

APPENDIX A

PENALTIES FOR DISHONESTY IN ASSESSMENT

This document encompasses all degree offerings at Murdoch University. This document is to assist staff in dealing with cases of dishonesty, especially cheating in examinations, plagiarism and collusion. It provides penalties for different offences, and an indication of factors to be taken into account when exercising this discretion. The list of factors is not all-inclusive; other factors may also be relevant. Staff shall exercise their professional judgement on whether the suggested penalties fit the particular case; sometimes a more lenient or more severe penalty may be appropriate, depending on the circumstances.

MISCONDUCT TYPE	PROCEDURE	PENALTY
PLAGIARISM AND COLLUSION – COURSEWORK UNITS.		
Inappropriate/inadequate acknowledgement: <ul style="list-style-type: none"> • <i>material copied word for word which is acknowledged as paraphrased but should have been in quotation marks, or</i> • <i>material paraphrased without appropriate acknowledgement of its source.</i> 	1st Offence <i>If the error appears unintentional, or the plagiarism minor, the Unit Coordinator interviews the student to identify the problem and provide assistance in understanding the University's policy on plagiarism (including the consequences of a further offence). This is not a disciplinary matter. However, if unintentional plagiarism was substantial, the Unit Coordinator must advise the Divisional Office in writing, so a comment can be added to the student's computer record. [This is not a penalty; it is simply so that if the student does it again, the University is aware that it is a repeat offence]</i>	Unit Coordinators should rely on their professional judgement as to what action to take. Where appropriate, the Unit Coordinator can require the student to rewrite and resubmit the assignment, or deduct marks (but not a standard percentage).
	<i>If the Unit Coordinator believes the student was aware that this constitutes plagiarism and is not permitted, and the plagiarism was substantial, the Unit Coordinator must report the matter to the Executive Dean for action under the Discipline Statute. [Note: the Executive Dean can delegate to another staff member the investigative and interviewing roles in any disciplinary case.]</i>	Student given no more than 50% of mark on the assessment component where misconduct was evident, or required to rewrite and resubmit the assignment, or required to write an assignment on a new topic.
	2nd Offence Reported by the Unit Coordinator to the Executive Dean for action under the Discipline Statute. Student is required also to seek assistance from the Teaching and Learning Centre. Unit Coordinators in all subsequent units to be informed that student is a repeat plagiarist.	Depending on the extent and severity of the case, student receives 0% to 50% of mark on the assessment component where misconduct was evident.
	3rd Offence Reported by the Unit Coordinator to the Executive Dean for action under the Discipline Statute.	Student receives 0% of mark on that assessment component where misconduct was evident. Resubmission is not permitted
<i>All other forms of plagiarism and collusion:</i>	1st Offence	Depending on the extent and severity of the case: 0% for the

MISCONDUCT TYPE	PROCEDURE	PENALTY
	Reported by the unit coordinator to the Executive Dean for action under the Discipline Statute. Student is required also to seek assistance from the Teaching and Learning Centre.	assessment component, or fail the unit.
<ul style="list-style-type: none"> material copied from another source without any attribution assignment written by somebody other than the student 	2nd Offence Reported by the Unit Coordinator to the Executive Dean for action under the Discipline Statute. The Executive Dean refers it to the Pro Vice Chancellor (Academic) to take action. Unit coordinators in all subsequent units to be informed that student is a repeat plagiarist.	Suspension for one or two semesters or exclusion from the University (and failure in the unit).
<ul style="list-style-type: none"> material copied from another student's assignment with her or his knowledge material copied from another student's assignment or work without that person's knowledge 	3rd Offence Reported by the Unit Coordinator to the Executive Dean. The Executive Dean refers it to the Pro Vice Chancellor (Academic) to take action.	Exclusion from the University (and failure in the unit).
HONOURS/MASTERS/PH.D. STUDENTS		
Inappropriate/inadequate acknowledgement <ul style="list-style-type: none"> material copied word for word which is acknowledged as paraphrased but should have been in quotation marks, or material paraphrased without appropriate acknowledgement of its source 	Honours Students: reported by the Unit Coordinator to the Executive Dean for action under the Discipline Statute. Masters/Ph.D students: Reported by the Unit Coordinator to the Executive Dean. The Executive Dean refers it to the Pro Vice Chancellor (A or R) to take action under the Discipline Statute	Depending upon the severity of the case, the student receives 0-50% on that assessment component where misconduct was evident, Resubmission is not permitted Exclusion from the University (and failure in the unit)
MISCONDUCT IN RESEARCH		
All forms of plagiarism in preparation of project/report/thesis.	Undergraduate Students reported by the Unit Coordinator to the Executive Dean for action under the Discipline Statute. Honours Students: reported by the Research Supervisor to the Executive Dean for action under the Discipline Statute Masters/Ph.D. students: reported by the Research Supervisor to the Executive Dean. The Executive Dean refers it to the Pro Vice	Depending on the severity of the case, the student receives 0-50% mark on the assessment component. Resubmission is not permitted. Depending on the severity of the case, the student receives 0-50% mark on the assessment component. Resubmission is not permitted.



APPENDIX A PENALTIES FOR DISHONESTY IN ASSESSMENT

MISCONDUCT TYPE	PROCEDURE	PENALTY
	Chancellor (A or R) to take action under the Discipline Statute	Exclusion from the University
All other forms of research misconduct including falsification of research data and all other acts of misconduct as outlined in Murdoch University's Research and Development – Code of Conduct for Research.	Honours students: reported by the Research Supervisor to the Executive Dean for action under the Discipline Statute	Exclusion from the University
	Masters/Ph.D. students: reported by the Research Supervisor to the Executive Dean. The Executive Dean refers it to the Pro Vice Chancellor (A or R) to take action under the Disciplinary Statute	Exclusion from the University
CHEATING IN EXAMINATIONS		
Cheating in Examinations, including bringing in items not permitted, colluding with others either in the venue or outside the venue by electronic means or deliberately viewing other students work .	1st Offence <i>If the cheating appears unintentional</i> , the Unit Coordinator interviews the student to provide assistance in understanding the University's policy on dishonesty in assessment (including the consequences of a further offence). This is not a disciplinary matter. However, if unintentional cheating was substantial, the Unit Coordinator must advise the Divisional Office in writing, so a comment can be added to the student's computer record. [This is not a penalty; it is simply so that if the student does it again, the University is aware that it is a repeat offence.]	Unit Coordinators should rely on their professional judgement as to what action to take. Where appropriate, the Unit Coordinator can require the student to resit a different examination, or award a lower mark.
	<i>If the Unit Coordinator believes the student was deliberately cheating</i> , the Unit Coordinator must report the matter to the Executive Dean for action under the Discipline Statute. [Note: the Executive Dean can delegate to another staff member the investigative and interviewing roles in any disciplinary case.]	
	2nd Offence Reported by the Unit Coordinator to the Executive Dean for action under the Discipline Statute. Note recorded on transcript.	The student receives 0% in that examination and can fail the unit.
	3rd Offence Reported by the Unit Coordinator to the Executive Dean for action under the Discipline Statute.	The student fails the unit and can be expelled from the University.

AND

AGGRAVATING FACTORS: <ul style="list-style-type: none"> • seriousness of the offence; • degree of premeditation; 	MITIGATING FACTORS: <ul style="list-style-type: none"> • first year student; • offence unintentional or spontaneous;
---	---

- impact on other students and other researchers;
- extent to which the offence corrupts the assessment process;
- repeat offence;
- extent of assignment involving misconduct; and
- whether or not the student would otherwise have failed the unit.

- role played by the offender if others involved;
- offender under duress, but not sufficient to constitute a defence;
- degree of remorse and cooperation shown;
- willingness to seek assistance to avoid further misconduct; and
- the plagiarism is in only a minor part of the work submitted for assessment.

All penalties must be reported to the Office of Central Student Administration and be recorded on the student's computer record.