's Academic Honesty Policy (2012) defines plagiarism as:

- presenting work that is not your own in any format, without appropriate attribution or reference to the original source
- paraphrasing or copying work that is not your own, without due acknowledgement by way of reference to the original work
- adopting the ideas of others, or the structure of an existing analysis, without due acknowledgement by way of reference to the original source.

The work of others may be submitted only when use of the work is appropriate and duly acknowledged.

Collusion includes:

- inappropriately assisting other students in the production of an assessment task
- accepting inappropriate assistance in the production of an assessment task
- submitting work which is the same or substantially similar as another student's piece of work for the same assessment task.

Work created with the assistance of others may be submitted only when the Course Coordinator has given prior permission for joint or collaborative work to be submitted, as specified in the Course Profile.

3.0 How to detect plagiarism/collusion:

Detecting and establishing plagiarism or collusion can be a difficult task. International students, through misunderstanding the concept of plagiarism or lack of confidence in their English ability, are prone to plagiarism or copying in some form when they initially begin studies at the University of Adelaide College.

To offset this trend, plagiarism avoidance and correct referencing are taught extensively in EAP and reinforced in Critical Thinking and other subjects. This provides the students with the opportunity to learn what is required, how to paraphrase and the correct referencing techniques. These skills allow students to be aware of what plagiarism is and equips them with the knowledge and skills to effectively use readings and other resources in their assignments. Hence, the students have grounding in what plagiarism entails and ignorance cannot be used as a defense.

Detecting the existence of plagiarism/collusion and avoidance of further incidence may be facilitated by:

- use of the Turnitin system that identifies and reports back the extent of plagiarism
- discussion and comparison of assignments between teachers and coordinators
- student education of what plagiarism entails
- the essay or report writing process being observed by teachers so that an assignment that does not have a plan or observed evidence of development is not accepted
- one-on-one discussion with student and explanation of problems. This will also help detect if issue is poor referencing rather than plagiarism
- providing students with skills and techniques for appropriately researching, referencing, summarising and paraphrasing in accordance with Australian tertiary academic conventions.

4.0 The University of Adelaide College Academic Honesty and Assignment Submission Policy

The University of Adelaide penalty for plagiarism as the result of a genuine misunderstanding is a 10% deduction and the opportunity to re-submit work with appropriate referencing. In cases where there is no misunderstanding, the penalty is 0% and formal reporting of the student. Degree Transfer students are subject to these rules of plagiarism.

The University of Adelaide College policy for Foundation Studies and Degree Transfer Bridging students reflects this policy with some consideration towards the particular student cohort and comprehensive referencing education that is available to all students.

After plagiarism has been detected/established:

4.1 Major Plagiarism

First offence:

- Zero marks with the opportunity for a re-submit (within one week) and a 25% penalty on the re-submitted assignment
- Incident to be reported to Academic Manager and relevant Student Services staff member and noted on 'Students at Risk' spreadsheet.

Second offence:

- ☐ Zero marks
- ☐ Incident to be reported to Academic Manager and relevant Student Services staff member and noted on 'Students at Risk' spreadsheet.

4.2 Minor plagiarism (small amount of plagiarism, poor referencing)

- ☐ No penalty, discussion with student about problem and a warning issued.

4.3 In-class assessment and exams

- ☐ Any percentage of a student's answer found to be plagiarised will be deducted from the final mark.

4.4 Late submission to Turnitin (if applicable):

- ☐ 10% deducted per day (for up to 5 days or when solutions provided) unless extension granted or medical certificate provided for the relevant period.

4.5 Sharing of work/collusion:

First offence:

- ☐ When it has been established that work has been shared, both assignments are to be marked, the higher mark is then to be halved and this grade allocated to both students
- ☐ Incident to be reported to Academic Manager and relevant Student Services staff member and noted on 'Students at Risk' spreadsheet.

Second offence:

- ☐ Zero marks
- ☐ Incident to be reported to Academic Manager and relevant Student Services staff member and noted on 'Students at Risk' spreadsheet.

4.6 Assignment completed by other person

- ☐ Zero marks
- ☐ Incident to be reported to Academic Manager and relevant Student Services staff member and noted on 'Students at Risk' spreadsheet.

4.7 Lateness policy for assignments:

- ☐ 10% deducted per day (for up to 5 days or when solutions provided) unless extension granted or medical certificate provided for the relevant period.

4.8 Cheating in tests:

- ☐ Unauthorised notes in a test—not related to the subject: automatic 25% off final test mark and notes to be confiscated immediately

- ☐ Established cheating including use or possession of unauthorised electronic devices, sharing of work, looking at another student's work, unauthorised notes in a test—subject related: automatic 0 mark for the test. Notes to be confiscated immediately
- ☐ Unauthorised electronic devices must be switched off and put away prior to the start of the exam. Students found with, or found using, any unauthorised electronic device during the exam: automatic 0 mark
- ☐ Any electronic devices sounding during test: automatic 5% off the test mark
- ☐ Talking or gesturing to another student, reaching into their bag or any other unusual act: automatic 5% off final test mark for each act
- ☐ Incident to be reported to Academic Manager and relevant Student Services staff member and noted on 'Students at Risk' spreadsheet.

4.9 Cheating in exams:

- ☐ Unauthorised notes in an exam—not related to the subject: automatic 25% off final exam mark and notes will be confiscated immediately
- ☐ Unauthorised notes in an exam—subject related: automatic 0 mark for the exam. Notes will be confiscated immediately. The student will be allowed to finish the exam in the event that they are successful on appeal
- ☐ Unauthorised electronic devices must be switched off and put away prior to the start of the exam. Students found with, or found using, any unauthorised electronic device during the exam: automatic 0 mark
- ☐ Any electronic device sounding during an exam: automatic 5% off the exam mark
- ☐ Talking or gesturing to another student, reaching into their bag or any other unusual act: automatic 5% off final exam mark for each act
- ☐ Invigilators to record any of the above infringements in exam incident report.

In all cases, the student will receive an official warning in writing. Note: students who receive two formal written warnings from the College will have their enrolment cancelled.

In all cases, the student has the right to appeal within 20 days, as per the University of Adelaide College's complaints and appeals process. The student must be made aware that there may be consequences for their university offer because of the delay in finalising their results. It will be the student's responsibility to negotiate with the university if this is the case.

4.10 Absent for a test (due to medical reasons):

- ☐ A medical certificate covering the test date must be completed by a registered medical practitioner (provider number included) stating that the student is unfit for study on the relevant date
- ☐ This certificate is to be provided to the relevant teacher and the relevant Student Services staff member within three business days from the exam.
- ☐ The student may have the opportunity or be required to complete a replacement test at a later date
- ☐ A student missing multiple tests (even with a certificate) is to be reviewed and assessed by the teacher and the Coordinator or Academic Manager
- ☐ Incident to be noted on 'Students at Risk' spreadsheet.

4.11 Absent for an exam (due to medical reasons):

- Students must phone the relevant Student Services staff member for their program on the day of the exam to notify them that they are ill. A University of Adelaide College Medical Certificate for Examinations, available from the College eLearning site, must be completed by a medical practitioner for each exam affected (on the day of the first exam for which the student is ill) and returned within three days to the relevant Student Services staff member
- Students who become ill during the examination should collect a medical form from the invigilator and go to the doctor on the same day
- A student missing multiple exams (even with a certificate) is to be reviewed and assessed by the teacher and the Coordinator or Academic Manager.
- The student may have the opportunity or be required to complete a replacement exam at a later date.