

PREVENTING AND DETECTING PLAGIARISM

(Higher Degree Research)

INFORMATION FOR ACADEMIC STAFF

The *Student Plagiarism and Academic Misconduct: Higher Degree Research Policy* states that Supervisors have a responsibility to:

- (a) know the policies and procedures of the University, the Faculty and the School with respect to academic honesty, including Plagiarism and Academic Misconduct, Collusion, and Legitimate Collaboration, and to apply them consistently;
- (b) explain to students both good scholarly practice and the concepts of plagiarism and Academic Misconduct and play a role in assisting the University to discharge the responsibilities listed above;
- (c) ensure that adequate information is provided to Students about referencing requirements and academic conventions for the use of others' work, as appropriate for the discipline;
- (d) take all reasonable steps to ensure that information presented is reliable;
- (e) inform Students of any rules or policies which require students to identify their use of the work of others and provide for the satisfactory storage of original information or data collected as part of their research work;
- (f) inform Students of obligations regarding acknowledgment of collaborative work;
- (g) provide Students with early notification or fair warning if they believe any individual may be at risk of breaching guidelines relating to Plagiarism, Academic Misconduct, Collusion and Collaboration, and reliability of information;
- (h) give clear feedback about referencing and information management problems;
- (i) refer Students to sources of advice on academic research and writing;
- (j) ensure that allegations of Plagiarism or Academic Misconduct are based on firm evidence;
- (k) report cases in which there is evidence of Plagiarism or Academic Misconduct to the Dean of Graduate Studies and to the relevant Head of School;
- (l) check for Plagiarism in Student drafts, using computer assisted and/or manual methods;
- (m) inform Students of the obligations implicit in the obligation to provide the Candidate's Certification (clause 12.5 of the Handbook for Supervisors) when submitting a thesis) for marking;

Practices to minimise opportunities for plagiarism and other misconduct:

- draw students' attention to the concept of plagiarism and the policies relating to it in early discussions about research, and on printed and electronic literature about higher degree research;
- be available to give advice to students on the issue;

- advise students of the referencing style guide they should use, including the conventions of citing web-based material;
- advise students of help that is available for referencing technique - eg through the University's Academic Skills Office and its associated print and online resources, and encourage students to take advantage of these resources;

Resources for detecting plagiarism:

Many libraries have good web pages containing information and links about plagiarism, how to detect it and how to prevent and avoid it. Some useful websites include:

- a major online resource for educators (subscription-based):
<http://www.plagiarism.org/>
- The University of Queensland Cybrary site:
<http://www.library.uq.edu.au/training/plagiarism.html#what>
- The University of New South Wales Learning Centre site:
<http://www.lc.unsw.edu.au/onlib/plag.html>
- JISC Plagiarism Advisory Service: <http://www.jiscpas.ac.uk/>

Some basic tools are:

- be aware of the primary and secondary references for the subject;
- be aware of online sources of essays and papers (e.g., check the website: <http://www.essaybank.co.uk/University/>);
- use software designed to detect plagiarism (e.g., visit the following website: <http://www.teach-nology.com/highered/plagiarism/detecting/software/>);
- look out for dramatic variation in style, vocabulary or expression; and
- look for inconsistencies in formatting that often occur when cutting and pasting from different sources, especially those available online.

Preventative steps for avoiding plagiarism and academic misconduct in units of study:

The following preventative steps **must** be undertaken as avenues for discouraging plagiarism and other misconduct:

- All Faculty Handbooks will contain a section pertaining to the issue of plagiarism and will review the definitions of what constitutes plagiarism and other misconduct as well as the *Student Plagiarism and Academic Misconduct: Higher Degree Research Policy*, including the potential range of actions and penalties. This section will also refer to the availability of computer software designed to detect electronic plagiarism and to the fact that plagiarism from the Internet is now easily detected: <http://www.teach-nology.com/highered/plagiarism/detecting/software/>
- Students will be advised, in their higher degree research materials, about issues associated with and the seriousness of plagiarism and other misconduct. Supervisors may find it useful to incorporate the document, *Avoiding Plagiarism and Academic Misconduct: Higher Degree Research* (www.une.edu.au/policies/) in the higher degree research materials provided to newly enrolled students. Students will also be advised that, for their own protection against possible misuse

of their submitted work by another student and against possible suspicion of plagiarism, if they have to resubmit work claimed as having 'gone astray', they should retain a hard (paper) copy of each written task they submit, which they would be able to produce as needed, without undue delay, if the original has been lost, stolen or damaged. If the work is not in written form or is in some other form, the student will retain notes sufficient to show he or she has produced the work him or herself.

- The messages contained in the higher degree research information and other materials will be further reinforced, at an appropriate time and place, by the Supervisor through a discussion of the seriousness of the issue of plagiarism and academic misconduct, definitions, examples and a review of the *Student Plagiarism and Academic Misconduct: Higher Degree Research Policy*, including the potential range of penalties. This discussion will also refer to the availability of computer software designed to detect electronic plagiarism and to the fact that plagiarism from the Internet is now easily detected. Further, students will be advised of the availability of student support services designed to help acquaint them with appropriate academic conventions or to help them cope with assessment tasks should they begin to feel the need to shortcut work or reduce stress by contemplating plagiarism or other misconduct. Students may be referred to the following websites or academic units for further advice and assistance:
 - UNE Referencing Guide <http://www.une.edu.au/tlc/referencing.pdf>
 - eSKILLS UNE Keeping Track:
<http://www.une.edu.au/library/eskillsune/keeping/>
 - The UNE Academic Skills Office <http://www.une.edu.au/tlc/aso/>
 - Relevant fact sheets from Academic Skills Office:
 - Avoiding plagiarism <http://www.une.edu.au/tlc/aso/pdf/plagiarism.pdf>
 - Footnoting <http://www.une.edu.au/tlc/aso/pdf/footnote.pdf>
 - Author-date referencing examples
<http://www.une.edu.au/tlc/aso/pdf/au-date.pdf>
 - Electronic referencing examples
<http://www.une.edu.au/tlc/aso/pdf/electr.pdf>

These are all available from:<http://www.une.edu.au/tlc/aso/resources.htm>

Counselling a student who has been found to have plagiarised unintentionally.

In the case of an allegation of plagiarism that has been deemed unintentional, you may be expected to give warning to the student and counsel him or her to prevent further occurrences (see the *Student Plagiarism and Academic Misconduct: Higher Degree Research Policy 7.2(a) and (b)*). This means that you will be expected to provide information to the student about why the allegation of plagiarism was made, and provide advice and guidance about how the student could avoid plagiarism in the future. The list of practices to minimise opportunities for plagiarism and other misconduct, the preventative steps for avoiding plagiarism and misconduct in units of study, above, as well as the suggestions provided in the document, *Avoiding Plagiarism and Academic Misconduct: Higher Degree Research*, could form a basis for any discussion you might hold with the student.

