

ACADEMIC HONESTY & INTEGRITY

学术诚信

What Is Academic Dishonesty And Plagiarism?

什么是学术欺诈和抄袭？

Academic dishonesty includes plagiarism, recycling your own work or other ways of gaining an academic advantage unfairly or dishonestly. See the University's Academic Honesty in Coursework Policy 2015 (<https://bit.ly/3yBVY6F>) for a full definition. The University uses similarity detection software and other methods to identify and highlight any similarities in written work. Any concerns are referred to the Educational Integrity Coordinator (EIC) in your faculty who reviews these similarities and checks for possible plagiarism or academic dishonesty.

学术欺诈包括抄袭、重复使用自己的作品或者是使用其他不公正或不诚实的方法获得学术上的优势。详细定义请参阅《悉尼大学课程政策 2015 版》(<https://bit.ly/3yBVY6F>)“学术诚信”部分。悉尼大学使用相似性检索软件和其他方法识别和标注某一文章与其他文章的相似之处，出现的任何问题都将上报给相关学院的教育诚信协调员(EIC)。协调员将审查这些相似部分并识别可能存在的抄袭或学术欺诈。

Plagiarism can arise if you:

以下行为可能构成抄袭：

- use someone else's words from a source without including quotation marks around those words. (e.g., through a cut and paste from the internet);
- 直接引用他人的文字而不加引号（例如，从互联网上直接剪切、粘贴文字）；
- use someone else's words, ideas or facts, without a reference or citation at the end of the sentence indicating where you found the words, ideas or facts;
- 使用他人文字、观点或事实，但未在句末注明出处；
- use someone else's words, ideas or facts without also writing the source you used in the reference list (or bibliography) so the source can be found; or
- 使用他人语句、观点或事实但未将其出处列入参考文献列表中；或
- copy another student's work, or reuse work that you have previously submitted for assessment without prior approval from your Unit Coordinator.
- 复制其他学生作业，或在未经课程负责人许可的情况下重复使用以前提交的作业内容。

Referencing styles (such as footnotes, Harvard etc) vary across the University but the main point is whether you have made it clear where the wording, idea or fact can be found. You might need several references in any given paragraph. Even short phrases need quotation marks if they are not your own words. You got them from somewhere; explain which words and where you got them from. The only exception, and you need to be very careful about this, is if they are words or ideas that everyone would already know as a matter of common knowledge. If in doubt, ask your tutor.

尽管大学内对文献引用格式（如脚注、哈佛等）的要求不尽相同，但关键点在于引用文字、观点或事实的出处是否得到了清晰标注。同一段落中可能存在多处引用。如果直接引用他人原话，即使是很短的句子也需加注引号。如果相关内容出自他处，需指

明哪些语句为引用部分，并标明其出处。唯一无需引用的是已经为大众熟知的常识，但你需要对此特别小心。如有疑问，向老师请教。

You are also not allowed to submit words from someone else's assignment. Discussion with a fellow student may be OK, but the structure and all the words must be your own. Talk to your friends about an assignment but don't read their draft or final assignments. Read a source, take notes, and carefully keep track of what words are your own and what are someone else's quotes or ideas. Put the source aside so you can't see it when you are putting it into your own words. Poor paraphrasing often results in plagiarism.

不得在作业中使用他人作业中的文字。你可以与其他同学讨论，但本人文章的结构和文字必须为原创。你可以和与朋友讨论作业内容，但不要阅读他人文章草稿或终稿。请阅读资料，做笔记，并仔细记录区分本人和他人观点。在写作过程中，请将引用资料放在一旁以确保组织语言时不会受到原文影响，避免出现抄袭。

Buying an essay or paying for someone to write all or part of your assignment is considered both plagiarism and misconduct. Misconduct cases are referred to the University's Registrar for formal investigation. Further penalties in addition to a fail grade can apply. These are outlined in the Student Discipline Rule 2016 (<https://bit.ly/3upoQeQ>).

购买他人论文或花钱请人完成全部或部分作业均属抄袭和学术不端行为。任何学术不端行为都将提请悉尼大学注册处开展正式调查。除判定涉事学生成绩不及格之外，还会有其他处罚。相关内容请参阅《2016年学生纪律规则》(<https://bit.ly/3upoQeQ>)。

Why Is It Important?

重要性

If you don't use quotation marks and references for someone else's words or ideas, then the marker will assume it's all your work. If the marker finds words from a source that you have not told them about then they will think you are being dishonest. They care about this because:

对于所有不加引号或不标注出处的文字或观点，评分老师均将认定为原创。如果评分老师发现该内容出自他处，则会认定学生有学术欺诈行为。原因如下：

- it is a clear rule you could be breaking;
- 该行为违反了明确的规定；
- you get an unfair advantage if you pass off someone else's work as your own work;
- 涉事学生通过剽窃他人作品而获得不公平优势；
- it is an important part of the academic practice they are teaching you; and
- 如何避免此类行为是学术实践学习中的重要部分；
- they are marking you on what you know – not what the source knows.
- 评分者评判的是学生对知识的掌握情况，而非文献内容。

If you are an undergraduate, you are not likely to be writing something purely original. But the marker wants to know what you have learnt from the material you have read. Do you agree with what you have read? Is one source better or more relevant or reliable than another? In what ways does a source support the argument you want to make? How does it

help answer the question? Engaging with these questions can make the assessment more interesting for you too.

本科生撰写纯原创文章的可能性不大，但评分老师希望了解的是学生从阅读材料中学到了什么，是否认同材料中的内容，某一材料的质量、相关性或可信度是否优于其他材料，材料从哪些方面支持了学生想要提出的论点，以及材料如何帮助学生回答论题。教师运用这些评分标准做出的评阅对学生也更具启发性。

Other Forms of Academic Dishonesty

其他形式的学术欺诈

You cannot recycle or reuse your own old assignments. Submitting work you have already handed in for another unit of study may not constitute plagiarism as such but is considered academic dishonesty. If it is a new assessment you need to do new work and use new words. Giving your assignment to your friend, who then plagiarises can also be a breach of the University's Academic Honesty Policy. If you would like to help a friend with their assignment, you could encourage them to talk to the tutor about the areas they are having difficulty with, or you could talk with your friend, where neither of you are writing down notes, to ensure that you are only sharing ideas, rather than copying work.

重复使用自己以往的作业。提交本人在其他课程当中完成的作业可能不会构成抄袭，但属于学术欺诈。针对不同的作业，你应当撰写不同的内容，使用不同的表达。将自己的作业交给朋友，导致后者抄袭其中内容的行为也同样违反了悉尼大学的学术诚信政策。如果你希望帮助朋友解决课业问题，你可以鼓励他们针对自己遇到的困难向辅导教师请教。你也可以亲自与他们讨论，但请确保讨论过程中双方不会做任何记录，以防出现抄袭。

Taking unauthorised items such as calculators, written notes or other forbidden items into an examination room is another example of Academic Dishonesty.

学术欺诈行为还包括将例如计算器、笔记等未经许可的物品或者其他禁止携带的物品带入考试场所。

What To Do If You Have Been Sent an Allegation Of Academic Dishonesty?

收到学术欺诈的判定意见后应该怎么做？

The Academic Honesty Procedures outline the process for handling academic honesty breaches. If you receive an allegation of Academic Dishonesty you will be invited to a meeting to give your response. If you do not go, they will make a decision and give a penalty without you. If you are not available for a good reason, tell them and arrange another time, or ask if you can provide a written response to the allegation. You should be provided with: 学术不端处理程序简要介绍了处理违反学术诚信行为的流程。收到学术欺诈判定的学生需出席会议作出说明。如涉事学生未出席会议，学校会在其缺席的情况下自行作出决定并给予处罚。如学生出于正当理由而无法出席会议，则需通知相关部门另行安排会议时间，或询问是否可以提供书面说明。学生将会：

- a clear outline of the nature of the allegation;
- 收到认定违规行为的简要介绍；

- all evidence relating to the allegation should be attached (this may be a copy of your assignment with problematic sections highlighted or a copy of the report made by the exam invigilator);
- 收到与认定违规行为相关的所有证据（有可能是标注出问题章节的涉事学生作业副本或者监考教师的报告）；
- an opportunity to respond in writing as well as notice to attend a meeting, and specific timelines for these responses; and
- 有机会做出书面回应，收到参会通知并获得相关的时限信息；
- the name of the faculty's Education Integrity Coordinator or Nominated Academic handling your case.
- 获知院系教育诚信协调员或者负责处理相关事件的教师姓名。

Look at the report and copy of the assignment they have sent you. Think about the work you handed in. They are not judging whether it was a good assignment or not, or whether you are a good person or not – but whether you breached the Academic Honesty rules. Be prepared to acknowledge a problem if there is one. Seek advice and support from a SRC caseworker if you need it. This situation is serious, and you do need to deal with it, but try to not let it interfere with your other studies. If it is causing you distress, talk to a counsellor about strategies you can use to stay focused.

收到报告和作业副本后请仔细阅读并反思自己提交的作业。相关判定所评判的不是作业是否优秀，也不是你的人品如何，而是你是否违反了学术诚信守则。如果问题切实存在，请勇于承认。如需获得意见和帮助，请咨询 SRC 工作人员。学术欺诈属严重问题，你必须严肃对待，但尽量不要使自己的其他学习活动受到影响。如果感到忧虑，请与心理咨询师沟通以获得有关如何保持专注力的建议。

What To Expect at The Meeting?

学术欺诈处理会议的内容是什么

The Educational Integrity Coordinator or the Nominated Academic (the decision-maker) needs to decide if your work constitutes plagiarism or another form 'academic dishonesty' and if so, what penalty might apply. They will show you the assignment and ask for your response. How did this happen? There will be a discussion and they might ask you some questions. A decision may be made at the meeting or sent to you afterwards. The meeting may go for 15-30 minutes. You can ask for more information if something is not clear. If you have not been sent the documents to be able to respond to the allegation you should ask for these. You might also ask for more time to respond. They should be courteous, and you should be courteous back.

教育诚信协调员或者负责处理相关事件的教师需要判定涉事学生作业是否构成抄袭或者是其他形式的“学术欺诈”以及应处以何种处罚。协调员或处理教师将会向学生出示涉事作业、与学生进行相关讨论并提出问题。决定既可能在会上作出也可能在会后传达给涉事学生。会议时间约为 15-30 分钟，学生也可就疑问提出问题。如果未收到认定其学术不端行为的相关文件，涉事学生应主动索要以作出回应。学生也可提出申请，要求延长回应时限。双方均应礼貌沟通。

How Might You Respond?

应如何作出回应？

They should explain the problem in the meeting. They will seek a believable answer to their questions, such as - how did certain words from other sources come to be in your assignment without references? They do not need to prove anything 'beyond a reasonable doubt'. They only need to decide what is most likely, or on the 'balance of probabilities'. That is, would a reasonable person believe your explanation, or think that it is more likely that you plagiarised. Our advice is always to be very honest with them. If you invent an explanation and they do not believe you, this may well lead to worse outcomes, as well as an unpleasant meeting. Generally, acknowledging there is problem (where there is one) is a sign that you have understood the importance of the matter, and this may lead to a lesser penalty if there is going to be one. Seek advice before saying a problem is not plagiarism or 'academic dishonesty'. Next, explain any reasons you may have for why this has occurred. There may be what are called 'mitigating' circumstances. If you have been unwell or a significant event leads to you making a mistake or bad choice, then you should say so. You generally need some evidence of this. Poor time management and clashes with other assessment may be an explanation but it is usually not an excuse or 'mitigating factor'.

协调员或处理教师应在会议上对发现的问题作出解释，提出各种问题并寻求可信的答案。问题包括“为什么其他来源的某些文字会出现在你的作业当中，且没有标明出处？”协调员或处理教师无需证明任何证据为“确信无疑”，只需确认什么情况是最有可能发生的，或者“在所有可能行当中做出权衡”。换言之，正常情况下，人们是否会相信学生的解释，还是更有可能认为该生抄袭。我们始终建议学生做到诚实坦白。捏造无法说服协调员或处理教师的解释会导致最严重的后果并且阻挠会议顺利进行。通常而言，承认问题（如问题确实存在）意味着学生已了解事件的重要性，进而可能换取从轻处罚。请在否认“抄袭”或“学术欺诈”问题前寻求建议。其次，涉事学生应对事件作出解释。有些情况可“从轻”处理。若是因为疾病或者重大事件导致犯错或做出不当选择，学生应说明情况，通常情况下也需提供证据。时间管理不善以及与其他作业时间发生冲突也可作为理由，但通常不能构成“从轻处罚”的依据。

You should not expect them to believe you if you say you did not understand the rules. They will point to the many ways they have advised you about Academic Dishonesty and plagiarism. The further you are in your degree, the less likely your faculty will believe that you aren't familiar with academic honesty requirements. If the amount of plagiarism is very small and inadvertent, you can discuss this but be careful. It is our experience that students commonly underestimate the quantity and proportion of words that match.

如学生给出的解释是不了解相关规定，协调员或处理教师不会予以采信，并指出学校已经通过不同方式告知学生有关学术不端和抄袭行为的信息。学生在校学习时间越长，相关院系相信学生不熟悉学术诚信要求的可能性越低。如果抄袭的部分很少或是因疏忽而造成，学生可做出说明。但请注意，我们的经验表明，学生通常会低估相似度匹配数量和匹配率。

What Are the Possible Outcomes?

可能的后果有哪些？

You should get a copy of the decision in writing. You should be told about your right to appeal and the deadline for that. Part 10 & 11 of the Academic Honesty Procedures 2016 (<https://bit.ly/34j0nxn>) outline the range of outcomes and penalties that may be applied. They might conclude that there is no impropriety. If the decision is that you have

engaged in plagiarism but not academic dishonesty, you may be asked to attend an additional development course on academic integrity. If they believe there was academic dishonesty then you might fail the assignment, or the whole Unit. In some minor cases you may be given an opportunity to resubmit under conditions and lose marks. Overall, do not expect to pass the assessment if you did not write parts of it in the first place. At the same time, you will not be thrown out of the University if this is the first occasion that you have broken the rules on plagiarism.

学生会收到相关决定的书面通知，告知其申诉权利和申诉期限。《2016年学术诚信程序》（详见 <https://bit.ly/34j0nxx>）中第十和十一部分罗列了各种调查结果和相关的处罚。结论可能是不存在不当行为。如果认定存在抄袭行为但不涉及学术欺诈，学生可能需要参加一个有关学术诚信的课程；如果认定存在学术欺诈行为，则涉事学生的作业或该门课程可能做不及格处理。个别情况下，学生可能有机会在特殊条件下重新提交作业并受到减分处理。总体而言，如果全部或部分作业非本人撰写，则学生不应期待能通过考评。同时，如违反抄袭规定的行为系初犯，悉尼大学不会因此开除涉事学生。

Academic honesty findings are kept on an *internal* record accessible to only a very limited number of people. The record is only accessed if a further allegation occurs while you are studying here. It is not recorded on your academic transcript or disclosed to future employers.

有关学术诚信的任何结论都会作为内部信息保存，仅有少部分人员可以查阅。记录信息只有在针对涉事学生再次发起相关调查时才会调阅。该信息不会出现在学生的成绩单上或者是泄露给其未来雇主。

Misconduct

行为不端

If the decision makers consider the conduct to be sufficiently serious, they will refer it to the Registrar to be dealt with under the University's Misconduct rules. This happens if they think a fail in the Unit may not be 'appropriate' or enough. This will happen if you 'engaged' (paid) someone or were paid to write an assignment [see Part 16(5) of the policy]. Seek advice if there is an allegation of misconduct.

如认定学生的不端行为情节严重，处理教师会将事件上报给教务主任，由后者依据悉尼大学不当行为处理规定进行处理。例如，处理教师认为判定该门课程不及格可能并不合适或是力度不足时便可这样做。如涉事学生“聘请”（花钱雇佣）他人完成作业（见政策第16章第5节），处理教师则可能做出这样的认定。如受到行为不端的指控，请寻求建议。

Where You Can Get Help?

到何处寻求帮助？

SRC caseworkers can discuss the allegation with you before the meeting, advise you on the Policy, attend the meeting with you and can advise about appeals. We are not employed by the University and are here to help you. Please allow us to help you in the best possible way, by being honest with us about your actions. This will ensure you get the best possible advice and outcome. You might also seek general learning assistance from the University's Learning

Centre (<https://bit.ly/3fuusR3>) if you are having difficulties with writing. Please note it is not their role to advise students about allegations of plagiarism – the SRC caseworkers can do that. All commencing students are now required to complete the Academic Honesty Education Module (AHEM) in their first semester. If you do not complete this module the university will suppress your results until you do.

SRC 工作人员可以在处理会议召开前与涉事学生讨论相关指控，根据政策提供建议，陪同学生出席会议并为学生提供申诉建议。SRC 工作人员不是悉尼大学员工，会为学生提供帮助。为保证工作人员能够更好地提供帮助，学生应如实提供事件信息。如遇写作困难，学生也可向悉尼大学学习指导中心（<https://bit.ly/3fuusR3>）寻求帮助。请注意，中心工作人员没有责任为学生提供任何有关抄袭行为的建议，这部分工作是 SRC 工作人员的职责。目前，所有新生均须在第一学期完成“学术诚信教育课程（AHEM）”。对于未完成该课程的学生，大学将不予发放各科成绩，直至学生完成该课程。

Useful Links

相关链接

1. The Academic Honesty Module

If you are unsure about what constitutes plagiarism you can re-do the University Academic Honesty Education Learning Module (AHEM) which is available on Canvas.

学术诚信课

如不确定何种行为构成抄袭，学生可在 Canvas 上重修悉尼大学学术诚信教育学习课（AHEM）。

2. SRC Advice

SRC 的建议

The SRC has some information and general advice on this at:

srcusyd.net.au/src-help/academic-issues/academic-appeals/

以下网站包含 SRC 针对学术不端问题提供的信息和一般性建议：

srcusyd.net.au/src-help/academic-issues/academic-appeals/

3. General University Information

悉尼大学提供的一般性信息

The University has some information and general advice on this at:

以下网站包含悉尼大学针对学术不端问题提供的信息和一般性建议：

sydney.edu.au/students/academic-dishonesty-and-plagiarism.html

See also:

也可参见：

sydney.edu.au/students/writing/evidence-plagiarism-and-referencing.html#referencing

4. Learning Hub Workshops

学习指导中心讲座

The University Learning Hub runs workshops and has information at:

悉尼大学学习指导中心举办各种讲座。具体信息请参见：

<https://www.sydney.edu.au/students/learning-hub-academic-language/learning-centre-workshops.html>

5. University Library – Referencing

大学图书馆-文献引用信息

See also this guide to citation referencing:

请参阅以下网页获得文献引用指引：

libguides.library.usyd.edu.au/citation

6. Advice on Writing an Essay

论文书写建议

writeseite.elearn.usyd.edu.au

See also this guide on paraphrasing:

请参见以下网页获得文献转述改写指引：

writeseite.elearn.usyd.edu.au/m2/m2u3/index.htm

Tips for Video (Zoom) Meetings with the University

悉尼大学视频（ZOOM）会议技巧

If you have a video (Zoom) meeting with the University, it is a good idea to show them that you are taking the matter seriously and are respectful of the process. Consider these tips: 如需与学校进行视频（ZOOM）会议，学生应向校方展现严肃认真的态度并遵守相关流程。注意事项包括：

Physical Appearance – Your appearance will set the tone for your meeting. Wear smart casual clothes, e.g., an ironed button up shirt, or a neat jumper.

仪容仪态：出席会议时的穿着会为会议定下基调。学生可着雅致便装，如熨烫整齐的带扣衬衫或者整洁的套头衫。

Background – The University does not need to see your personal space, so use one of the virtual backgrounds. You can even add your own pictures to personalise your background. Click on the arrow next to “Stop Video” then “Choose Virtual Background” then choose one of the existing backgrounds or click on “+” to add your own.

会议背景：校方无需在会议中看到学生的个人空间。因此，学生可使用虚拟会议背景，甚至可以添加本人照片作为个性背景。具体设置方法为：点击“停止视频”旁的箭头，进入“选择虚拟背景”选项，然后选择系统提供的任意虚拟背景或点击“+”添加个人图片。

Headphones – Using headphones will help you to hear and be heard more clearly. It may also provide you a bit more privacy, if you are in a shared space. If you are not talking, you can “mute” your microphone on Zoom to stop any outside noise interrupting your meeting.
头戴式耳机：使用头戴式耳机有助于与会者更清晰地听到彼此。此外，如果学生处在公共空间，这也可以保护隐私。学生可在自己不发言时可使用 ZOOM 中的麦克风“静音”功能屏蔽外界噪音干扰。

Notes – Have a notepad and pen with you, in case you want to take notes of what is said in the meeting. If you need to keep these notes for future reference type them into an email and send it to yourself. That way you won’t have to worry about losing it.

记录：学生应备好笔记本和笔，以便记录会议内容。如需保留记录信息供未来参阅，学生可将内容写入电邮并发送给自己，这样就无须担心内容丢失。