

Attachment 8.5a

Policies about Plagiarism

Extracts from Student Handbooks

PLAGIARISM, OR MISUSE OF ANOTHER PERSON'S WORK

The College would regard the action of any student who plagiarises or misuses the work of other persons as dishonest and incompatible with the Christian standards of the College. Misuse or plagiarism includes copying the work of other persons or presenting substantial extracts from books, articles, theses, lecture notes or tapes without acknowledgment of the original author. The use of such work(s) with superficial changes is still plagiarism. A student will automatically fail the assignment if plagiarism is discovered. *If plagiarism is discovered a second time, the student will not be permitted to continue their studies with the College.*

The College encourages cooperative learning and thus it is expected that students may discuss assignments with each other. However, unless a group task is required students should prepare their own assignments and the organisation and presentation of the assignment must be the student's unaided work. If you are in doubt at all about plagiarism, then consult with your lecturers for clarification.

See Appendix 2 for more information.

Appendix 2

PLAGIARISM DEFINED

Plagiarism is using the words or ideas of others and presenting them as your own. Plagiarism is a type of intellectual theft. It can take many forms, from deliberate cheating to accidentally copying from a source without acknowledgement. Whenever you use the words or ideas of another person in your work, you must acknowledge where they came from. One of the contradictions of academic writing is that while you are expected to read, research and refer to experts and authorities, you are also expected to produce 'original' work. However, it is important to recognise that all scholarship involves understanding, researching, and expanding on the work of others to some degree. So, it is important to learn how to reference properly—that is, how to specify clearly and precisely what your debts are and how to acknowledge them. Then your own contribution can be clearly identified and appreciated.

For information about Referencing see the Student Handbook after you have enrolled.

COMMON FORMS OF PLAGIARISM

- Copying, cutting and pasting text from an electronic source and submitting it as your own work.
- Using the words of someone else and presenting them as your own.

- Copying a section of a book or an article and submitting it as your own work (that is, without acknowledgement) is plagiarism.
- Using significant ideas from someone else and presenting them as your own
- Copying the written expressions of someone else without proper acknowledgment
- Relying too much on other people's material. Too many direct quotations (even with quotation marks and with proper acknowledgment) result in your sources speaking for you, meaning your own contribution is minimal. Use your own words more and rely less on quotations.

HOW TO AVOID PLAGIARISM

• *Be Aware of What Constitutes Plagiarism*

The best way to avoid plagiarising is to know what it is and how to avoid doing it. Many students plagiarise unintentionally as a result of not knowing how to acknowledge or incorporate sources of information, or from careless note-taking or 'cutting and pasting' of electronic sources.

• *Learn to How to Acknowledge Your Sources of Information*

The Golden Rule: Make sure your assignments are referenced correctly. Referencing allows you to acknowledge the contribution of other writers in your work. Whenever you use words, ideas or information from other sources in your assignments, you must cite and reference those sources.

• *Plan Your Work*

Plan ahead and begin writing your assignments well before they are due. Leaving work until the last minute doesn't give you enough time to read, digest, form your own ideas and write information in your own words. When students rush to meet a tight deadline, they are more likely to plagiarise unintentionally or succumb to the temptation to 'cut and paste' information directly from electronic resources.

• *Learn How to Incorporate the Work of Others*

In addition to knowing the rules for referencing your sources, and knowing what to reference, you also need to understand how to effectively integrate material in your writing. Knowing how to quote correctly from a source, and how to paraphrase and summarise the words and ideas of others can help you avoid plagiarism.

• *Acknowledge ALL Your Sources*

Books are not the only sources that require acknowledgement. ANY words, ideas or information taken from ANY source requires a reference. Reference when you are using words or ideas from:

- books and journal articles
- newspapers and magazines
- pamphlets or brochures
- films, documentaries, television programs or advertisements
- web pages or computer-based resources
- letters or emails

- personal interviews
- diagrams, illustrations, charts or pictures.

WHY REFERENCE?

Referencing is a way to provide evidence to support the assertions and claims in your own assignments. By citing experts in your field, you are demonstrating the extent of your reading and research. Referencing is also a way to give credit to the writers from whom you have borrowed words and ideas.

References must be accurate, allowing your readers to trace the sources of information you have used. The best way to make sure you reference accurately is to keep a record of all the sources you used when reading and researching for an assignment.

There is no need to reference:

- when you are writing your own observations (for example, a report on a mission trip)
- when you are writing about your own experiences (for example, a reflective journal)
- when you are writing your own thoughts, comments or conclusions in an assignment.
- when you are evaluating or offering your own analysis (for example, parts of a critical review)
- when you are using 'common knowledge' (facts that can be found in numerous places and are likely to be known by a lot of people) or folklore.
- when you are using generally accepted facts or information (this will vary in different subjects. If in doubt, ask your lecturer).

THE DECLARATION THAT YOU MUST SIGN FOR EACH ASSIGNMENT

Whenever you hand in an assignment that is not done under College supervision, you will need to sign a declaration. It reads as follows:

The following work, of which I have kept a copy, is entirely the work of the undersigned. All of the sources of ideas and expressions are duly acknowledged in footnotes or endnotes.

The lecturing staff will check your work against internet and other sources to ensure that this statement is true with reference to your work. If you are found to have breached this statement, that will be considered as Academic Misconduct. This is explained immediately below, as are the possible consequences of a student found to engage in Academic Misconduct.

A WARNING ABOUT ACADEMIC MISCONDUCT¹

Academic misconduct is considered a serious matter. Morling College is committed to pursuing the highest of standards in terms of academic honesty and integrity.

Definition:

Academic misconduct can encompass any of the following:

1. Taking unauthorised materials into an examination
2. Submitting work for an assessment knowing it to be the work of another person

¹ Modelled on the Australian College of Theology

3. Improperly obtaining knowledge of an examination paper and using that knowledge in the examination
4. Arranging for another person to do any aspect of assessment which you submit as your own work
5. Failing to acknowledge the source of material in an assessment, including project or thesis work
6. Submitting any false documentation e.g. a false identification; false medical certificate

NORMAL EXPECTATIONS

Students are expected to do all within their areas of responsibility to avoid academic misconduct as defined above. Examples of this include students:

- a. Always acknowledging the source of their ideas and expressions used in their written work
- b. Providing all appropriate documentation – failure to do so may constitute plagiarism (as defined above), which is subject to these rules of academic misconduct
- c. Not assisting other students in the writing of individual assessment tasks, such as providing written material to be copied.
- d. Avoiding submitting the same material for more than one subject for assessment in the award.

NORMAL CONSEQUENCES

- A. In the case of inadvertent academic dishonesty resulting from misunderstanding of academic conventions rather than deliberate deception, the marker shall deduct marks from the assessment and counsel the student concerning the appropriate academic requirements
- B. Wilful academic misconduct may result in the student's exclusion from the award in which he or she is enrolled for a period of two years, the awarding of a fail grade for the whole subject of which the assessment is a part, the awarding of 0% for the assessment with or without the opportunity to redeem the assignment.
- C. The decision of which part of 'B' will apply will be done by the Principal of the College in consultation with the supervising lecturer. The matter may be referred to the Academic Board if the circumstances warrant this action.
- D. All findings will be communicated to the student in writing. The reasons for the decision, with reference to this policy, will be given. The timing will be in the same time period as for normal marking. Any appeals can be undertaken by following the Academic Grievance Procedures, as outlined on the Morling College website.

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