Procedures Relating to Written Work
Faculty of Law

Related Policy: -
Responsible Officer: Dean, Faculty of Law
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1 Objective

This document outlines the Faculty of Law’s procedures relating to written work.

2 Scope

These procedures apply to all students enrolled in units taught by the Faculty of Law.

3 Procedure

3.1 Format

All written work required as part of the assessment in Law School units (excluding exams) but including research essays and take-home exams must be typed in 12 font with 1.5 or double line-spacing.

3.2 Cover Sheets

Submitted written work in hard copy must be submitted with a completed Law School Assignment Cover Sheet to the front office.

Written work may also be required to be submitted electronically through MyLo (Web CT) which will involve automatic screening for plagiarism using “Turn it in Software”. The Unit Coordinator will give details about this.

The cover sheet accompanying a hard copy of the essay is to contain the student's number. The name of the student is optional. This is very important to ensure fairness in marking.

3.3 Academic Misconduct

Academic misconduct includes cheating, plagiarism, allowing another student to copy work for an assignment or an examination and any other conduct by which a student:

- seeks to gain, for themselves or for any other person, any academic advantage or advancement to which they or that other person are not entitled; or
- improperly disadvantages any other student.

Students engaging in any form of academic misconduct may be dealt with under Ordinance 9 - Student Discipline, and this can include imposition of penalties that range from a deduction/cancellation of marks to exclusion from a unit or the University. Details of penalties that can be imposed are available in the Ordinance 9 - Student Discipline – Part 3 Academic Misconduct, see http://www.utas.edu.au/universitycouncil/legislation/

Students are to work independently on written work unless it is specified to be a group exercise. Plagiarism of another student’s work will not be tolerated (see University statement on plagiarism overleaf).
Plagiarism is a form of cheating. It is taking and using someone else's thoughts, writings or inventions and representing them as your own; for example, using an author's words without putting them in quotation marks and citing the source, using an author's ideas without proper acknowledgment and citation, using another's research (including footnotes) without proper acknowledgment and citation and copying another student's work.

The intentional copying of someone else’s work as one’s own is a serious offence punishable by penalties that may range from a fine or deduction/cancellation of marks and, in the most serious of cases, to exclusion from a unit, a course or the University. Details of penalties that can be imposed are available in Ordinance 9 - Student Discipline – Part 3 Academic Misconduct available on the University Council website.

The University, and any persons authorised by the University may submit students’ assessable works to a text matching system, such as Turnitin, to obtain a report on possible instances of plagiarism. Assessable works may also be included in a reference database. It is a condition of this arrangement that the original author’s permission is required before a work within the database can be viewed. Research essays must contain appropriate referencing (see below) and a bibliography which lists works used by the student in writing the essay.

### 3.4 Referencing


If, after consulting the Australian Guide to Legal Citation students have any doubts about how to refer to the work of others in assignments, they should consult the academic integrity resources on the Academic Integrity website at [http://www.academicintegrity.utas.edu.au/](http://www.academicintegrity.utas.edu.au/) or consult a lecturer or tutor for relevant referencing guidelines.

### 3.5 Word Count

A paper that is submitted over-length (i.e. over the word limit specified in the Unit Outline) will incur a penalty as set out below:

- up to and including 10% over the specified length: 10% of the possible marks for that piece of assessment;
- 11 to 50% over the specified length: 50% of the possible marks for that piece of assessment; and
- 51% or more over the specified length: submitted work will not be accepted for marking.

The word count specified for any piece of written work required for assessment in the Law School includes ALL words in the document, with no exceptions, no matter where they are in the document and no matter what they consist of. This includes but is not limited to cover pages, headings, all footnotes, citations, abbreviations, tables, quotations, statutory provisions, references to statutory provisions, appendices, in text quotes, headers, footers etc.
Students must indicate on the cover sheet or front-page of the written work the actual word count. Where the word count is not indicated accurately, a penalty will be applied of 50% of the possible marks for that piece of assessment. “Possible marks” means the mark that the work is marked out of. For example, if a work is marked out of twenty, the “possible marks” are twenty. The penalty of 50% in this instance would be 10 marks.

4 Versioning

| Current Version | Version 2 – Procedures Relating to Written Work; approved by the Dean (Professor Otlowski), Feb, 2014 |