

## **PLAGIARISM & REFERENCING POLICY**

### **Plagiarism:**

Plagiarism is a form of cheating. It is taking and using someone else's thoughts, writings or inventions and representing them as your own; for example, using an author's words or those of other students without putting them in quotation marks and citing the source, using an author's ideas without proper acknowledgement and citation, copying another student's work. In fact the intentional copying and submission of someone else's work as one's own is a serious offence tantamount to fraud and is a breach of the St Patrick's College Teaching and Learning Rules. The Tasmanian Secondary Assessment Board (TQA) and the University of Tasmania abide by similar guidelines.

Penalties will depend on the seriousness of the offence and the circumstances under which it was committed, but may range from a reprimand to cancellation of all results for the year.

When you have any doubts about including the work of other authors in your assignments, please consult with your teacher.

The following list outlines some of the activities for which a student can be accused of plagiarism: (Please note this is not a comprehensive list, there may be other activities that can be considered plagiarism). Students are strongly warned to be particularly careful about information accessed on the Internet.

- Presenting any work by another individual as one's own unintentionally (by failure to adequately cite the work)
- Submitting assignments markedly similar to or copied from another student
- Presenting the work of another individual or group as their own work
- Submitting assignments without the adequate acknowledgment of sources used, including assignments taken totally or in part from the Internet

Students, when submitting work for assessment at St Patrick's College are required to sign a Declaration Form stating that the material submitted contains no unacknowledged material and it is the student's own work.

(Students when submitting their folio for external assessment to TQA, are required to sign a Declaration Form stating that the material submitted contains no unacknowledged material and it is the student's own work and that they have read the Board's policy on plagiarism.)

### **Referencing:**

Student's need to back up their ideas, or those they quote, by direct or indirect referral to and citation of the scholarly literature, works of art and inventions that they have used. Failure to do so constitutes plagiarism, a matter considered by St Patrick's College as a serious offence. Therefore, it is important that students

understand how to correctly refer to the work of others, in order to avoid plagiarism.

This is done by following a method of citation (ie referencing) that is the preferred method for the discipline being studied. (Some commonly used examples of referencing methods are Harvard, Author date or foot/end noting.

It is the responsibility of teachers to provide clear, unambiguous and educationally appropriate information about preferred citation methods to students. It is also the responsibility of students to accurately cite the work of others in their own assignments.

The basic requirements for referencing are:

- when directly quoting from another author's work, the relevant passages must be indicated by the use of quotation marks, or another acceptable method eg indentation of the quoted passage
- the exact source and page numbers of the material directly quoted must be indicated by citation in the assignment text or by footnote (depending on the referencing method used)
- complete bibliographic details must be provided in an alphabetical reference list attached to the back of the assignment.

An example using the author date system is offered below:

In a book titled *The Prime Ministers of Australia* (1990) Graham Fricke writes the following about Alfred Deakin

“He was, as his biographer has put it, the first, and probably the last prime minister of Australia to receive while in office a summons for riding a bicycle on the footpath” (La Nauze, 1965, p. 146).”

Concerns about referencing and plagiarism can and should be directed in the first instance to subject teachers.

Acknowledgement:

The above information was kindly supplied by the University of Tasmania and TQA and adapted for St Patrick's College purpose.

## Plagiarism Declaration Form

**Subjects:** .....

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**Name:** ..... **Tutor Group:** .....

**Teachers:** .....

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I declare that I have read the above statement on plagiarism and confirm that the work completed by me during the school year is my own work, and contains no unacknowledged material.

Signed: .....

Dated:

<b>Approved by:</b>	Principal/Board
<b>Issuing Group:</b>	Leadership Team
<b>Implementation Date:</b>	<b>2006</b>
<b>Supersedes Policy Dated:</b>	New Policy
<b>Revision Date:</b>	January 2010
<b>Contact Officer:</b>	Deputy Principal (Learning & Teaching)