

ICMS PLAGIARISM POLICY

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Plagiarism Policy

Plagiarism is the use of another person's thoughts, ideas or words without properly acknowledging your sources. The rules against plagiarism apply whatever the source of the work may be including maps, photos, pictures, music, audio-visual material, documents or the work of another student whether printed, written, stored on a computer, compact disk or memory stick or any other medium, found on the world wide web or the internet.

It is a student's responsibility to make sure that you acknowledge within your writing, or other assessments, where you have "sourced" the information, ideas, facts etc. Severe penalties will apply to students guilty of plagiarism. The basic principle is that students must not attempt to pass off the work of another person as their own.

It is a student's responsibility to safeguard your own work against plagiarism by others and to secure your computers, files and notes.

Plagiarism is to be distinguished from inadequate and/or inappropriate attempts to acknowledge the words, works or ideas of someone else, as for example when a student makes a genuine attempt to reference their work, but has very poor referencing skills.

Some examples of plagiarism include (but are not limited to);

- reusing in whole or in part the work of another student. If two or more students collaborate on an assessment each student must present only their own work in the final submission and where ideas contributed by a collaborator are used they must be appropriately acknowledged and referenced.
- obtaining materials from the Web and submitting them, modified or otherwise, as one's own work
- submitting work which is derived in whole or in part from the work of another person but which has been changed in superficial respects possibly by mechanical/electronic means.
- copying any material from books, journals, study notes or tapes, the Web, the work of other students, or any other source without indicating this by quotation marks or by indentation, italics or spacing and without acknowledging that source by footnote or citation
- Quotation without the use of quotation marks. It is a serious breach of these rules to quote another person's work without the use of quotation marks, even if you refer to the quoted source. The fact that it is quoted must be acknowledged in your work.
- Significant paraphrasing e.g., several sentences, or one important sentence, which has wording

very similar to the source. This includes for example paraphrasing ideas in any form from books, journals, study notes or tapes, the Web, the work of other students including student collaborators, or any other source without acknowledging the source of those ideas by footnotes or citations. This could include material copied from a source and acknowledged, but presented as the student's own paraphrasing. This applies even if the source is mentioned unless there is also due acknowledgement of the fact that the source has been paraphrased.

- Any unacknowledged use of information or ideas
- Citing sources (e.g. texts) which you have not read without acknowledging the "secondary" source from which the knowledge has been obtained.

Sources not Written in English

A common error, which often leads to plagiarism, is using sources that are NOT written in English. At ICMS this is NOT allowed. • Any text directly quoted or paraphrased in a college assignment must have an official translation of the text provided, including author's name, date of publication, title of book or article (and journal or international lectures, if applicable) and place of publication.

The text must be acknowledged in the List of References, as well as in the body of the assignment, as with any other kind of reference. The text can be listed in the References list in the original language; OR the text can be listed in the References list in English; specified '*In Translation*'.

Common Knowledge

It is not necessary to reference widely known common knowledge. Remember however, that what is common knowledge to some might NOT be to others. Common knowledge is thus contextual! Some examples of common knowledge could be:

- The Olympics brought many tourists to Sydney between 1999 and 2001.
- Koalas and kangaroos belong to a branch of the mammal family known as marsupials.
- Feng shui originated in China.
- Wasabi, a kind of horseradish with a hot flavour, is a popular accompaniment to sushi.

Collusion

A student colludes when he or she works without permission with another person or persons to produce work which is then presented as work completed independently by the student.

Collusion includes, but is not limited to:

- writing the whole or part of an assignment with another person;
- using the notes of another person to prepare an assignment;
- using for an assignment the resource materials of another person that have been annotated or parts of the text highlighted or underlined by that person;
- allowing another student, who has to submit an assignment on the same topic, access to one's own assignment under conditions which would give that other student an advantage in submitting his or her assignment.

Penalties for Plagiarism

The severity of the penalty will be determined by whether there is a deliberate intention by the student to submit work that is found not be their own, as their own. Where plagiarism has occurred, either through ignorance or neglect, penalties will be incurred but to a lesser extent and may include re-submission of work.

All suspected cases of plagiarism will be reported to the Dean immediately, with any evidence available. The Dean will meet with the student and the lecturer involved, separately and together. The purpose of these meetings will be to determine, firstly, if plagiarism has occurred; and secondly, if it has, to what extent. If plagiarism is determined the matter will be reported to the Academic Disciplinary Committee for the imposition of a penalty.

Evidence of every breach committed is recorded on the student's file. This document will be signed by the student and copied to him/her. Repeated breaches will incur more serious penalties.

Penalties may include:

- A warning;
- Loss of marks;
- A Fail grade;
- Suspension;
- Academic dismissal;
- For a graduating student, their award being withheld.

Students found to be guilty of deliberate plagiarism will receive a letter stating the penalty and the reasons for it. Students may appeal the decision, in writing.

- Where a student has been found guilty of submitting their own work that has been

previously assessed as part of another accredited course, then they will lose marks to the weighting of the assessment; i.e. if an assessment worth 20% has been plagiarised, then they will lose 20% from their overall mark for the subject.

- Where a student has been found guilty of plagiarism by lifting (stealing) items from a website or any other written source, they will automatically fail the assessment, and in more serious cases, a fail grade may be awarded for the subject, as determined by the Academic Disciplinary Committee.
- Where a student has been found guilty of plagiarism by assisting another student to plagiarise, then they will be subject to the same penalties as the plagiarist.

Assignment Declaration

All students' assignment cover pages will contain this declaration:

I am aware of ICMS's policy on plagiarism. This assignment does not breach those requirements nor has it been previously submitted for evaluation contributing to any other subject or any other course at ICMS or any other educational institution. The ideas and information that are not those of the writer have been referenced accordingly, including personal communication. I have read the information available on plagiarism from <http://www.students.icms.edu.au/images/stories/pdf/icms%20new%20plagiarism%20policy%202011.pdf> and <http://www.student.mq.edu.au/plagiarism/>. I also agree to have my assessment retained by ICMS electronically on file so future checks can be made for plagiarism.

Signed: _____

Student no: _____

Failure to include a correct cover sheet with this *signed* declaration will result in a 5% loss of marks from the assessment result.