

## *Department of Pacific and Asian Studies*

### **Plagiarism and Cheating**

The Department of Pacific and Asian Studies upholds and enforces the University's policies on plagiarism and cheating. These policies are described on pp. 33-34 of the current University Calendar (2010/11). All students are advised to read this section.

Practices that are not acceptable include:

- Persuading or paying someone else to write the student's assignments, or otherwise presenting someone else's work as the student's own;
- Downloading essays or articles from the Internet, or copying passages from books or journals, and presenting them as the student's own work;
- Citing only a portion of a quotation, and presenting the remainder as the student's own work;
- Copying from another student or sharing information in examinations or tests;
- Bringing notes or other materials into an examination or test, except as authorised by the examiner or instructor.

In addition, the following kinds of behaviour, unless specifically authorised by the instructor, are unacceptable in an examination: talking or communicating by computer or other electronic device with another student; looking at the work of other students while writing an exam; consulting books, electronic materials or other sources of information.

In every course, the instructor may choose to conduct an additional oral examination, in the presence of another faculty member from the Department, so as to ascertain the level of a student's knowledge or understanding of the course material.

#### *Departmental Policy Regarding Penalties for Plagiarism and Cheating*

The possible penalties for plagiarism and cheating are outlined in the Calendar. An instructor will notify the Chair of the Department of cases of a suspected violation and the Chair will contact the student to arrange an interview with the student and instructor to review the case. If it is determined that a violation of University policy has occurred, the Chair will notify the Director of Academic Advising of the case and a letter of reprimand will be issued to the student. Any repeat offenses will be dealt with directly by the Dean. **In the Department of Pacific and Asian Studies, the minimum penalty for a first offence will be a grade of zero for the assignment, examination or test. Depending upon the seriousness of the offense and the weight of the assignment, the Chair may assign a grade of F (0 GPA) for the course.** Students will not be permitted to rewrite an assignment, examination or test on which they have been found to be cheating. Records of any violation will be held by the Director of Academic Advising on behalf of the Dean of Humanities. Such records will be destroyed four years after a student graduates. *A repeat offence may result in the additional penalty of Disciplinary Probation being placed on the student's Official Transcript by the Dean; this notation is removed upon graduation.*

If you have any doubts about the University's policies, or want to know if a practice is acceptable or not, you should raise your concerns with your course instructor.