



## **Rules Relating to Plagiarism**

- (a) Plagiarism is defined as the act of taking and using another's work, including unattributed material in whatever form and from whatever source, as one's own. For the purposes of this Rule, any of the following acts constitute plagiarism unless the work is acknowledged:
- i. copying the work of another student;
  - ii. directly copying any part of another's work;
  - iii. summarising the work of another;
  - iv. using and developing an idea or thesis derived from another person's work;
  - v. using experimental results obtained by another
- (b) For an act of plagiarism, any one or more of the following penalties may be imposed:
- i. a mark of zero for the item of assessment in which the plagiarism occurred;
  - ii. failure or cancellation or refusal of credit for the unit in which the plagiarism occurred;
  - iii. suspension from the University for a specified period;
  - iv. expulsion from the University.
- (c) Any student who aids another student to commit an act of plagiarism defined above shall also be regarded as having committed an act of plagiarism.
- (d) In all cases where a member of academic staff is satisfied that plagiarism has occurred, the matter shall be reported to the relevant Head of School for investigation. If satisfied that plagiarism has occurred the Head of School shall either impose a penalty or refer the matter to the Student Disciplinary Committee.
- (e) The Head of School may impose a penalty of:
- i. the award of a mark of zero for the item of assessment in which the plagiarism occurred;
  - ii. failure of cancellation or refusal of credit for the unit in which the plagiarism occurred.
- (f) An appeal against a penalty imposed by the Head of School shall be made in writing to the relevant Executive Dean of Division within 14 days after the student has been notified of the penalty. The decision of the Executive Dean shall be final in such case.
- (g) In the case of a serious offence the Head of School shall report the matter as soon as practicable to the Student Disciplinary Committee.
- (h) An appeal against a penalty imposed by the Student Disciplinary Committee shall be made in writing to the Appeals Committee of Council within 14 days after the decision appealed against has been notified to the student. The right of appeal shall lapse if not so exercised within that period.