



UNIVERSITY of  
TASMANIA  
AUSTRALIA



Students at the AIEN Institute who are enrolled in the UTAS Bachelor of Business or Information Systems Degree program are subject to the same rules concerning plagiarism and academic misconduct as students on the Tasmanian campuses and will be subject to the same academic penalties. Please refer to Section 2.4 of the UTAS Student Orientation handbook for more information on academic discipline.

The following information is very important and it is the **responsibility of each student to read and understand the information** contained in this document. If you are unsure of any of the information contained here speak to your AIEN Lecturer.

The information contained in this document is taken from the UTAS web site. Students are strongly encouraged to visit the web site and to read all the material available to assist you in avoiding academic misconduct. The web site has many more resources and a small selection from the site can be found in this document for your convenience.

<http://www.utas.edu.au/plagiarism/>

<http://www.academicintegrity.utas.edu.au/>

### **What is academic integrity?**

Academic integrity is about mastering the art of scholarship. Scholarship involves researching, understanding and building upon the work of others and requires that you give credit where it is due and acknowledge the contributions of others to your own intellectual efforts.

At its core, academic integrity requires honesty. This involves being responsible for ethical scholarship and for knowing what academic dishonesty is and how to avoid it.

**A guide to Academic Integrity for students is available in PDF format for printing from the UTAS web site:**

[http://www.academicintegrity.utas.edu.au/docs/student\\_guide\\_to\\_academic\\_integrity.pdf](http://www.academicintegrity.utas.edu.au/docs/student_guide_to_academic_integrity.pdf)

## What is Plagiarism?

**"Plagiarism** is a form of cheating and therefore is academic dishonesty. 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 without putting them in quotation marks and citing the source, using an author's ideas without proper acknowledgment and citation, copying another student's work.

If you have any doubts about how to refer to the work of others in your assignments, please consult your lecturer or tutor for relevant referencing guidelines, and the academic integrity resources on the web at <http://www.academicintegrity.utas.edu.au/> The intentional copying of someone else's work as one's own is a serious offence punishable by penalties that may range from a fine or deduction/cancellation of marks and, in the most serious of cases, to exclusion from a unit, a course or the University.

**The University and any persons authorised by the University may submit your assessable works to a plagiarism checking service, to obtain a report on possible instances of plagiarism. Assessable works may also be included in a reference database. It is a condition of this arrangement that the original author's permission is required before a work within the database can be viewed.**

## Assignment Cover Sheets

Students are required to submit a signed cover sheet with every assignment. This includes a declaration that all material submitted is their own work except where there is clear acknowledgement or reference to the work of others and that they have read the University statement on Academic Misconduct (Plagiarism) on the University website at [www.utas.edu.au/plagiarism](http://www.utas.edu.au/plagiarism) or in the Student Orientation Handbook.

## What is Academic Referencing?

Student writers 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 the University of Tasmania 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.

The UTAS School of Business and Economics requires that students reference their work using the Harvard Referencing style. You will be provided with a handout containing information about this style of referencing.

The same information can also be found on the UTAS Library website at <http://utas.libguides.com/content.php?pid=27520&sis=199808>

**STUDENTS MUST CHECK UNIT OUTLINES AND ASSESSMENT SHEETS FOR CONFIRMATION OF WHICH REFERENCING METHOD IS REQUIRED. IF YOU ARE UNSURE ASK YOUR HKUE LECTURER, AS FAILURE TO USE THE REQUIRED METHOD MAY RESULT IN A REDUCTION IN MARKS.**

Because of the varied background of students admitted into its courses the University accepts that students may not have developed scholarly referencing skills before beginning their university study. It is therefore the responsibility of teaching staff to provide clear, unambiguous and educationally appropriate information about preferred citation methods to commencing students. It is also the responsibility of students to learn the craft of scholarly referencing and to accurately cite the work of others in their own assignments.

**The basic requirements for scholarly 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)."

This comment relates to Alfred Deakin's unorthodox behaviour as a prime minister. Fricke came across this anecdote in his research about Deakin and wanted to use it in his own book. Fricke used his own words but attributed the information to J.A. La Nauze the original author. Fricke's list of references at the back of his book would show the following entry. La Nauze. J.A., 1965, *Alfred Deakin* Melbourne University Press, Melbourne.

Further examples of correct referencing will be given during the Orientation Sessions and can also be found at the UTAS Library website.

Concerns about referencing and plagiarism can and should be directed in the first instance to your AIEN lecturer.

## What is Academic Dishonesty?

Using words, ideas, computer code, or any work by someone else without giving proper credit is academic dishonesty. **Academic dishonesty is often referred to as plagiarism.**

Another person's work can be:

- original ideas
- strategies, and
- research.

**Copying another student's work is also a form of academic dishonesty or plagiarism, and any student who consciously allows his or her work to be copied is equally guilty of the offence.**

It can also relate to the 'product' of those original ideas, strategies and research. For example:

- art
- graphics
- computer programs, and
- other creative expression.

The work may consist of writing, charts, pictures, graphs, diagrams, data, websites or other communication or recording media. It may also include sentences, phrases and innovative terminology (Spratt, 1983 p.438).

Material that you may refer to in your own work can come from many different sources. Sources include published works such as:

- books
- magazines
- newspapers
- websites
- plays
- movies
- photos
- paintings, and
- textbooks.

The materials from unpublished work are also sources which should be acknowledged, they include

- lectures
- lecture notes
- handouts
- speeches
- other students' papers, or
- material from a research service.

## How do I begin my research for an assignment?

You begin by understanding the research process you will need to undertake to do a university level assignment. When you undertake research you are learning more about finding the evidence you need to uphold your argument. In order to undertake your research successfully you need to have a strategy. When first time students undertake research they often neglect to develop their own strategy for completing their project/assignment and proceed haphazardly, in fits and starts, without an overall plan.

Here is a list of steps you will need to take when you undertake your research ([Davidson 2002](#)):

1. **Choose your topic** - When choosing your topic think about what it is that you are interested in. If you care about the subject you are researching, then any other obstacles you may encounter in your research will seem easier to overcome. Think about the length of your paper or presentation and the types of sources that you will need before you make the final decision on your topic.
2. **Refine your search** - Once you have settled on your topic, you need to formulate your question or argument and to look for more specific pieces of evidence to support your opinions and claims. To really defend your ideas, you must also present and refute existing counter-arguments.
3. **Utilise the right sources** - In order to articulate your ideas, defend your own argument and refute counter-arguments, you will need to identify the most appropriate sources of material to help you. In order to identify the most appropriate material you will need to evaluate your search results (see [Finding and evaluating sources](#) below).
4. **Start writing** - The next step in the research process is to document the validity of your position, and crediting those whose work you have used to establish your position (see [How to use sources when writing](#)). To do this you will need to apply the appropriate referencing style for your discipline to your work. It is important to check with your lecturer to find out what referencing system you should use as it may vary from School to School. For more information about referencing, visit <http://www.learningsupport.utas.edu.au/Resources/referencing.htm>

## Finding and Evaluating Sources for my Assignments

Information and material for your assignment/project can come from a number of sources. They include:

- books
- Internet
- films, documentaries and interviews
- newspapers and magazines
- brochures and pamphlets
- lecturers and tutors.

It is important to evaluate the information and material you collect for any assignment. Having a set of criteria upon which to judge your sources will help you. The following

criteria are helpful in determining the usefulness of an article, book or web site (Davidson 2002):

1. **Relevance of the Information** – The information you find needs to be central to your argument, not just be on the same general topic. You will need to ask yourself whether the information supports or refutes your ideas. Do you have counter arguments for the information refuting your ideas and does the material provide you with new information?
2. **Intended Audience** – It is important to know to whom the author is addressing his/her work. Does the intended audience have biases? Should you address these in your own work?
3. **Currency of the Author's Information** – The material you use should be as recent as is appropriate for your topic. For example, if you are writing about the 'dot com' boom, information prior to the 1990s is not going to reflect the time period of your topic. Not only do you need to check the date of the author, you must also assess the date of the material the author used. For example, look at the author's bibliography or list of references. If they appear to be dated in relation to your topic, the material may not be a good source for your assignment.
4. **Authority and Reliability of the Author** – An important part of evaluating the information you find is establishing the credibility of the author. Can you find other sources of information about the author from the book, the web site or journal in which the work appears? It is useful to note if the author has been quoted in other work, or appears on other websites. Does the author have other published works that you can review? It is worth finding out what other experts in the field say about the author? Locating book reviews can also be useful here.

### Examples of Plagiarism

- Copying another person's work
- Copying from notes or material supplied by the University
- Paraphrasing another person's work with minor word changes
- Cutting and pasting another person's work
- Submitting an assignment which has already been submitted for assessment in another Unit
- Collusion