



DIVISION OF HUMANITIES

ASSIGNMENT COVER SHEET

Please attach a signed cover sheet to every assignment you submit

SURNAME:	Received: <i>(office use only)</i>
GIVEN NAME:	
STUDENT NUMBER:	
UNIT CODE:	
UNIT TITLE:	
ESSAY QUESTION:	
QUESTION NUMBER:	WORD LENGTH:
TUTOR:	TUTORIAL TIME:
EXTENSION UNTIL:	APPROVED BY:

Plagiarism

If you use the work of another person without clearly stating or acknowledging the source, you are falsely claiming that material as your own work and committing the act of *plagiarism*. All forms of plagiarism and unauthorized collusion are regarded seriously by the University and could result in penalties including failure and possible disciplinary action. If you are in doubt, please consult <http://www.student.mq.edu.au/plagiarism/> for more information.

Scaled Marks

Scaled Marks, Raw marks or grades are given to students on each assessment task. This is part of the learning feedback. The marks or grades on the assessment tasks are combined into a raw score in the unit, following the distribution of possible marks indicated in the unit Study Guide, but the raw score is only an interim stage in the calculation of the final grade. A scaling process is used to convert the raw scores to the final scaled marks (standardised numerical grades), using the guidelines for grading as moderators.

The scaled marks indicate that students have satisfied the criteria for inclusion in a particular performance band and rank them by their performance within that band. The scaling process preserves the rank order of the marks. There is no simple arithmetical relationship between raw marks and scaled marks. The relationship will almost always differ between units and between the different performance bands within the same unit.

DECLARATION:

I have read and understand the plagiarism statement overleaf. I certify that this essay is entirely my own work and that I have given fully documented references to the work of others. The essay has not previously, in part or in whole, been submitted for assessment in any formal course of study.

SIGNATURE:

Marker's comments can be found on the back of this sheet

Marker's Comments:

GRADE:

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:

1. copying out part(s) of any document or audio-visual material (including computer-based material);
2. using or extracting another person's concepts, experimental results, or conclusions;
3. summarising another person's work;
4. 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.

The Dangers of Plagiarism and How to Avoid it

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**:

1. 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;
2. acknowledge the people whose concepts, experiments, or results the students have extracted, developed, or summarised, even if they put these ideas into their own words;
3. 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**:

1. copy out part(s) of any document or audio-visual material, including computer-based material;
2. use or extract someone else's concepts or experimental results or conclusions, even if they put them in their own words;
3. copy out or take ideas from the work of another student, even if they put the borrowed material in their own words; 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.