

Chancellor State College Student Policy

Plagiarism

Definition of the term “Plagiarism”

Failure to acknowledge other people’s ideas, words, sources of inspiration, etc. either intentionally or deliberately is **plagiarism**.

Plagiarism is defined as “taking and using (the thoughts, writings, inventions etc. of another person) as one’s own.” (*The Australian Oxford Concise Dictionary* 2004 p.578)

How is Plagiarism Committed?

The USC Plagiarism Policy (2006) outlines the following explanation of how plagiarism is committed:

“Plagiarism is committed whenever you do not acknowledge the sources of information you used in your research correctly. Plagiarism can be deliberate or accidental.

Examples of deliberate plagiarism include:

- getting someone to write your research for you
- stealing another person's research
- buying someone else's research
- deliberately copying sections of another person's work into your paper without acknowledging the source
- deliberately paraphrasing another person's work without acknowledging the source

Examples of accidental plagiarism include:

- forgetting to put quotation marks around an exact quote from another person's work
- failing to paraphrase correctly by not interpreting a passage in your own words while retaining the original meaning
- forgetting to enter citations after paraphrasing
- incorrectly referencing sources of information
- using too many exact quotes from sources, even if you have referenced the source. This is considered to be a type of plagiarism, as you have not contributed enough of your own words

To avoid plagiarism, you need to acknowledge any source of information that is not common knowledge or is not from your own personal experience, knowledge or thoughts.”

Consequences of Plagiarism at Chancellor State College

If a teacher suspects a student has submitted work that has been wholly or partly plagiarised, he/she will approach the student (after consultation with the Head of Department) and discuss the work. The action then taken will depend on whether the plagiarism was -:

intentional i.e. the student knowingly copied another person's work

OR

unintentional eg. the plagiarism occurred as a result of mistakes in source citation,

Actions may include:

- Student is required to resubmit the item or complete an alternative piece of assessment
- Extra assistance provided in using correct referencing skills
- Closer monitoring of future work
- Parents/caregivers may be notified
- Formulation of a negotiated plan according to restorative principles of the Responsible Behaviour Plan

Avoiding Plagiarism

When you locate a resource and you think it would be useful, you are urged immediately to:-

- write the full reference details at the top of the page on which you intend to take notes OR to fill in the Reference/Bibliography proformas available from the Intranet or through your teachers
- mark exact quotes clearly by using inverted commas or highlighting them in a certain colour to make them stand out.
- learn how to reference correctly using the Harvard system (refer to the attached Style Guide)
- develop an effective note-taking system that helps you to avoid plagiarising others' ideas

Reference List

- *University of the Sunshine Coast Library Online Tutorial* 2006, University of the Sunshine Coast, Queensland, viewed 23/11/2006
<<http://www.usc.edu.au/University/Library/ResearchSkills/OnlineUndergrad/>>
- *Australian Oxford Concise Dictionary* 2004, Oxford University Press, Melbourne.