

REGULATIONS GOVERNING ACADEMIC MISCONDUCT

These regulations should be read in conjunction with the *University Student Discipline Ordinance and Regulations*, the *Academic Honesty Policy* [Policy No. 3.4.2] and the *University Copyright Compliance Guidelines* [Policy No. 3.4.5].

1.0 What is Academic Misconduct?

Academic misconduct occurs where students use dishonest practices (such as cheating or plagiarism) in carrying out academic work (coursework, assignments or examinations). Minor academic offences are dealt with in the faculties. Serious cases are referred to the Student Disciplinary Committee which reports to Senate.

All written work submitted for a course, except for acknowledged quotations, must be expressed in the student's own words, with proper referencing of borrowed ideas. Students must not submit coursework that has been completed dishonestly using any of the dishonest practices described below.

Where a member of academic staff has reasonable grounds to believe that a student is guilty of academic dishonesty in coursework, assignments, research theses or examinations one or more of the penalties detailed in 3.0 below may be imposed.

Academic Dishonesty includes plagiarism, collusion and cheating when preparing coursework, assignments, research theses or sitting an examination.

i) Plagiarism

Plagiarism is the copying of another person's creative work and using it as one's own – without explicitly giving credit to the original creator. Work copied without acknowledgement from a book, from another student's work, from the internet or from any other source is plagiarism.

Plagiarism includes the following:

- a) Copying of the published or unpublished words of another writer without acknowledging the source using acceptable reference citation methods. This includes 'cutting and pasting' from internet sources and 'lifting' of sentences, ideas and sections of a textual source.
- b) Lifting or cutting and pasting extracts without quotation marks or appropriate acknowledgement of sources.
- c) Paraphrasing of content and ideas without proper acknowledgement of the source.
- d) The use of images, diagrams, photographs and material from blogs and social networks, without acknowledgement.

- e) Copying part or all, of another student's assignment. In this instance, '*student assignment*' refers to a piece of academic work submitted for assessment purposes for any course, in past or current years at any educational institutional including USP or any other University.

ii) Collusion

Collusion means working with someone else to deceive or mislead to gain an unfair academic advantage. It includes;

- a) Submission of a paper that has been written by an author other than the author credited for that piece of writing. This includes the use of paid services of a student, or any other person that has been solicited for that purpose.
- b) Facilitating or enabling another student to plagiarise in any way.

iii) Cheating

Cheating involves acting in any way that directly contradicts the explicit rules and guiding principles of that form of assessment. It applies to any form of examination including short tests, quizzes and final examinations.

Cheating includes (*inter alia*):

- a) Doing anything to gain an unfair or illicit academic advantage in an examination;
- b) Possessing, referring to or having access to any material, 'crib' notes or device containing information directly or indirectly related to the subject matter under examination other than what is explicitly approved for examination purposes;
- c) Using a cell phone to communicate with any other student or person inside or outside the examination venue;
- d) Copying from another student in a test or examination; enabling another student to cheat in a test or examination;
- e) Soliciting a person to sit a test or final examination in place of the student enrolled; sitting a test or final examination in the place of another student;
- f) Manipulation of scores in tests or examination or in any other form of assessment; and
- g) Enabling another student in any or a combination of any of the above.

2.0 Procedures for Dealing with Academic Misconduct

i). Plagiarism or Collusion

- a) When a marker suspects a student of plagiarism or collusion, the piece of academic work MUST be brought to the attention of the course coordinator concerned.

- b) The course coordinator will endeavour to locate the sources from which this student has plagiarised. When satisfied that the student has plagiarised, the course coordinator will collate the evidence of the breach for record purposes and submit the evidence at the earliest opportunity to the Head of School (HOS). It will include a copy of the academic work and a list of sources, page numbers and/or copies of the plagiarized sources.
- c) The student will be notified by the Head of School and issued with an official letter stating the allegations and giving him/her the opportunity to present his/her case.
- d) If the HOS is satisfied that the student has engaged unknowingly in such behaviours, he/she may implement a penalty according to the provisions of 3.0 below.

ii) Cheating

Every effort must be made to ensure that an acceptable test, examination and assessment environment is provided for such tasks. This includes an uncrowded adequate seating arrangement and test supervision during such tasks.

- a) A student who is found in breach of the rules and regulations of the assessment task assigned shall be answerable initially to the coordinator of the course. The supervisor of the activity shall remove the student from the assessment task at the point of discovery and make a written complaint to the coordinator of the course.
- b) A proven case of cheating will be penalised according to the schedule in 3 below

iii) Mandatory use of *Turnitin* – plagiarism detection software

- a) From Semester 1, 2012, students are required to submit all written work in an appropriate format (not pdf) through *Turnitin* via Moodle online to check their work for originality and to ensure that appropriate referencing and citation is used.
- b) Students are actively encouraged to use *Turnitin* to check drafts of their written work to improve their writing and guard against unintentional plagiarism.
- c) All *Turnitin* reports will be reviewed. A score of 20% or more on *Turnitin* will trigger a discussion between the course coordinator and student with consequences if plagiarism is proven.

In some cases work with a score of 20% can still contain significantly plagiarised content i.e. 10-15% from one source, to which penalties will apply if proven.

3.0 **Penalties for Academic Misconduct**

- i) A suspected case of academic misconduct will be reported in writing to the course coordinator, Head of School, and Dean of Faculty.
- ii) The penalties imposed for proven cases of misconduct vary. Based on the seriousness of the case, the penalties include, but are not limited to:
 - a) A written reprimand of the student from the Head of School;
 - b) The requirement by the Head of School that the student complete further work, or repeat work, for the course.
 - c) Deprivation of credit for a course, or for a component of assessment of the course, to which the academic misconduct relates, by the Dean of Faculty;
 - d) Cancellation of any previously-credited pass in a course associated with the offence, by the Dean of Faculty;
- iii) Significant and repeat offences will be referred to the University's *Student Discipline Committee*, which can:
 - a) Impose a fine not exceeding \$500FJD
 - b) Prohibit the student from using any of the University's library and computing network facilities for a period not exceeding twenty-eight days;
 - c) Recommend to the Vice-Chancellor that a student's enrolment be suspended for any period and on terms considered necessary by the committee;
 - d) Recommend to the Vice-Chancellor that the student's enrolment be terminated, i.e. expulsion from the University.

4.0 **Register of Deliberate Academic Misconduct**

When a finding of misconduct is made against a student, this finding is recorded on his/her student record AND in a **Register of Deliberate Academic Misconduct**

- a) A **Register of Deliberate Academic Misconduct** records the details of all cases where students have been proven to have engaged in deliberate academic misconduct in their coursework and/or examinations, and have received an academic penalty as a result;
- b) Details of each case are recorded on a paper form, which includes a student declaration, and the student receives a copy of the completed and signed form once the case is closed. Information from the form is then entered into the electronic Register;
- c) After a deliberate offence is confirmed, the Register will be consulted to assist in determination of an appropriate penalty. The Register will be able to identify

repeat offenders, with the risk that these students will receive more severe penalties for repeat offences;

- d) Use of the Register is covered by strict protocols. Staff access is limited to a small number of authorised users, and there is no student access. The record of offence will normally remain in the Register until one year after the student graduates.

Students are permitted to apply for a review of any academic penalty to *the Student Discipline Committee* or, if the penalty has been imposed by the *Student Discipline Committee* itself, to an ad hoc committee of the *Academic Standards and Quality Committee (ASQC)* of the University.

CODE OF ACADEMIC HONESTY

The University will ensure that all students receive the University *Academic Honesty Policy*, before they are required to sign online, the University Code of Academic Honesty.

Every student enrolled in any course or programme offered by USP is required to sign the *University Code of Academic Honesty* prior to commencing his/her first course and comply with the rules and regulations of the University as contained in the Official USP Handbook and Calendar.

It is the policy of the University of the South Pacific to penalise students who are proven to use dishonest practices in carrying out their academic coursework and examinations.