



FACULTY OF COMMERCE

# THE COMMERCE PLAGIARISM PREVENTION POLICY

Date approved:	14 January 2008	Policy effective from:	1 February 2008	Date of Next Review:	May 2007
Approved by	Dean, Faculty of Commerce Deputy Dean and delegate Faculty Education Committee				
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Responsible Faculty/ Division & Unit	Faculty of Commerce				
Supporting documents, procedures & forms of this policy	UOW Code of Practice-Students UOW Student Conduct Rules UOW General Course Rules UOW Code of Practice Teaching and Assessment UOW Acknowledgement Practice				
Audience	Students and Staff, Faculty of Commerce				
Expiry date of Policy	February 2010				

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## 1 Purpose of Policy

- 1.1 The purpose of the Faculty of Commerce Plagiarism Prevention Policy is to prevent plagiarism by students undertaking Faculty of Commerce coursework degrees. This policy articulates the responsibilities of Faculty of Commerce staff and students in the implementation of processes that support the prevention of plagiarism.
- 1.2 This policy is to be read in conjunction with:
- i. The *UOW Code of Practice-Students* which stipulates the responsibility of students.
  - ii. The *UOW Student Conduct Rules* which stipulate the rules that govern appropriate academic conduct by students.
  - iii. The *UOW Acknowledgement Practice* which outlines appropriate acknowledgement practice.
  - iv. The *UOW Code of Practice Teaching and Assessment* which outlines the roles and responsibilities of academic staff and students in relation to assessment practice.

## 2 Definitions

Word/Term	Definition (with examples if required)
Advanced Standing	Credit or exemption granted to a candidate
CeLM	<p><i>Commerce eLearning Module: Avoiding Unintentional Plagiarism and Using Evidence Effectively in Assessments</i> is an ungraded mandatory assessment.</p> <p>The module provides students with the knowledge and resources to avoid problems related to plagiarism and develop their capacity to integrate evidence into their arguments and to reference correctly. The assessment activity is an online quiz consisting of 20 questions referring to the correct use of evidence, using quotations, paraphrasing, and referencing conventions.</p>
Academic Integrity	<p>It encompasses the values of honesty, fairness, trust and responsibility. For a student, academic integrity is relevant to the choices they make when undertaking their studies, conduct research and write their assignments. The integrity of their own work can be judged in terms of the respect shown for other people's ideas and their responsible and fair use of their work in the development of their own.</p> <p>Students can find themselves accused of academic dishonesty when they are not fully aware of how to make appropriate use of evidence.</p> <p>The module (CeLM) represents the faculty's proactive approach to orienting students to acquire the skills of academic integrity as they relate to plagiarism.</p>
Plagiarism <sup>1</sup>	Using another person's ideas, designs, words or works without appropriate acknowledgement
VISTA	The University's learning management system, Blackboard Vista (eLearning Space)

<sup>1</sup> 2007, *Procedure for Managing Alleged Academic Misconduct by a Student Undertaking Coursework*, University of Wollongong, [http://www.uow.edu.au/handbook/generalrules/ProceduresForManagingCourseworkMisconduct\\_EFFECTIVE1JAN08.pdf](http://www.uow.edu.au/handbook/generalrules/ProceduresForManagingCourseworkMisconduct_EFFECTIVE1JAN08.pdf) [accessed 2nd January 2008]

### 3 Policy Principles

- 3.1 This policy affirms the Faculty's commitment to academic integrity and ethical conduct.
- 3.2 As stipulated in Section 8 of the *UOW General Course Rules*, students must not submit for assessment work that has been submitted for any other subject at the University or at any other education institution. Where material is used by a student which is not entirely the work of the student, in whole or in part, the student must comply with *UOW Acknowledgement Practice* and with the full referencing system outlined in the Subject Outline. Failure by a student to abide by these Rules may amount to academic misconduct.
- 3.3 The Faculty abides by the UOW Rules and will not tolerate misconduct by students and where there is an adverse finding of a student misconduct investigation, disciplinary action shall be taken.

### 4 Application & Scope

- 4.1 This policy applies to students commencing in 2008 onwards undertaking any of the following subjects:
  - i. ACCY100: Accounting 1a
  - ii. MARK101: Marketing Principles
  - iii. MGMT110: Introduction to Management
  - iv. COMM121: Quantitative Methods 1
  - v. MARK922: Marketing Management
  - vi. ACCY901: Accounting Fundamentals for Professionals

- 4.2 This policy applies to students commencing in 2008 onwards undertaking second or third year Commerce subjects who have received Advanced Standing for any first-year commerce subjects stipulated at 4.1.
- 4.3 In addition, any Commerce academic can nominate to have their subject included in the subject cohort for CeLM provided that the Subject Co-ordinator supports the inclusion of the subject.
- 4.4 Students undertaking commerce coursework degrees are required to achieve at least 80% in the CeLM in one of the nominated subjects stipulated at section 4.1, 4.2 or 4.3.

## 5 Commerce eLearning Module (CeLM)

- 5.1 Students enrolled in subjects as defined at section 4 shall achieve at least 80% in the Commerce eLearning Module which is available to students through Blackboard VISTA (eLearning Space) and is entitled: *Commerce eLearning Module (CeLM): Avoiding Unintentional Plagiarism and Using Evidence Effectively in Assessments*.
- 5.2 Students who do not successfully achieve at least 80% in the Commerce eLearning Module will be required to attend a CeLM Seminar, on completion of which they shall be deemed to have successfully completed CeLM. Students who do not attend a seminar after having failed to achieve 80% in three attempts will have their final results withheld for one of the subjects stipulated at section 4.1, 4.2 or 4.3.
- 5.3 In accordance with Section 8 of the *UOW Course Rules*, and where a withheld result is granted, it is the student's responsibility to contact the Subject Co-ordinator as soon as practicable. For the purposes of CeLM, where a withheld result is granted, it is the student's responsibility to contact the CeLM Project Manager as soon as practicable. Failure to do so may result in a fail grade being determined.

## 6 Responsibilities

- 6.1 Students have responsibility to:
- i. comply with this policy by achieving at least 80% in the Commerce eLearning Module (CeLM) for one nominated subject as specified at section 4.1, 4.2 or 4.3, by week 7 of session, unless otherwise determined by the Subject Coordinator.
  - ii. contact CeLM Administrative Officer as soon as practicable in relation to difficulties or problems encountered in completion of the module.
  - iii. contact the CeLM Project Manager as soon as practicable, where a withheld result has been granted.
- 6.2 The Faculty of Commerce has responsibility to:
- i. inform students of the requirements of this policy.
  - ii. provide students with information in relation to the effective use of evidence in assessments.
  - iii. provide those students facing difficulty in completion of the module with the opportunity to attend a seminar in relation to the Commerce eLearning Module.
  - iv. respond to student enquiries regarding this policy and its implementation in a timely manner.
  - v. monitor and evaluate compliance with this policy.
- 6.3 Subject Co-ordinators have responsibility to:
- i. ensure that the requirements of this policy are clearly stated in the Subject Outlines for subjects specified at sections 4.1, 4.2 and 4.3 of this policy
  - ii. ensure that all Subject Outlines which include students who have received Advanced Standing for first year subjects stipulated at section 4.1, will also include a statement of the requirements for advanced standing students to complete CeLM
  - iii. ensure that students comply with the requirement to achieve at least 80% in CeLM which is an ungraded mandatory task. Students who do not attend a seminar after having failed to

achieve 80% in three attempts will have their final results withheld. Such students will have their final result released only after attending a CeLM Seminar.

- 6.4 The Commerce International Unit has responsibility to:
- i. communicate the requirements of this policy via SOLSmail to students who have received Advanced Standing by week 4 of session. A reminder message shall be sent by the Commerce International Unit in weeks 5 and 6.
  - ii. provide the CeLM Project Manager, Venkat Yanamandram with a list of students who have received Advanced Standing.
- 6.5 The Sub Deans, the Student Equity and Diversity Officer (SEDLO) and Venkat Yanamandram, Lecturer School of Management & Marketing and Project Manager for CeLM, will provide advice to students who have had results withheld.

## 7 Version Control and Change History

Version Control	Date Released	Date Effective	Amendment
V1	TBA	1 <sup>st</sup> February 2008	New Policy
V2	18 <sup>th</sup> July 2008	21 <sup>st</sup> July 2008	Change to pass rate from 90% to 80%; change to maximum completion date from Week 13 to week 7