

Plagiarism Policy

Policy Principles

Plagiarism, collusion and other forms of cheating are expressly forbidden under the College's Rules for Assessment, which state:

- No student will submit for assessment any piece of work that is not entirely the student's own, except where:
 - The use of the words or ideas of others is appropriate and duly acknowledged, or
 - The assessor has given prior permission for joint or collaborative work to be submitted.
- No student will submit as if they were genuine any work that is fabricated or falsified.
- No student will assist any candidate in any piece of assessed individual work, and no student shall accept assistance in such a piece of assessed individual work, except in accordance with approved study or assessment schemes.
- No student will submit the same piece of work for assessment in two different assignments, except in accordance with approved study and assessment schemes.

Any form of cheating in assessments is expressly forbidden by the College's

The College regards all plagiarism as unacceptable. At the very least unintentional plagiarism is a lowering of the standards of academic integrity and an impediment to student learning. Where plagiarism is intentional and/or systematic, it is cheating.

In order to maintain high standards of academic integrity it is the obligation of every member of the College to know and respect the rules concerning plagiarism, and to seek and foster a learning environment that encourages the development of academic skills that are appropriate for each discipline.

Plagiarism is always unacceptable but can occur as a result of inadequate understanding of the procedures of appropriate referencing or because of a lack of skills in academic writing.

Types of Plagiarism that will Incur Penalties

- Plagiarism that will incur penalties will take several forms:
- Presenting works in any format, without appropriate acknowledgement of the original source.
- Paraphrasing sentences or whole paragraphs without due knowledge by reference to the original work

- Related forms of collusion and cheating that will be treated in the same way as direct plagiarism include:
- Submitting assessment work with the intention to deceive the assessor as to the contribution made by the student submitting the work.
- Students separately submitting the same piece of work with the intention to deceive the assessor as to the contribution they have made to the assessment task.
- A student submitting the same piece of his or her own work, or significant parts of that work, for two (or more) different courses, without the assessor's permission.
- Students copying or deceiving assessors during any examination.

Responsibilities of the Student

Read and abide by all instructions distributed by the Teaching Staff, including course guides and assessment task requirements and the *Plagiarism Policy*.

Seek assistance with your learning and assessment tasks if you are unsure of appropriate forms of acknowledgement and referencing.

Submit assessment tasks according to staff instructions.

Submit for assessment, whether by examination or otherwise, only your own piece of work, except where:

- The work of others is appropriately acknowledged;
- The assessor has required, or given prior permission for group or collaborative work to be submitted.

Take reasonable steps to prevent your own assessment work being copied by another student with the intention to deceive the assessor.

Not produce all or part of an assessment work for another student with the intention to deceive the assessor.

Use quotations, paraphrasing, referencing and acknowledgement in accordance with accepted academic conventions and with any explicit instructions given by the assessor.

What is plagiarism?

As a student of the College you are expected to base your assignments on your own investigations, experimentation or research. Typically, you are asked to show an understanding of a topic or concept by writing about existing ideas published in books, journals or web sites.

So, in many instances the ideas you use in your assignments will not be your own. It is an important part of College culture that you acknowledge the use of other people's work through employing a standard referencing system.

The College recommends [APA referencing style](#).

Plagiarism explained

Academic misconduct is unacceptable and includes plagiarism, collusion and cheating:

- Plagiarism involves the use of another person's work without full and clear referencing and acknowledgement
- Cheating involves presenting another student's work as your own
- Collusion is a specific type of cheating, that occurs when two or more students fail to abide by directions from the examiner regarding the permitted level of collaboration on an assessment.

All are seen by the College as acts of misconduct for which you can be penalised, so developing study practices and writing skills that will allow you to avoid plagiarism and cheating is mandatory.

Consequences of plagiarism

Plagiarism is a form of academic misconduct. Minor academic misconduct is defined to occur where the academic misconduct is manifest in less than five percent of a student's response to an assessment item and where the academic misconduct is the student's first offence. All other academic misconduct is defined to be major academic misconduct and is regarded seriously by the College.

What are the penalties?

The College Regulations on Academic Misconduct specify a range of penalties, which may be imposed when students have plagiarised, colluded or cheated in any other way.

For minor misconduct, the student's name will be recorded in the Misconduct Register and they may face one or more the following:

- be issued with a formal warning
- be required to resubmit the piece of assessment by a specified date
- be required to undertake additional, equivalent assessment by a specified date.

For major misconduct the student may be:

- required to undertake additional assessment in the course
- failed in the piece of assessment
- awarded a grade of Fail for the course
- withdrawn from the course with academic penalty
- excluded from the course or the program for a specified period of time and/or

disciplined.