

## **The University of Melbourne and School of Physiotherapy plagiarism policy**

The University of Melbourne's policy on standard of academic honesty and Plagiarism is outlined on website [www.services.unimelb.edu.au/plagiarism](http://www.services.unimelb.edu.au/plagiarism). It is important that all students familiarise themselves with this information.

It is University policy that cheating by students in any form is not permitted, and that work submitted for assessment purposes must be the independent work of the student concerned (or, where joint work is permitted, of the students concerned).

### **Plagiarism and collusion are cheating.**

**Plagiarism**, or copying and use of another's work without proper acknowledgment, is not permitted, nor is it permissible for anyone to allow another person to copy their work for the purposes of assessment. Examples of plagiarism include:

- direct duplication, by copying (or allowing to be copied) another's work. This includes copying from a book article, web site, or another student's assignment;
- paraphrasing another person's work with minor changes, but keeping the meaning, form and/or progression of ideas of the original;
- piecing together sections of the work of others into a new whole;
- submitting an assignment that has already been submitted for assessment in another subject;
- presenting an assignment as independent work when it has been produced in whole or part in collusion with other people, for example, another student or a tutor.

**Collusion** is the presentation by a student of an assignment as his or her own which is in fact the result in whole or part of unauthorised collaboration with another person or persons.

Please note that you are required to sign and attach an assignment cover sheet to your assignments declaring that you have not plagiarised or colluded and the submission is based on your own work. Also note that this cover sheet is viewed as a 'contract'.

## **Consequences of Plagiarism and Collusion i.e. cheating**

The University's statutes on assessment and academic misconduct define both plagiarism and the process by which this "academic misconduct" may be penalised.

Where a student is suspected of plagiarism by an examiner, the following procedures will apply:

- the examiner will present the details to the Chair of the subject Examination Board (usually the Head of Department) who will determine whether to proceed with the matter;
- if the Chair determines to proceed, the student(s) will be invited to a hearing before the relevant subject Examination Board;
- if, after the hearing, the subject Examination Board is of the opinion that the student(s) has been guilty of plagiarism it may:
- require the student to undertake additional assessment in that subject;
- return a mark of zero for the piece of assessment;
- return a fail grade for the subject;
- refer the matter to the Dean regarding the possible presentation of a case of academic misconduct to a discipline committee;
- do more than one of the above.

In all cases where a penalty is applied to a student, a written notification will be sent by the Chair of the subject Examination Board to the Faculty Office.

## **Avoiding plagiarising**

The University of Melbourne's website on plagiarism ([www.services.unimelb.edu.au/plagiarism](http://www.services.unimelb.edu.au/plagiarism)) has advice on how to avoid plagiarism, and provides excellent links to resources from the Language and Learning Skills Unit, where further information is available on how to avoid plagiarism, how to acknowledge sources, and how to use quoting, summarising and paraphrasing effectively.