

## 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 and to obtain a satisfactory grade in your work marks. The person(s) suggesting or helping you will also be guilty of collusion and liable for the same penalty.

Deliberate collusion or plagiarism is regarded as serious misconduct that breach APS Institute 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 on both students. A re-sit fee will be incurred for the assessment can be repeated.
2. A 'not yet competent' result for the units or cluster of units will be recorded on both students. You must re-enrol for all units in that cluster.
3. Your enrolment will be cancelled without refund for serious breach of APS Institute'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 (see academic performance policy).

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

These include:

- discussing any study difficulties you are experiencing;
- helping you identifying any problem areas;
- discussing your options with you to identify an early intervention strategy;
- 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 for 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 seeking 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.