

## Collusion and Plagiarism

Plagiarism refers to the unauthorized use of, or representing others' ideas or work, as your own without proper acknowledgement. Therefore, if you use sentences or ideas from any source (such as books and magazines, the internet or other assignments) without naming the source (referencing), then you are guilty of plagiarism.

Collusion refers to any form of joint effort between you and other students or other persons with the intention to deceive the assessor into believing this is your work alone and/or to obtain a satisfactory grade in your marks. The person(s) suggesting or helping you will also be guilty of collusion and liable to the same penalty.

Deliberate collusion or plagiarism is regarded as serious misconduct that breaches APSI's policies and procedures. If plagiarism has been proven, the trainer may require you to undergo further assessments in order to ascertain the extent of plagiarism.

Students found guilty of plagiarism or collusion will be subject to the following penalties, depending on the seriousness of the misconduct:

1. A 'not satisfactory' result will be recorded for that unit for all students involved. A re-sit fee will be incurred for the assessment which permits the retaking of the assessment.
2. A 'not yet competent' result for the units or cluster of units will be recorded on all parties. This means you will be required to re-enrol for all units in that cluster and re-enrolment fees will apply.
3. Your enrolment will be cancelled without refund for serious breach of APSI's policies.

All offenders will have their offences recorded in their personal files and will be provided counselling. Students should take note that plagiarism may also affect assessment of their overall academic performance.

If you are experiencing difficulties in completing your assessment, we strongly recommend that you contact your course trainer or Course Co-ordinator to discuss the assistance available.

Assistance may include:

- discussing any study difficulties you are experiencing;
- helping you identifying any problem areas;
- discussing options with you to identify early intervention strategies;
- accessing resources on how to improve your study techniques
- contacting a doctor, who can assist you if you have developed a medical condition during the semester;
- accessing the relevant services provided to you (for example, if you have a hearing impairment, vision impairment, long-term medical condition, learning disability, neurological impairment, physical impairment, or condition relating to mental health); and
- helping you to seek assistance from a professional **Counselling Service** or the Department's Conciliator if you think personal or other issues, eg adjustment, bullying, harassment, assessment outcomes may be affecting your level of achievement.

For further information about Collusion and Plagiarism, please refer to your student handbook.