

## Policy on Plagiarism

### Policy and Procedures

Table of Contents		
	Topic	Pages
1.0	Policy Overview	2
2.0	Purpose	2
3.0	Scope	2
4.0	Objectives	2
5.0	Definitions	2
6.0	Relevant Legislations & Authorities	3
7.0	Principles	3
8.0	Types of Plagiarism	3
9.0	Responsibilities	3
10.0	Procedures	4
10.2	Detection of Plagiarism	4
11.0	Penalties (Disciplinary Process)	5
12.0	Appeal	5
	Appendix 1 –Responsibilities of Stakeholders	6

## 1.0 Policy Overview

Plagiarism, either intentional or unintentional, is a practice which runs counter to the University's values of excellence and academic integrity. The Fiji National University expects that all students and staff will prepare and submit work which is their own and which appropriately acknowledges the work of others.

## 2.0 Purpose

This policy will maintain the academic integrity of the Fiji National University and address any issues arising out of plagiarism for students and staff.

## 3.0 Scope

This policy applies to all students and staff of the University

## 4.0 Objectives

**This policy ensures that:**

- 4.1 Students and staff are clearly informed of the types of plagiarism.
- 4.2 The significance of avoiding plagiarism is clear and readily understood by the students and staff.
- 4.3 The assessment approaches are strengthened to reduce the risk of plagiarism
- 4.4 There is a use of technology enabled learning to mitigate against incidences of plagiarism.

## 5.0 Definitions

**The following definitions shall apply:**

1. **Plagiarism** Using the works or ideas of others and presenting them as your own. Plagiarism is a type of intellectual theft and considered academic dishonesty.
2. **Plagiarism assessment software** The online web-based text-matching software that works by comparing electronically submitted papers to content located on the internet and proprietary databases as well as the work of others whose papers have also been submitted into the system.
3. **Intentional plagiarism** Intentional plagiarism occurs when a student or staff member knows that he or she is passing off someone else's material, works or ideas as their own to gain an advantage or avoid proper effort.
4. **References** The citation of sources of information presented in an approved format.

## 6.0 Relevant Legislations and Authorities

- 6.1. UASR Revised 2017.
- 6.2. FNU Examination Policy
- 6.3. FNU Online Assessment Policy
- 6.4. FNU Moderation Policy
- 6.5. FNU Learning and Teaching Policy

*This policy must be read in conjunction with the above documents.*

## 7.0 Principles

- 7.1 No student or staff will submit for assessment any piece of work that is not entirely their own, except where either: the use of the words, designs, statistics and ideas of others are appropriate and duly acknowledged.
- 7.2 Students and staff are to use genuine and reliable sources for their assessment as fabricated and falsified information is deemed invalid.
- 7.3 Plagiarism, be it intentional or unintentional, is deemed cheating; thus under the university regulations any act of plagiarism is unacceptable.
- 7.4 Students and staff are to adhere to the plagiarism policy.

## 8.0 Types of Plagiarism (*Refer to UASR*). This is not an exhaustive list:

- 8.1. Reproducing someone else's work, whether it is a laboratory report from a friend, published article, a chapter from a book, website material, etc without appropriate acknowledgment of the author/creator/ source.
- 8.2. A student submits in one assessment, work which has already been submitted in another assessment, without prior arrangement with both course lecturers. This constitutes self-plagiarism.
- 8.3. The whole work or parts of it are copied from another source without appropriate acknowledgment/ citation.
- 8.4. The work submitted was done in part or whole by an individual other than the one submitting or presenting the work

## 9.0. Responsibilities (*Refer to **Appendix 1** for detailed responsibilities*)

- 9.1. It is the responsibility of students and staff to comply with this Policy and Procedures, and to ensure that they do not commit, or collude with another person to commit, plagiarism. Work submitted or presented should be genuine and original.
- 9.2. It is the responsibility of staff to ensure that subject outlines give clear guidelines on FNU's Policy and Procedures on plagiarism and, where possible, should include discipline or subject specific examples. Students should also be provided with written guidance on the steps they might take to ensure that plagiarism is avoided. .Staff should be aware of the

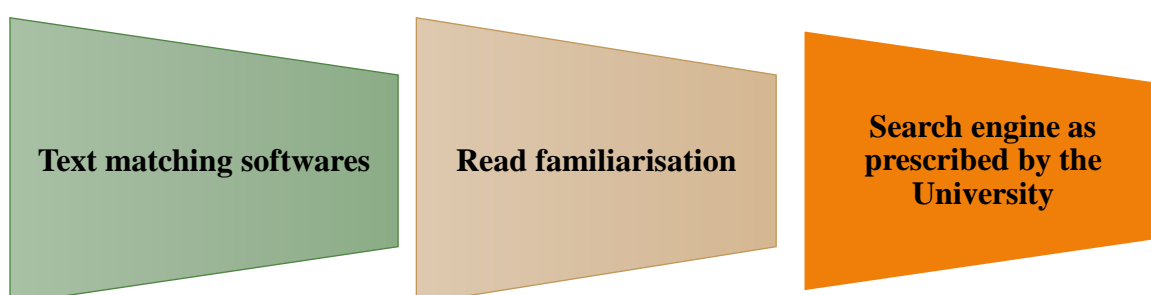
different educational background of students - including some who may be unaware of the normal practices and expectations in relation to academic honesty - and as necessary support and guide them towards sources through which they can become aware of FNU's expectations in this regards.

## 10.0. Procedures

10.1. **Avoid** plagiarism by acknowledging all sources in a clear and precise manner as per the accepted practice. All the colleges must teach students how to reference their sources correctly.

## 10.2. Assessment of Plagiarism

Assessment of plagiarism can be through:



- 10.2.1. FNU utilises plagiarism assessment software through which students are required to submit written work. Students can use this software to check their assignments for similarities to websites, articles, books and other student assignments which have also been submitted to the software database. The plagiarism assessment software may be accessed via FNU's learning management system or the library.
- 10.2.2. At FNU students and staff can use the text matching software to check their own work for plagiarism and to make appropriate amendments before submitting the work for assessment.
- 10.2.3. FNU students and staff may use the plagiarism assessment software to obtain an originality report, which will reveal the percentage (similarity index) of material plagiarised or inappropriately cited in the assignment. Staff members may also use other means to check for plagiarism. For example, if the staff member feels that they have previously read or seen material submitted for assessment in an assignment or creative project, they may have sufficient knowledge to go straight to the source from which the student seems to have plagiarised.
- 10.2.4. Staff will use their professional judgement when determining the amount or extent of actual plagiarised material in an assessment item and be prepared to support this finding with appropriate evidence where action against a student is contemplated.

**11.0. Penalties (Disciplinary Process)**

*Refer to UASR Revised 2017, pg. 58, 5.2.4.*

**12.0 Appeal**

A student has the right to appeal to the Registrar's office in relation to plagiarism in coursework or examination. The decisions of students' Appeals committee is final. Only in rare cases, the Vice Chancellor may table an appeal against the decision of the Student's' Appeal Committee to the SENATE for its determination.(Refer to UASR,Revised 2017 pg.64-65)

**Effective Date** : -----

**Review Date** : -----

**Approving Authority:** **Senate**

**Appendix 1: Responsibilities of all stakeholders**

1.0. University	2.0. Colleges	3.0. Schools	4.0. Staff	5.0. Students
<p>1.1. Make accessible to students and staff the legislation, policy and procedures of the University concerning plagiarism;</p> <p>1.2. Establish processes to support the consistent implementation of University Regulation relating to plagiarism;</p> <p>1.3. Set a benchmark standard for the presentation and proper referencing of academic work;</p> <p>1.4. Provide processes for students to appeal decisions arising from plagiarism;</p> <p>1.5. Provide appropriate education or training for all students and staff on how to correctly research, present and reference their work in the Fijian educational environment; and</p> <p>1.6. Provide student support through the provision and use of software to allow students to develop their academic literacy skills and self-assess the content of their assessments prior to submission.</p>	<p>2.1 Ensure the legislation, policy and procedures of the University concerning plagiarism are known and implemented within the School and Departments.</p> <p>2.2 Referencing styles should commensurate with that generally relevant to the discipline.</p>	<p>3.1. Support the use of appropriate referencing techniques;</p> <p>3.2. Provide information to students on acceptable referencing practice; compliant with the legislation, policy and procedures of the University concerning plagiarism and seek help if unclear about their requirements;</p> <p>3.3. Be familiar with and apply the referencing practices acceptable to the School; and</p> <p>3.4. Ensure that all sources of information are appropriately acknowledged</p>	<p>4.1. Know and consistently implement the legislation, policy and procedures of the University concerning plagiarism;</p> <p>4.2. Provide information to students about referencing requirements that are relevant to the discipline area;</p> <p>4.3. Provide examples to students of appropriate referencing techniques and practices;</p> <p>4.4. Ensure that students understand the difference between cooperative learning, group work and collusion;</p> <p>4.5. Be vigilant in the detection of plagiarism;</p> <p>4.6. Be aware of and respect the practices of other cultures / cultural backgrounds;</p> <p>4.7. Provide transparent and consistent feedback to students about issues relating to referencing; and</p> <p>4.8. Staff to set a good example through their own practice.</p>	<p>5.1. Learn how to correctly research, present and reference their work.</p> <p>5.2. Seek assistance from staff on appropriate referencing techniques and practices if not sure about the requirements.</p> <p>5.3. Use text-matching software to self-access the content of their assessments prior to submission.</p> <p>5.4. Be familiar with the plagiarism policy of the University and abide by it</p>