

This document provides guidance to Academic Integrity Officers and the Dean of Graduate Studies in deciding penalties regarding academic misconduct.

These Guidelines apply to all University students and should be read in conjunction with the Rules - Student Academic and Non-Academic Misconduct Rules (the Rules).

Guidelines

Decision-makers (Academic Integrity Officers and the Dean of Graduate Studies) will investigate allegations of academic misconduct, and determine penalties and/or orders in a fair and equitable manner and in accordance with the Rules and these Guidelines.

Decision-makers should apply the following principles when determining an appropriate penalty:

- *Educative*: Has the student had the opportunity to learn how to practice academic integrity in the University context? For example, a small amount of plagiarism in a student's first session could be considered of lesser significance than for a student in later years.
- *Progressive*: What is the nature and extent of the academic misconduct and what is the student's history of academic misconduct? For example, if a student was found to have small amounts of plagiarism in two assignments, even after having received a caution on the first assignment, it may be appropriate to refuse a resubmission and either give the student a zero for the assignment or a fail for the unit.

The following table is intended to guide Decision-makers on the appropriate application of penalties and orders. If in doubt, staff should refer to the Rules for the definition of academic misconduct and a full list of applicable penalties and orders.

Cheating in Exams

Experience of student	Nature of academic misconduct	Previous academic misconduct?	Suggested Penalty/order
Any session	Cheating in Exams	Not applicable	Zero for exam

Undergraduate and postgraduate Coursework - Plagiarism

Experience of student	Nature of academic misconduct	Previous academic misconduct?	Suggested Penalty/order
1st session	Small amount of plagiarism e.g. a few words paraphrased without citation	No	A caution
	Relatively small amount of plagiarism e.g. a paragraph of paraphrasing without citation	No	A caution, opportunity to resubmit without penalty
	Large amount of plagiarism e.g. entire essay is paraphrased without citation	No	A caution, opportunity to resubmit, deduct

2nd session	Relatively small amount of plagiarism e.g. a paragraph of paraphrasing without citation	No	10% off the assessment item
		Yes	A caution, opportunity to resubmit, deduct 20% off the assessment item
	Large amount of plagiarism e.g. entire essay is paraphrased without citation	No	
		Yes	A caution, opportunity to resubmit for maximum of a pass mark
3rd (and all subsequent) session	Regardless whether small or large amount amount of plagiarism e.g. 1 paragraph or entire essay is paraphrased without citation	Yes	A caution, zero for assessment item

Postgraduate Research – Plagiarism

Experience of student	Nature of academic misconduct	Previous academic misconduct?	Suggested Penalty/order
HDR candidate	Small to medium amount of plagiarism e.g. a few words or paragraphs paraphrased without citation	No	A caution & recommendations for making revisions to the assessment item concerned
		Yes	Termination of candidature
	Large amount of plagiarism e.g. almost entire Thesis is paraphrased without citation/no original work	N/A	