

the Academic Appeals Committee that they should be permitted to enrol.

Students who commenced candidature after 1 January 2000 for any Bachelor degree with the Diploma of Education, Bachelor of Education (Primary), Bachelor of Education (Secondary) or Bachelor of Education (Early Childhood Education) or a student who commenced candidature after 1 January 2001 for the degree of Bachelor of Teaching (Early Childhood Services) or the degree of Bachelor of Teaching (Birth to School Age) and who have twice failed in a prescribed practicum unit for any of these degrees will be excluded from any of these degrees and the Graduate Diploma in Education and the Graduate Diploma in Early Childhood.

Students who commenced candidature after 1 January 2005 for the degree of Bachelor of Commerce – Accounting or for a combined degree award or double degree award including the degree of Bachelor of Commerce – Accounting who has failed to complete ACCG200 or ACCG201 or ACCG250 or ACCG253, after having been enrolled in any of these units twice, will be excluded from the degree of Bachelor of Commerce – Accounting or any combined degree award or any double degree award including the Bachelor of Commerce – Accounting.

Exclusion for Taking an Unduly Long Time to Complete a Course

Students may be excluded from further enrolment if they are taking an unduly long time to complete their program of study. For Bachelor Degree candidates, an unduly long time is regarded as 10 years of effective enrolment. The Graduate Diploma, Graduate Certificate and various Diploma and Certificates Rules also contain provisions relating to exclusion from further enrolment for taking an unduly long time to complete requirements for a program of study.

Plagiarism

The Academic Senate in June 2001 approved policies and procedures to ensure that the University takes a consistent and equitable approach to plagiarism. The Senate adopted the following definition of plagiarism.

Plagiarism involves using the work of another person and presenting it as one's own. Any of the following acts constitutes plagiarism unless the source of each quotation or piece of borrowed material is clearly acknowledged:

- (a) copying out part(s) of any document or audio-visual material (including computer based material);
- (b) using or extracting another person's concepts, experimental results, or conclusions;
- (c) summarising another person's work;
- (d) in an assignment where there was collaborative preparatory work, submitting substantially the same final version of any material as another student.

Encouraging or assisting another person to commit plagiarism is a form of improper collusion and may attract the same penalties which apply to plagiarism.

Senate also approved a statement entitled *The Dangers of Plagiarism and How to Avoid It* which is as follows:

The integrity of learning and scholarship depends on a code of conduct governing good practice and acceptable academic behaviour. One of the most important elements of good practice involves acknowledging carefully the people whose ideas we have used, borrowed, or developed. All students and scholars are bound by these rules because all scholarly work depends in one way or another on the work of others.

Therefore, there is nothing wrong in a student using the work of others as a basis for their own work, nor is it evidence of inadequacy on the student's part, provided they do not attempt to pass off someone else's work as their own.

To maintain good academic practice, so that a student may be given credit for their own efforts, and so that their own contribution can be properly appreciated and evaluated, they should acknowledge their sources and they should ALWAYS:

- i) state clearly in the appropriate form where they found the material on which they have based their work, using the system of reference specified by the Division in which their assignment was set;
- ii) acknowledge the people whose concepts, experiments, or results they have extracted, developed, or summarised, even if they put these ideas into their own words;
- iii) avoid excessive copying of passages by another author, even where the source is acknowledged. Find another form of words to show that the student has thought about the material and understood it, but stating clearly where they found the ideas.

If a student uses the work of another person without clearly stating or acknowledging their source, the result is falsely claiming that material as their own work and committing an act of PLAGIARISM. This is a very serious violation of good practice and an offence for which a student will be penalised.

A STUDENT WILL BE GUILTY OF PLAGIARISM if they do any of the following in an assignment, or in any piece of work which is to be assessed, without clearly acknowledging their source(s) for each quotation or piece of borrowed material:

- (a) copy out part(s) of any document or audio-visual material, including computer-based material;
- (b) use or extract someone else's concepts or experimental results or conclusions, even if they put them in their own words;
- (c) copy out or take ideas from the work of another student, even if they put the borrowed material in their own words;
- (d) submit substantially the same final version of any material as a fellow student. On occasions,

a student may be encouraged to prepare their work with someone else, but the final form of the assignment must be their own independent endeavour.

Opportunities and temptations for plagiarism have increased with the spread of internet access. Plagiarism is a serious threat to the teaching and accreditation process, and seriously undermines the collegial and ethical principles which underpin the work of a University.

A full outline of the revised University Policy on Plagiarism can be found on the official Student @ Macquarie website at: www.student.mq.edu.au/plagiarism/. The website includes a general discussion of plagiarism, definitions, examples drawn from concrete cases, procedures that will be followed by the University in cases of plagiarism, and recommended penalties. Students are expected to familiarise themselves with the website.