

Centre for Pavement Engineering Education Inc.

GL021: Guideline for Avoiding Plagiarism

Approved by	Academic Board
Responsible officer/area	HEO, Academic Board
Audience	Administrative Staff, Students, Academic Staff
Related policy, procedures, supporting guidelines & forms	<ul style="list-style-type: none"> • CO001: CPEE Student Code of Conduct • PO006: CPEE Policy on Student Conduct • PR015: Student Misconduct Management Procedure • GL006: CPEE Guide to Harvard Referencing • GL014: CPEE Guideline for Managing Student Plagiarism
Relevant external documents and relevant legislation	<ul style="list-style-type: none"> • Australian Qualifications Framework (AQF) • Higher Education Standards Framework
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1. Scope

This guideline for students in CPEE programs adds further clarity to the definition of plagiarism, the consequences of committing plagiarism and examples of how to avoid committing plagiarism including collusion. The definition of plagiarism provided by Collins Dictionary (n.d.) is, “Plagiarism is the practice of using or copying someone else's idea or work and pretending that you thought of it or created it”.

Students who plagiarise are not abiding by “CO001: CPEE Student Code of Conduct” and “PO006: CPEE Policy on Student Conduct” and will possibly be committing academic misconduct. Plagiarism will be dealt with in line with “PR015: Student Misconduct Management Procedure” and “GL014: CPEE Guideline for Managing Student Plagiarism”.

2. Degrees of Plagiarism

As outlined in “GL014: CPEE Guideline for Managing Student Plagiarism”, CPEE assigns levels of “minor, moderate and major to identified plagiarism” where “the escalating levels have increasing academic penalties”. The levels are reproduced below.

Minor Plagiarism

Minor plagiarism is often seen where students lack academic skills and the plagiarism has not been intentional and seen as inconsequential by the student. Examples of minor plagiarism include:

- A lack of correct citation where the student has not been previously advised of the need of correct citations.

- Minor collusion by students where the students have not been advised that collusion was not permitted.

Moderate Plagiarism

Moderate plagiarism constitutes a significant level of plagiarism and is considered to be student academic misconduct.

Examples of moderate plagiarism include:

- More than one instance of minor plagiarism such as multiple instances of incorrect citation or minor colluding on more than one assignment.
- Collusion by a group of students on an assessment task resulting in some parts of the submitted assessment being identical.

Major Plagiarism

Major plagiarism constitutes very significant plagiarism and is considered to be serious student academic misconduct.

Examples of major plagiarism include:

- More than one instance of moderate plagiarism.
- The copying or theft of another student's assessment task or paying for work to be undertaken.
- Collusion by a group of students on an assessment task resulting in substantial parts of the submitted assessment being identical.

Students should refer to GL014, for full details of possible penalties for the various levels of plagiarism, however that for **Major Plagiarism** is reproduced below.

Major plagiarism constitutes serious academic misconduct. The penalties for major plagiarism may include the following:

- A reduction of between 50% and 100% of the total mark awarded for the assessment task reflective of the level and amount of plagiarism.
- 0% for the Unit. The Unit must be repeated if it is core.
- Suspension from the CPEE. The Unit must be repeated after the suspension period ends if it is core.
- Permanent exclusion from the CPEE.

4. Examples of Plagiarism

Numerous examples of plagiarism can be found on the web. You should go to the Princeton University website via the link provided below and peruse the 3 text examples provided (Princeton University 2017).

<https://pr.princeton.edu/pub/integrity/pages/plagiarism/>

5. Avoiding Plagiarism

Avoid plagiarism by ensuring that material included in any submitted assessment task is correctly quoted and referenced. Numerous resources exist on the web such as those at the University of Technology Sydney (UTS) (n.d.) and James Cook University (JCU) (n.d.). JCU provides a list of steps for student to avoid plagiarism (JCU n.d.) as reproduced in part below.

- Plan your work
- Acknowledge all sources
- Use the correct referencing style for your discipline
- Learn the difference between a paraphrase and a quote
- Learn when to reference
- Include in text and end of text references
- Learn how to paraphrase efficiently and correctly

The sections below provide some further details to avoid plagiarism by properly referencing, quoting, paraphrasing and summarising source material.

Referencing

CPEE adopts in text Harvard referencing. You should refer to the “GL006: CPEE Guide to Referencing”. You can also view an “example piece of text and reference list” from the University of Western Australia (UWA) at the link provided below (UWA n.d.).

<https://guides.library.uwa.edu.au/c.php?g=380288&p=2575722>

Quoting Material

If you decide to quote material, then you must ensure that the words are exactly as written by the original author and that quotation marks are used around the copied words. Reference details must be provided within the text in accordance with CPEE guidelines and listed at the end of the submitted assessment. CPEE adopts the in-text Harvard approach and an example can be seen at the University of Wisconsin-Madison (UWM) website via the link provided below (UWM n.d.).

https://writing.wisc.edu/Handbook/QPA/QPA_quoting.html

Place short direct quotations “into the text of your paper and enclose them in double quotation marks” (UWM n.d.) and for quotes longer than 30 words:

Begin longer quotations (for instance, in the APA system, 40 words or more) on a new line and indent the entire quotation (i.e., put in block form), with no quotation marks at beginning or end (UWM n.d.)

Paraphrasing Material

If you do not want to quote material and wish to avoid plagiarism, then you may want to paraphrase the original material. Merriam-Webster defines paraphrase as, “a restatement of a text, passage, or work giving the meaning in another form”, (Merriam-Webster n.d.). To paraphrase you will need to retain the original meaning intended by the author while changing the original words and/or their order. Reference details must still be provided within the text in accordance with CPEE guidelines and the references listed at the end of the submitted assessment.

Examples of Paraphrasing

Go to the Walden University website via the link provided below and peruse the examples of poor and good paraphrasing (Walden University n.d.). You may also wish to view the video provided at the same site.

<https://academicguides.waldenu.edu/writingcenter/evidence/paraphrase/examples>

Summarising Material

Sometimes it may be necessary to summarise a large amount of material without undertaking full paraphrasing. In such cases the original meaning must be retained and material cannot be copied. If more than 2 words, in the same sequence and within the same context as the original material are used, then the material should be quoted as outlined above. Reference details must be provided within the text in accordance with CPEE guidelines and listed at the end of the submitted assessment within the references.

6. Collusion

CPEE adopts the University of New South Wales (UNSW) definition of collusion as ‘acting with another person (or other persons) with the intention to deceive’ (UNSW n.d.). If you submit work that has been obtained by colluding with another student and do not acknowledge the input from that student then you would be committing plagiarism.

The University of Cambridge (n.d.) outlines how collusion may result in plagiarism as follows:

Plagiarism might also arise from colluding with another person, including another candidate, other than as permitted for joint project work (i.e. where collaboration is concealed or has been forbidden). A candidate should include a general acknowledgement where he or she has received substantial help, for example with the language and style of a piece of written work.

7. References

Collins Dictionary n.d., *Definition of 'plagiarism'*, viewed 16 August 2018, <https://www.collinsdictionary.com/dictionary/english/plagiarism>

James Cook University n.d., *How to avoid Plagiarism*, viewed 16 August 2018, <https://www.jcu.edu.au/students/learning-centre/academic-integrity/how-to-avoid-plagiarism>

Merriam-Webster n.d., *Definition of paraphrase*, viewed 16 August <https://www.merriam-webster.com/dictionary/paraphrase>

Princeton University 2017, *Academic Integrity at Princeton, Examples of Plagiarism*, viewed 16 August <https://pr.princeton.edu/pub/integrity/pages/plagiarism/>

University of Cambridge n.d., *The University's definition of plagiarism*, viewed 10 September 2018 <https://www.plagiarism.admin.cam.ac.uk/what-plagiarism/universitys-definition-plagiarism>

University of New South Wales n.d., *Common Forms of Plagiarism*, viewed 10 September 2018 <https://student.unsw.edu.au/common-forms-plagiarism>

University of Technology Sydney n.d., *How to avoid plagiarism?*, viewed 16 August 2018
<https://www.uts.edu.au/current-students/support/helps/self-help-resources/referencing-and-plagiarism/how-avoid-plagiarism>

University of Western Australia n.d., *Harvard citation style: Example text*, viewed 16 August 2018
<https://guides.library.uwa.edu.au/c.php?g=380288&p=2575722>

University of Wisconsin-Madison n.d., *How to Quote a Source*, viewed 16 August 2018
https://writing.wisc.edu/Handbook/QPA/QPA_quoting.html

Walden University n.d. *Examples of paraphrasing*, viewed 16 August 2018
<https://academicguides.waldenu.edu/writingcenter/evidence/paraphrase/examples>