

Plagiarism

One form of academic cheating is *plagiarism*, the reproducing of someone else's words, ideas or findings and presenting them as one's own without proper acknowledgement.

There are many forms of plagiarism, including the following:

- (a) direct copying of sentences, paragraphs or other extracts from someone else's published work (including on the Internet and in software) without acknowledging the source;
- (b) paraphrasing someone else's words without acknowledging the source;
- (c) using facts and information derived from a source without acknowledging it;
- (d) using ideas directly derived from an identifiable author without acknowledging the source;
- (e) producing assignments which should be the student's own, independent work in collaboration with and/or using the work of other people (e.g. a student or tutor).

Assisting another person to plagiarise material may be punished as severely as is plagiarism itself. Assisting plagiarism may involve a student lending work (or by posting it on the Internet for sale) which is intended for submission for assessment, or which has already been submitted, so that it can be copied and handed in by another student as that student's own work.

Students may find it helpful to discuss assignments with other students and their tutors. The University encourages students to communicate with one another in constructive ways about the learning process. Students may choose to assist each other, for example in discussing the approaches that might be taken to assignment topics, or helping with the availability of reading materials. They should, however, write their assignments independently, except when they are asked to work on a project as a member of a group which is to submit a joint report, as equal contributors. In this case, except when the final written work consists of sections for which particular individuals take sole responsibility, the group as a whole assumes responsibility for it and the proper acknowledgement of any use made of the words or ideas of people outside the group.

The above is an excerpt from section 1.2 of the University Academic Misconduct policy. The full University policy is at www.latrobe.edu.au/policies/ (click on 'academic misconduct'). A more complete discussion of plagiarism called "Using Sources in Your Writing" can be found at the web site of the Humanities Academic Skills Unit www.latrobe.edu.au/humanities/hasuindex.html