



Graduate Research Services

Guide to University of Otago policies surrounding plagiarism & email / internet usage

Plagiarism

As stated in the 2008 University Calendar, page 202, the official policy surrounding plagiarism is as follows:

"Plagiarism (including being party to someone else's plagiarism) is a form of dishonest practise. Plagiarism is defined as copying or paraphrasing another's work, whether intentionally or otherwise, and presenting it as one's own. All students have a responsibility to be aware of acceptable academic practice in relation to the use of material prepared by others and for taking all steps reasonably necessary to ensure that no breach of acceptable practice occurs".

It is important to remember that the University takes all allegations of plagiarism very seriously and investigates such matters thoroughly. Where it is proven that plagiarism has occurred, the consequences are serious for the student and can result in the student failing their course and / or being suspended from the University.

Internet / Email Usage

The University has strict guidelines in place with regard to using email and the current policy applies to both staff and students. Official policy includes the following:

"As with other University resources, email is made available to the staff and students of the University to further the teaching, research, and community service mission of the University. Use of the University's email services is intended to be in furtherance of the University's mission. Individuals may not use email for entrepreneurial activities except in cases of University-sanctioned activities."

The policy then goes on to say:

"It is accepted that University personnel make use of the University's email services for personal communications. Incidental and occasional personal use of email is permitted when such use, in the judgement of the supervisor of the user, does not generate a significant cost for the University. Any such incidental and occasional use of University email resources for personal purposes is subject to the provisions of this policy."

The policy can be found on the University website at:

<http://oupolicy.otago.ac.nz/policies/index.html>

With regard to use of the Internet, please take note of the following:

- *All students have Internet access for general course related use.*
- *Student Internet access is for educational use at the University of Otago. Some activities such as listening to live radio across the Internet or downloading MP3 music files or movies slow down the whole network, and are not permitted. In order to effectively manage the communications bandwidth, the type of Web traffic will be monitored and any apparent excessive or inappropriate use will be investigated.*
- *Viewing pornographic material and other offensive material is not permitted as it is a misuse of University resources.*
- *Any person in a Computer Area who is offended by any material another student is viewing has the right to complain – please see the Complaints Procedures below.*
- *All students must use the Internet in accordance with the 1993 Films, Videos & Publications Classification Act and the University of Otago Computer Regulations.*

Students who fail to comply with the official policy regarding email, or fail to adhere to the guidelines surrounding use of the internet, risk serious consequences, which can include suspension from their course and even expulsion in extreme cases.