Avoid academic misconduct and get just rewards for your study.

It’s important to ensure that you are aware of what is considered to be collusion and plagiarism in order to avoid conduct that may cause problems for you or your fellow students.

To avoid any issues associated with academic misconduct while studying for your career enhancing qualification, there is one simple rule you must always remember; any work you submit for assessment must be your own individual work.

What is the difference between collaboration and collusion?

In preparing your assignment, you can collaborate with other students by discussing the interpretation of questions or other assessment tasks, the approach you might take in your answers, and where to look for resources to help you. However you cannot work so closely with others that you develop joint drafts of an assessment item and then submit these as your individual work. That is collusion.

Collusion includes:
- joint effort in an assessment (unless it is part of an authorised collaboration)
- assistance from another person, not necessarily another student, in an assessment
- making assessment answers or material available to other students for viewing or copying, either knowingly or unknowingly.

What is plagiarism?

Copying or adapting the work, words or ideas of others without acknowledging your sources is plagiarism.

In the context of assessment, plagiarism occurs when a student:
- presents extracts verbatim from any source (including Kaplan subject material), without appropriate use of quotation marks or reference to the author
- presents an assessment event as their own work when it has been produced, in whole or part with other people, for example, with other students, practitioners or work colleagues without appropriate recognition
- presents all or part of an assessment event which has previously been submitted by another student (past or present) in their assessment.

Such acts are considered to be plagiarism whether they occur intentionally or carelessly. Students must cite all references used in your assignments. This means identifying in the body of the assignment where any quoted or rephrased material you have used comes from. It is not sufficient simply to attach a reference list or bibliography to the end of your assignment. If you’re not sure how to cite your sources, see Kaplan’s Guide to citations and referencing which is available through the subject rooms.
**What are some examples of academic misconduct?**

**Collusion**
- Two students work through an assessment together, taking detailed notes, identifying articles and other resources on the web. They discuss the wording of their answers and then submit basically the same assignment. There is little or no additional material and there may be some small variations in wording. They may have emailed sections to each other as they worked on the drafts.

**Plagiarism**
- A student uses sections from research papers, articles from *The Australian Financial Review* and definitions from *Wikipedia* without acknowledging these as sources.

**Plagiarism and Collusion**
- A student who is running close to the assignment deadline and is very busy at work asks a colleague who has previously studied this subject if they can give them some help with their assignment. The colleague emails their assignment ‘as a guide’, and the student copies sections into their own assignment.

**How does Kaplan detect student misconduct?**

Since 2010 Kaplan has been using Turnitin software to check all assignments submitted for higher education courses.

Turnitin is a software program used in many higher education institutions to assess the originality of student assignments. It is an electronic text matching system that compares your assignment to other student assignments, internet resources, books, journals and other material, and produces an 'originality report'. Kaplan recognises that certain levels of similarity may occur and allows for this in the checking process.

Turnitin aids in the detection of plagiarism as well as inappropriate referencing and citations. It identifies potential collusion where students submit similar assessments. It builds a library of assessments submitted over time and assignments are checked against those submitted in past as well as the current trimester.

**Has anyone been identified through Turnitin and if so, what were the consequences?**

Since Trimester 2 last year, 30 cases involving 57 students have been identified by Turnitin as potential cases of academic misconduct.

After investigation, 46 students were penalised for collusion or plagiarism, while 11 students were cleared of any misconduct.

Penalties in these cases have ranged from a Disciplinary Fail (for colluding on or plagiarising all or most of an assignment) to loss of marks (for some plagiarised material or for collusion in some parts of an assessment) and warnings (for example, where a student’s work has been taken from an insecure location such as a shared work drive or desk).

**So, what are some easy tips to avoid plagiarism and collusion?**
- Ensure that all assessments are your own individual work.
- Don’t compromise your friends by asking them to ‘help’ you by showing you their assignment ‘as a guide’.
- When working with fellow students ensure that you take your own notes of any discussions, don’t develop or share draft answers and never email drafts or copies of your assignment to other students.
- For further information, see ‘Definition of Terms’ and the ‘Student Misconduct Policy’ under policies on Kaplan’s website.