Plagiarism Policy

Purpose

This policy defines plagiarism and its varied forms in education and research and describes the framework for managing plagiarism at UNSW. The Student Plagiarism Management Procedure section outlines the process for managing poor scholarship and plagiarism at UNSW.

Scope

This policy applies to all staff and students at UNSW. This includes contract and visiting staff, conjoint appointments, and researchers.

The procedure section of this policy states a more limited scope.

Introduction

UNSW is committed to improving and transforming lives through excellence in research, outstanding education and advancing a just society. Underpinning this commitment and the pursuit of knowledge at the University are the principles of academic and research integrity, and ethical behaviour.

Plagiarism is presenting another person's work, ideas or generative artificial intelligence output as your own or republishing your own previously submitted work and presenting it as new findings or work without referencing the earlier work. It undermines academic and research integrity and is not tolerated at the University.

Principles and objectives

1. Types of plagiarism

In this policy, plagiarism includes:

Type	Description
Copying	Using the same or very similar text or idea to the original text or idea without appropriately acknowledging the source or using quotation marks. This includes copying materials, ideas or concepts from a book, article, report or other written document, presentation, composition, artwork, design, drawing, circuitry, computer program or software, website, internet, other electronic resource, or another person's assignment, without appropriate acknowledgement. This can also include combining cited and non-cited (copied) passages.
Inappropriate paraphrasing	Changing a few words and phrases while mostly retaining the original structure and/ or progression of ideas of the original information without acknowledgement. This also applies in presentations where someone paraphrases another's ideas or words without credit and the piecing together of quotes and paraphrases into a new whole, without appropriate referencing.
Collusion	Presenting work as independent work when it has been prepared in whole or in part through unauthorised collaboration with other people. This includes students or researchers providing their submitted work to another student for the purpose of them plagiarising, stealing, or acquiring another person's academic work and copying it, offering to complete another person's work, or seeking or receiving payment for completing academic work.
Contract cheating	Engaging another person to complete work that is then submitted as the work of the student or researcher. This includes circumstances where a student or researcher submits work they may have edited which was substantially the work of another person, or where a student or researcher prepares a draft that is substantially modified by another (beyond minor editing). Contract cheating is also known as engaging in 'ghost-writing'. It is a form of collusion.
Inappropriate citation	Citing sources which have not been read, not acknowledging the 'secondary' source from which knowledge of them has been obtained. This may include fabricating citations, or inaccurately citing sources which goes beyond typographical errors.
Self- plagiarism	An author republishing their own previously submitted work and presenting it as new findings or work without referencing the earlier work, either in its entirety or partially. Self-plagiarism is also referred to as 'recycling', 'duplication', or 'multiple submissions of research findings' without disclosure. In the student or researcher context, self- plagiarism includes re-using parts, or all of a body of work that has already been submitted for assessment without proper citation[1]. Where a student is repeating a course, they should seek permission from the course coordinator before re-submitting, in whole or part, the same piece of assessment.

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[1] Source: M. Roig, *Avoiding Plagiarism, Self-plagiarism, and Other Questionable Writing Practices: A Guide to Ethical Writing*, The Office of Research Integrity at *https://ori.hhs.gov/content/avoiding-plagiarism-self-plagiarism-and-other-questionable-writing-practices-guide-ethical-writing* [accessed 2 May 2024].

Misuse of Generative AI tools	Generative artificial intelligence (AI) tools refer to digital tools, services or software that create new content such as text, images, voice, video, and code by learning from data patterns.
	When students or researchers utilise these tools, services or software to complete coursework or research without authorisation and/ or without appropriate referencing, this may be considered plagiarism.
	Examples of tools, services or software which incorporate generative AI include but are not limited to:

- Text generators
- Translation tools
- Proofreading/ polishing tools
- Image, video, and art generation tools
- Text spinners

2. Guiding principles

2.1. The University's approach to poor scholarship and plagiarism is guided by the principles of

- Fairness
- Consistency
- Timeliness
- Education

2.2. This approach is supported by the University's services to students aimed at understanding the importance of academic integrity and in developing academic skills to avoid poor scholarship or plagiarism. It also extends to modes of teaching, assessment design and efforts to deter, detect and manage poor scholarship and plagiarism at the University

3. Further information and advice

Students

3.1. Guidance for students on avoiding plagiarism and getting academic skills support are available at the UNSW Current Students website and in the Academic Integrity online module. UNSW has principles and provides guidance on the ethical and responsible use of artificial intelligence.

- Academic Skills and Support (learningcentre@unsw.edu.au)
  W: https://www.student.unsw.edu.au/skills
- Conduct & Integrity Office (studentconduct@unsw.edu.au)

Students may also seek advice and assistance from their course facilitator or lecturer.

Researchers

3.2. Guidance is available from:

- Your research supervisor
- Your Research Integrity Advisor
- UNSW Conduct & Integrity Office (research.integrity@unsw.edu.au)

Effective: 2 August 2024
Responsible: Deputy Vice-Chancellor Education and Student Experience
Lead: Director, Conduct & Integrity

Student Plagiarism Management Procedure

The Student Plagiarism Management Procedure applies to:

- all enrolled students, including those undertaking online programs and courses
- former students, students not currently enrolled and students previously enrolled, where the incident governed by this procedure occurred whilst they were enrolled

in respect of poor scholarship and plagiarism suspected or detected during:

- a UNSW coursework program
- any coursework or assessment undertaken at another University, higher learning institution or organisation, towards the fulfilment of a UNSW program or degree
- a higher degree research program, where the assessable work in question is coursework

Managing poor scholarship and plagiarism

Allegations of plagiarism arising from activities that are not coursework and are governed by the Division of Research and Enterprise will be handled according to the University's Complaints Management and Investigations Policy & Procedure or other relevant procedure.

Otherwise, the process for managing poor scholarship and plagiarism is as follows. Roles and responsibilities for the procedure are outlined in Appendix 1. An overview of the workflow is set out in Appendix 2.

1. Poor scholarship or plagiarism detected

1.1. The Plagiarism Policy describes the various forms of plagiarism. In this Procedure, poor scholarship refers to a lack of academic rigour as a result of inexperience or carelessness rather than a deliberate attempt to pass off others' work as one's own. Single instances of poor scholarship are not considered plagiarism, however repeated instances of poor scholarship could be considered Student Misconduct. As such, all findings of poor scholarship must be recorded on the Plagiarism Register.

1.2. Where assessable work can be submitted electronically, Schools should use UNSW approved technology tools, such as Turnitin, that detect similarities between the student's submitted assessment and other sources or generative AI which may indicate poor scholarship or suspected plagiarism.

1.3. The assessor(s) or marker(s) exercise their academic expertise and judgement to detect poor scholarship or suspected plagiarism, enlisting the assistance of the Course Authority where appropriate.

1.4. Where misuse of generative AI is suspected, the assessor(s) or marker(s), with the assistance of the Course Authority where required, should request the student meet with them to explore whether there is in fact misuse of generative AI tools, allow an opportunity for the student to clarify their process and explain the context of their submission (Template 1, Appendix 4).

1.5. Once poor scholarship or plagiarism is suspected, the matter is referred to the Course Authority and/ or School Student Integrity Advisor (SSIA) for assessment.

2. Assess poor scholarship or level of plagiarism

2.1.   The Course Authority and/or School Student Integrity Advisor (SSIA) will assess poor scholarship or level of plagiarism in the submitted work using:

   a. academic expertise and judgement;

   b. appropriate and approved technology tools (i.e. the percentage similarity between a student's submitted assessment and other sources), such as Turnitin, as a guide

   c. the UNSW plagiarism evaluation rubric[2] found in Appendix 3 which delineates poor scholarship and four levels of plagiarism; and

   d. the principles of procedural fairness.

2.2.   According to the UNSW plagiarism evaluation rubric:

   a. 'Poor scholarship', Minor', 'Moderate' and 'Significant' will be managed by the School according to sections 3.3 to 4.2 below; or

   b. 'Serious' will be referred by the Course Authority (following consultation with the SSIA) or the SSIA to UNSW Conduct & Integrity Office (CIO), to manage as a potential Student Misconduct according to the Complaints Management and Investigations Policy & Procedure.

3. Advise student of poor scholarship or plagiarism and invite response

3.1.   The Course Authority or SSIA should advise the student in writing of poor scholarship/ minor/ moderate/ significant level detected and proposed academic action (Template 2, Appendix 4).

3.2.   The student will have 5 business days to provide a response.

3.3.   Where no response is received from the student within the stipulated time, the Course Authority may proceed with continuing to mark the submitted work where possible.

4. Award a mark and notify student of outcome

4.1.   The Course Authority, following consultation with the SSIA, will mark the submitted work based on the information available (including any response received from the student).

4.2.   The SSIA's advice should be based upon available information and the plagiarism evaluation rubric in Appendix 3.

4.3.   The Course Authority will:

   a. notify the student by email of the outcome and any action to be taken (Template 3, Appendix 4);

   b. refer the student to complete the online Academic Integrity module or book a consultation with Academic Skills, where the student will be offered further academic assistance (Template 4, Appendix 4); and

   c. record the mark.

5. Record instance of poor scholarship and plagiarism

5.1.   The Course Authority (or their nominee) or the SSIA will record the finding of poor scholarship/ minor/ moderate/ significant plagiarism on the UNSW Plagiarism Register within a week of notifying the student of the outcome. This can be done through Case IQ. For support in making an entry to the UNSW Plagiarism Register, please contact UNSW Conduct & Integrity Office (studentconduct@unsw.edu.au).

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[2] Adapted from *Plagiarism Reference Tariff*, Amber Project, plagiarismadvice.org, August 2010.

Internal review

1. Lodging a request for an internal review for poor scholarship/ minor/ moderate/ significant plagiarism

1.1. A student may only lodge an internal review on the ground that the process followed by the School in determining poor scholarship or plagiarism lacked procedural fairness.

1.2. The purpose or scope of the internal review will not extend to a review of the merits of the decision.

1.3. Internal reviews must be submitted by email to the Head of School or delegate within 20 business days of the Notification of Outcome referred to in section 4.3(a) above.

2. Managing the internal review

2.1. The Head of School or their delegate, who was not involved in the initial decision-making process, will consider the internal review request and determine the outcome.

2.2. The student is to be notified by the Head of School or their delegate of the outcome of the internal review within 10 business days of receipt of the internal review request. The notification should include any action to be taken where an internal review is upheld (see Template 5, APPENDIX D).

3. Repeated instances of poor scholarship and plagiarism

3.1. The UNSW Conduct & Integrity Office will regularly monitor the UNSW Plagiarism Register to identify repeated instances of poor scholarship and plagiarism by a student.

3.2. Repeated instances of poor scholarship and plagiarism by a student may constitute a breach of the UNSW Code of Conduct and Values and will be managed by UNSW Conduct & Integrity Office as an allegation of Student Misconduct according to the UNSW Complaints Management and Investigations Policy & Procedure. If the repeated instance occurs in the first year of study, the behaviour may be considered as a misunderstanding of the academic standards required, however a warning notice will be issued reminding the student of their obligations to maintain academic integrity.

3.3. Repeated instances of poor scholarship and plagiarism, regardless of level, where a warning notice has been already issued, may be considered Student Misconduct.

3.4. Repeated instances that have been substantiated at or around the same time may be treated by Designated Officer within UNSW Conduct and Integrity Office as a single finding under this procedure.

4. Procedural fairness

4.1. The following principles of procedural fairness apply in handling all cases managed under this procedure:
- be unbiased in their decision making;
- ensure that decisions are soundly based, relying upon relevant information; and
- ensure that students are afforded a fair hearing. This means inviting and considering student submissions, oral and/or written before a determination is made.

4.2. Matters should also be progressed promptly, and students should be advised of any likely delays on the part of the University.

5. Record keeping

All instances of poor scholarship and plagiarism must be recorded in the UNSW Plagiarism Register (maintained using Case IQ).

6. Confidentiality

6.1. Information gathered in the processes outlined in this procedure are confidential and outcomes are not released to any external agency or party unless required by law or with the consent of the student.

6.2. Analysis and internal reporting of poor scholarship and plagiarism trends must be de-identified. Entries in the UNSW Plagiarism Register and the UNSW Student Misconduct Register may only be accessed by staff of UNSW Conduct and Integrity Office and nominated staff and affiliates located in Faculties and Schools.

7. Other matters

7.1. The University reserves the right to investigate and determine allegations of poor scholarship and plagiarism that may be outside the scope of this procedure where they are considered by the University to be of a serious nature and which may adversely impact upon UNSW, its programs or other students.

Effective: 2 August 2024
Responsible: Deputy Vice-Chancellor Education and Student Experience
Lead: Director, Conduct & Integrity

Appendix 1: Roles and responsibilities

Authority for procedures and instructions

The following UNSW officers are authorised to maintain and change the procedure sections of this policy in accordance with the Policy Framework Policy:

1. Deputy Vice-Chancellor, Education and Student Experience
2. Director, Conduct and Integrity

Responsibilities

All UNSW staff and students are responsible for adhering to the principles of academic and research integrity.

Central roles

- **Executive Review Officer (ERO)** is a Deputy Vice-Chancellor, or their nominee. ERO has executive responsibility for the operation of this procedure and the Complaints Management and Investigations Policy & Procedure. The ERO also determines appeals of decisions made by the RO and DO, in accordance with the Complaints Management and Investigations Policy & Procedure.

- **Responsible Officer (RO)** is the Director, Conduct & Integrity, or their nominee. The RO is responsible for this Procedure and the management of allegations of serious plagiarism under the Complaints Management and Investigations Policy & Procedure. The RO may:

  - suspend or exclude a student (where appropriate) following a finding of a serious breach (Student Misconduct) for serious plagiarism;
  - provides information to regulatory (or similar) bodies where the University considers such disclosure is necessary to fulfil its mandatory reporting obligations at law, and/ or considering the potential serious consequences for the safety of individuals; and
  - provides bi-annual reports on matters arising under this Procedure to the Executive Review Officer (ERO) and University Academic Board.

- **Designated Officer (DO)** is the Manager, Student Conduct & Integrity (in UNSW Conduct & Integrity Office[3]) or their delegated officer. The DO:

  - conducts an initial assessment of an allegation of serious plagiarism to determine if:

    a. the referral is within the scope of the Complaints Management and Investigations Policy & Procedure

    b. a breach of the UNSW Code of Conduct and Values may have occurred; and

    c. whether the potential breach should be investigated as potential Student Misconduct or according to clause 6.3 of the Complaints Management and Investigations Policy & Procedure.

  - appoints an Investigation Officer (IO) to investigate potential breaches that may constitute Student Misconduct
  - receives the investigation report from the IO and decides if a breach of the UNSW Code of Conduct and Values and/or Student Misconduct has occurred, and if so, what action is to be taken.

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[3] The UNSW Conduct & Integrity Office manages student complaints, conduct and academic integrity at UNSW.

- **The Portfolio of the Pro Vice-Chancellor (Education)** is responsible for:

    - supporting Course Authorities to design assessment that is informed by the purpose to minimise the likelihood of plagiarism occurring;
    - providing educational materials to facilitate the education of assessors and markers in matters of plagiarism; and
    - providing tools and training to assist academic staff understand how to interpret a Turnitin originality report, and otherwise fulfil their duties in marking assessment and providing feedback to students on detected plagiarism.

- **Academic Skills** in the Portfolio of the Pro-Vice Chancellor (Education) supports:

    - Academic staff to design assessments that minimise the likelihood of plagiarism occurring;
    - Provides academic staff and markers/assessors with educational materials on plagiarism matters and with tools and training to assist academic staff understand and interpret Turnitin originality reports;
    - Provides feedback to students on detected plagiarism; and
    - Assist students to navigate appropriate referencing and citation practices at UNSW.

Faculty Roles

- **Associate Dean (Education / Academic) (ADE/ ADA)**
  The Associate Dean (Education / Academic) or equivalent has overall responsibility for ensuring that this procedure is implemented across their Faculty or research unit. This includes ensuring compliance with the procedure and working to minimise plagiarism at UNSW.

- **Faculty Student Integrity Advisor (FSIA)**
  Faculties may appoint a Faculty Student Integrity Advisor, to assist the ADE/ADA with Faculty wide management of plagiarism matters, including oversight and consistency in handling plagiarism in the Faculty.

- **Head of School/ Discipline (HOS)**
  The Head of School/ Discipline is responsible for the implementation of this procedure within their School. The HOS is also responsible for handling appeals that relate to assessments which contain plagiarism and can delegate this role to their School Student Integrity Advisor.

- **School Student Integrity Advisor (SSIA)**
  Each School must appoint a School Student Integrity Advisor (SSIA) who is responsible for providing oversight and consistency in handling plagiarism in the School. The SSIA is also responsible for providing guidance, advice, and educating/ training to other academic staff on assessments/ submitted work containing plagiarism. The SSIA is also responsible for referring serious plagiarism cases to the UNSW Conduct & Integrity Office to be managed as potential student misconduct according to the UNSW Complaints Management and Investigations Policy & Procedure.

- **Course Authority**
  This is the role responsible for identifying possible plagiarism and consulting with the School Student Integrity Advisor on assessing the level of plagiarism and determining any academic action and mark for assessments/ submitted work containing plagiarism. The role may also be locally referred to as Lecturer in Charge, Course Convenor or Program/Course Coordinator.

Legislative compliance

This policy is intended to ensure that UNSW complies with the:
1. Higher Education Support Act 2003 (Cth)
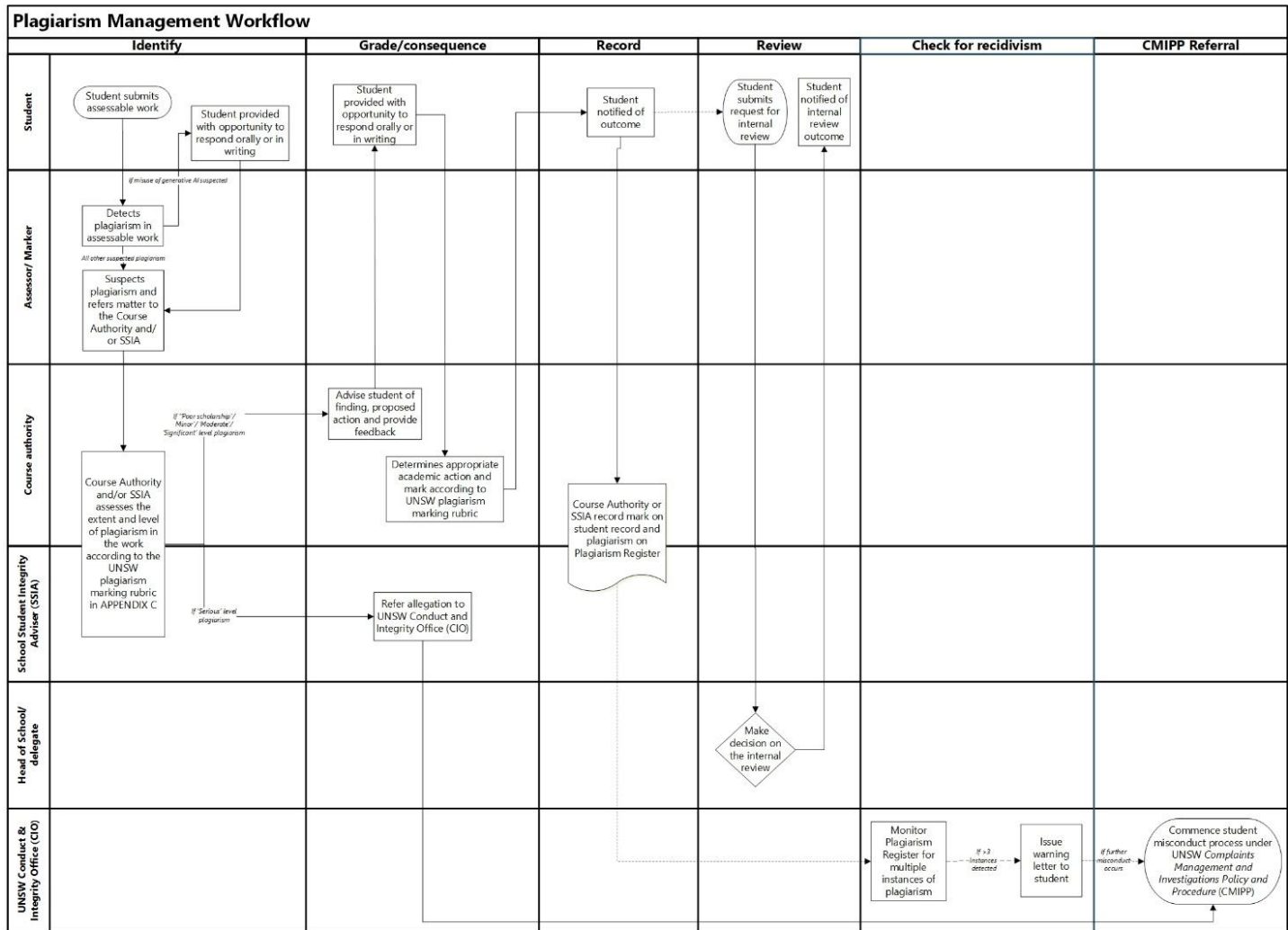2. Tertiary Education Quality and Standards Agency Act 2011 (Cth)

Supporting documents

- UNSW Code of Conduct and Values
- Complaints Management and Investigations Policy & Procedure
- Assessment Policy
- Assessment Design Procedure
- Assessment Implementation Procedure

Definitions and acronyms	
Affiliates	Means conjoint and visiting appointees; consultants and contractors; agency staff; emeriti; members of University committees; and any other person appointed or engaged by the University to perform duties or functions for the University.
Business days	Monday to Friday, excluding public holidays.
Coursework	A planned and structured sequence of learning and teaching, normally over one teaching period in duration, that allows a student to gain knowledge, skills and understanding in relation to an agreed set of learning outcomes.
Coursework Student	Any student enrolled in coursework (undergraduate or postgraduate) programs.
Course Authority	Position with overarching responsibility for all aspects of a course.
Higher Degree Research Candidate	A person enrolled in a Higher Degree Research program, for example, Masters by Research, MPhil, Prof Doc or PhD.
Plagiarism	Plagiarism involves a person using words or ideas of others and passing them off as their own or republishing their own previously submitted work and presenting it as new findings or work without referencing the earlier work. The Section 1 of the Plagiarism Policy defines plagiarism and its various forms.
Poor Scholarship	A lack of academic rigour as a result of inexperience or carelessness rather than a deliberate attempt to pass off others' work as one's own
Research	The creation of new knowledge and/ or the use of existing knowledge in a new and creative way to generate new concepts, methodologies, inventions and understandings. This could include: • Synthesis and analysis of previous research to the extent that it is new and creative • The conception, design, conduct and reporting of research, including all associated research activities, methods, procedures and research outputs Any related activities in support/ maintenance of a researcher's functions at UNSW, including undertaking responsible conduct of research training, research supervision, participating in peer review or other activities as required. Through the Code of Conduct and Values, UNSW has adopted the Australian Code for the Responsible Conduct of Research and many of the related guides including *Authorship* and *Publication and Dissemination of Research*.

Research Trainee/s	Coursework Students, Higher Degree Research Candidates or any Researcher who is within 5 years of obtaining their postgraduate qualification (i.e. Honours, Masters, MPhil or PhD), and are being supervised by another researcher. This also includes visiting students who are enrolled at an external University but undertaking research or a research program at UNSW.
Researcher/s	Person or persons who conducts research. At UNSW this includes UNSW academic staff, UNSW professional staff, non-academics/ professionals undertaking research, conjoint appointments (those who have been conferred an academic title by UNSW in accordance with the UNSW Conferring Academic Titles Procedure), and visiting appointments undertaking research at UNSW, whether on a full-time or part-time, or fixed term, continuing or casual basis. Researchers also include Research Trainees, Higher Degree Research Candidates and Coursework Students.
Staff	Means all employees of the University, including casual employees.
Student Misconduct	A serious breach, or repeated breaches, of the UNSW Code of Conduct and Values. See the UNSW Complaints Management and Investigations Policy & Procedure.

Appendix 2: Flowchart for managing student plagiarism at UNSW

Plagiarism Management Workflow

	Identify	Grade/consequence	Record	Review	Check for recidivism	CMIPP Referral
Student	Student submits assessable work → Student provided with opportunity to respond orally or in writing	Student provided with opportunity to respond orally or in writing	Student notified of outcome	Student submits request for internal review; Student notified of internal review outcome		
Assessor/ Marker	*If misuse of generative AI suspected* — Detects plagiarism in assessable work; *All other suspected plagiarism* — Suspects plagiarism and refers matter to the Course Authority and/or SSIA					
Course authority	Course Authority and/or SSIA assesses the extent and level of plagiarism in the work according to the UNSW plagiarism marking rubric in APPENDIX C	*If 'Poor scholarship'/ Minor'/ Moderate'/ Significant' level plagiarism* — Advise student of finding, proposed action and provide feedback; Determines appropriate academic action and mark according to UNSW plagiarism marking rubric	Course Authority or SSIA record mark on student record and plagiarism on Plagiarism Register			
School Student Integrity Adviser (SSIA)		*If 'Serious' level plagiarism* — Refer allegation to UNSW Conduct and Integrity Office (CIO)				
Head of School/ delegate				Make decision on the internal review		
UNSW Conduct & Integrity Office (CIO)					Monitor Plagiarism Register for multiple instances of plagiarism; *If >3 instances detected* — Issue warning letter to student	*If further misconduct occurs* — Commence student misconduct process under UNSW *Complaints Management and Investigations Policy and Procedure* (CMIPP)

Appendix 3: UNSW Student Plagiarism Evaluation Rubric

The following rubric should be applied to work/ piece of assessment submitted where plagiarism has been detected. Poor scholarship and Minor/ Moderate/ Significant levels of plagiarism are to be managed by Schools according to sections 3 to 7 of the Student Plagiarism Management Procedure. Any action or outcome that is outside of what is available below for the respective levels **MUST** be approved by the Conduct and Integrity Office (CIO). Plagiarism identified at the Serious level must be referred to UNSW Conduct and Integrity Office to managed according to the UNSW [Complaints Management and Investigations Policy & Procedure](#).

Level	Description	Action and outcomes available		
			Standard	**Pass/Fail grade**
Poor scholarship	• Poor scholarship as assessed by the Course Authority/SSIA *e.g. insufficient or inadequate referencing and/or citation.*	Educational intervention and strategies, including: • referral to Academic Skills for academic skills development or refresher • referral to Academic Skills for further appropriate writing skills and academic integrity training • Requirement to complete the online Academic Integrity module	Available penalties[4]: • Warning with no mark reduction • Remedial educative action only • Resubmit work with no mark penalty • Resubmit work with mark reduction • Warning with mark reduction • Mark student's original content in the work disregarding plagiarised parts	Pass the work unless it would otherwise fail.
Minor	• Minor plagiarism as assessed by the Course Authority/SSIA; and/or *e.g. parts plagiarised but not significant to the outcome, minor copying or collusion.* • Inexperience is the key mitigating factor, and/or *e.g. first year student or those who have attempted 24 or less credits.* • Minor misuse of generative AI as assessed by the Course Authority/ SSIA *e.g. minor use of generative AI tools when not permitted and/ or without acknowledgement.*			
Moderate	• More substantial plagiarism by an inexperienced student, and/or *e.g. first year student or those who have attempted 24 or less credits or evidence of a deliberate attempt to disguise plagiarism.* • Moderate extent of plagiarism as assessed by the Course Authority/ SSIA; and/or *e.g. parts of the work, including some key learning points, are plagiarised.* • Copying or collusion where relatively small parts of the work submitted are identical, and/or • Moderate misuse of generative AI as assessed by the Course Authority/ SSIA *e.g. parts of the work, including some key learning points, reflect generative AI output, or generative AI is used beyond assessment guidelines.*		Available penalties[5]: • Resubmit work with no mark penalty • Resubmit with mark reduction • Mark student's original content in the work disregarding plagiarised parts • Resubmit and drop a grade • Resubmit work with a maximum mark of 50/100 (or 50%) • Mark capped of 50/100 (or 50%) • Fail (0%) the submitted work[6]	Pass/ Fail the work

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[4] Any mark reduction for these two levels should be no more than 10% of the total awardable mark.
[5] Any mark reduction for this Plagiarism level should not be more than 50% of the awardable mark for the assessed work. A fail mark will stand where the work does not meet requirements.
[6] This may also include grading an assessment as "Unsatisfactory" or "Not Competent (CN)" in courses where this may be more appropriate.

Level	Description	Action and outcomes available		
		Standard		**Pass/Fail grade**
Significant	• Significant plagiarism as assessed by the Course Authority/SSIA; and/or *e.g. large sections of the work, including most key learning points, are plagiarised.* • Copying or collusion where large sections of the submitted work are identical/ almost identical to work submitted by another student, and/or • Significant misuse of generative AI as assessed by the Course Authority/ SSIA *e.g. large sections of the work, including most key learning points, reflect generative AI output, or generative AI is used beyond assessment guidelines.*	*(See educational intervention and strategies above)*	Available penalties: • Resubmit work with a maximum mark of 50/100 (or 50%) • Fail (0%) the submitted work[7]	Pass/ Fail the work
Serious[8]	• The whole/almost the whole of the work submitted has been plagiarised; and/or • Copying or collusion where the whole/ almost the whole of the work submitted is identical/almost identical to work submitted by another student, and/or • All or a large part of the work submitted was the work of another person, and/ or • Evidence of a deliberate attempt to disguise plagiarism including through misuse of generative AI, and/or • Evidence of contract cheating occurred, and/or • Serious misuse of generative AI *e.g. whole/ almost whole sections of the work, contain generative AI output, against assessment guidelines.*	Applied by the CIO according to the UNSW [Complaints Management and Investigations Policy & Procedure,](#) possible outcomes include: • Fail (0%) for the work[9] • Fail (0% or 00FL) for the course[10] • Suspension from the University • Permanent exclusion from the University		Fail the course (may only be applied by the CIO, where appropriate)

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[7] This may also include grading an assessment as "Unsatisfactory" or "Not Competent (CN)" in courses where this may be more appropriate.

[8] The Course Authority and/or SSIA will identify if plagiarism level is 'Serious' and then refer the matter to UNSW Conduct and Integrity Office to be handled as potential Student Misconduct under the [Complaints Management and Investigations Policy & Procedure](#)

[9] This may also include grading an assessment as "Unsatisfactory" or "Not Competent (CN)" in courses where this may be more appropriate

[10] This may also include grading an assessment as "Unsatisfactory" or "Not Competent (CN)" in courses where this may be more appropriate

Appendix 4: Templates

Template 1: Notice to student raising concerns over misuse of generative AI

[DATE]

[STUDENT NAME]

[STUDENT ZID]

[STUDENT EMAIL]

Dear [Student name]

I am writing to inform you that your submission of [Assessment name] has been flagged as containing content that was potentially created using generative AI in breach of assessment guidelines.

The reasons for this are below:

1. [Evidence 1 – e.g. Turnitin AI Report]
2. [Evidence 2 – e.g. academic opinion]

I wish to give you the opportunity to address these concerns and meet with me [in person/ online/ via a phone call] to discuss this concern. We will also be discussing the content of your assessment in detail to get a better understanding of how you completed your submission. I recommend you also provide any drafts of your assessment that may be available.

Please note that you have five (5) business days to respond to this invitation.

At the end of this time period, and with consideration of any response made by you, I will award your assessment task a mark and take academic action consistent with APPENDIX C of the UNSW Plagiarism Policy as appropriate. If you do not respond to this notice within the stipulated timeframe, I will proceed to take academic action as appropriate, based upon the information currently available to me.

Should you require support, I encourage you to contact any of UNSW's free services:

- UNSW Mental Health Connect supports student to find the mental health support that suits their individual needs.
- ARC Legal and Advocacy can provide guidance on procedural matters including allegations of misconduct, complaints and appeals.
- The Nucleus Student Hub can assist with all general enquiries regarding your program, progression, and enrolment.
- You can speak with the Student Support Advisors to get information about university life, student visas, wellbeing, academic performance or if you need help but don't know where to go.
- The UNSW Health Service provides confidential in-person and telehealth appointments with doctors.

For further information on the range of student support services available at UNSW please see https://student.unsw.edu.au/support

Finally, if you have any further questions about the University's process for managing plagiarism please contact me.

Yours sincerely [Name] [Position]

Template 2: Notice to student of allegation of plagiarism

[DATE]

[STUDENT NAME]

[STUDENT ZID]

[STUDENT EMAIL]

Dear [Student name]

I have reviewed an assessment task that you recently submitted for [course code] and identified a [poor scholarship or minor/ moderate/ significant level of plagiarism] according to the UNSW Plagiarism Policy. I attach a copy of the work, with relevant sections identified.

Based upon this finding, I propose to [identify proposed academic action].

I would like to give you an opportunity to discuss this finding and for you to receive feedback on the action that I propose to take. You are invited to respond to this finding and proposed action by:

1. Meeting:
       [date] at [time] at [location/ phone/ online].
       You may bring a support person or friend to the meeting if you wish.

   OR

2. Written statement at [email].

Please note that you have five (5) business days to respond to this invitation.

At the end of this time period, and with consideration of any response made by you, I will award your assessment task a mark and take academic action consistent with APPENDIX C of the UNSW Plagiarism Policy. If you do not respond to this notice within the stipulated timeframe, I will proceed to take academic action as appropriate, based upon the information currently available to me.

Should you require support, I encourage you to contact any of UNSW's free services:

- UNSW Mental Health Connect supports student to find the mental health support that suits their individual needs.
- ARC Legal and Advocacy can provide guidance on procedural matters including allegations of misconduct, complaints and appeals.
- The Nucleus Student Hub can assist with all general enquiries regarding your program, progression, and enrolment.
- You can speak with the Student Support Advisors to get information about university life, student visas, wellbeing, academic performance or if you need help but don't know where to go.
- The UNSW Health Service provides confidential in-person and telehealth appointments with doctors.

For further information on the range of student support services available at UNSW please see https://student.unsw.edu.au/support

Finally, if you have any further questions about the University's process for managing plagiarism please contact me.

Yours sincerely [Name] [Position]

Template 3: Notification of Outcome

[DATE]

[STUDENT NAME]

[STUDENT ZID]

[STUDENT EMAIL]

Dear [Student name]

I am writing to advise you that based upon the finding of [poor scholarship or minor/ moderate/ significant plagiarism] in the assessment task that you submitted for [course code], you will be awarded [indicate mark for the assessment task and academic action].

According to the UNSW Plagiarism Policy, your name and details of this instance of plagiarism has been placed on the UNSW Plagiarism Register. Repeat instances may be referred to the Conduct and Integrity Office for further investigation.

You are reminded to follow UNSW guidelines on correct referencing and appropriate attribution in the future, and to seek help and advice from Academic Skills. For further information please email: academicskills@unsw.edu.au.

Appealing this outcome

According to the Plagiarism Policy, you have 20 business days from the date of this letter to lodge an appeal by email to [insert email address]. Appeals may only be validly made on the grounds of lack of procedural fairness. This means that the appeal will not review the merits of the decision. You can read more about appeals in the Student Plagiarism Management Procedure.

The student association, Arc@UNSW, can also advise you about lodging an appeal. You may call a Student Support Officer on (02) 9385 7700 or email to advice@arc.unsw.edu.au. This service is available to all students and it is free.

Support available

Should you require support, I encourage you to contact any of UNSW's free services:

- UNSW Mental Health Connect supports student to find the mental health support that suits their individual needs.
- ARC Legal and Advocacy can provide guidance on procedural matters including allegations of misconduct, complaints and appeals.
- The Nucleus Student Hub can assist with all general enquiries regarding your program, progression, and enrolment.
- You can speak with the Student Support Advisors to get information about university life, student visas, wellbeing, academic performance or if you need help but don't know where to go.
- The UNSW Health Service provides confidential in-person and telehealth appointments with doctors.

For further information on other student support services available at UNSW please see https://student.unsw.edu.au/support

Please contact me if you have any further questions.

Yours sincerely

[Name] [Position]

Template 4: Referral to Student Academic and Career Success (SACS)

This form is only to be used where the School has identified that the student would benefit from further support and education by Academic Skills. Email completed form to academicskills@unsw.edu.au

PART A – Referral of Instance of Plagiarism

Student details

NAME:		
ID:	Year:	Program:
Contact details (email)		

Assessment details

Term/semester and year:
Course code and title:
Assessment task:
Weight of the assessment in course (%):

Suspected Plagiarism identified by the Course Coordinator

Description (nature, specific sections/ pages in the submitted assignment:

Additional

Suspected Plagiarism reported/referred by

Name of Course Coordinator:	
Email:	
Signature:	Date:

Template 5: Notification from Head of School or delegate to student of appeal outcome

[DATE]

[STUDENT NAME]

[STUDENT ZID]

[STUDENT EMAIL]

Dear [Student name]

I refer to your email dated [date] seeking to appeal the determination made by [name of SSIA] on [date].

According to Section 9 Procedural fairness of the Student Plagiarism Management Procedure, a student may appeal against a determination of student misconduct only on the grounds of lack of procedural fairness. Also known as 'natural justice', procedural fairness is a principle of law that is concerned with the procedures used by a decision-maker, rather than the actual outcome reached.

Key requirements of procedural fairness include:

1. Ensuring that respondents are provided with all necessary details of the allegations that have been made against them
2. Ensuring that respondents are given a proper opportunity to respond to the allegations in an appropriate way before a decision is made (including detail of any mitigating circumstances)
3. That persons involved in deciding an outcome do not have any bias or conflict of interest
4. That a decision is based only upon relevant material.

The appeal

The grounds outlined in your appeal are that:

- [insert]
- [insert]

Determination

In making my decision I reviewed the following documents that you have provided:

- [insert]
- [insert]

Outcome

Your appeal [is upheld/ is not upheld] on the basis that [indicate basis for decision].

[Outline action to be taken if the appeal is upheld].

Support

Should you require support, I encourage you to contact any of UNSW's free services:

- UNSW Mental Health Connect supports student to find the mental health support that suits their individual needs.
- ARC Legal and Advocacy can provide guidance on procedural matters including allegations of misconduct, complaints and appeals.
- The Nucleus Student Hub can assist with all general enquiries regarding your program, progression, and enrolment.
- You can speak with the Student Support Advisors to get information about university life, student visas, wellbeing, academic performance or if you need help but don't know where to go.

- The UNSW Health Service provides confidential in-person and telehealth appointments with doctors.

Next steps

If you remain dissatisfied, you have the right to request an external review of this matter by an agency such as the NSW Ombudsman.

The NSW Ombudsman's contact details are:

NSW Ombudsman
Level 24, 580 George Street
SYDNEY NSW 2000
T: (02) 9286 1000
E: nswombo@ombo.nsw.gov.au
W:http://www.ombo.nsw.gov.au/

Yours sincerely
[Name]

Head of School, [insert]