



Student Orientation

Referencing and Plagiarism Workbook

September 2023

UNIVERSITY of
TASMANIA 

AIEN Institute
SHANGHAI OCEAN UNIVERSITY



Acknowledgment of Country

The University of Tasmania pays its respects to elders past and present and to the many Aboriginal people that did not make elder status and to the Tasmanian Aboriginal community that continues to care for Country. We acknowledge the profound effect of climate change on this Country and seek to work alongside Tasmanian Aboriginal communities, with their deep wisdom and knowledge, to address climate change and its impacts.

The Palawa people belong to one of the world's oldest living cultures, continually resident on this Country for over 65,000 years. They have survived and adapted to significant climate changes over this time, such as sea-level rise and extreme rainfall variability, and as such embody thousands of generations of intimate place-based knowledge.

We acknowledge with deep respect that this knowledge represents a range of cultural practices, wisdom, traditions, and ways of knowing the world that provide accurate and useful climate change information, observations, and solutions.

The University of Tasmania likewise recognises a history of truth that acknowledges the impacts of invasion and colonisation upon Aboriginal people, resulting in forcible removal from their lands.

Our island is deeply unique, with cities and towns surrounded by spectacular landscapes of bushland, waterways, mountain ranges, and beaches.

The University of Tasmania stands for a future that profoundly respects and acknowledges Aboriginal perspectives, culture, language, and history, and a continued effort to fight for Aboriginal justice and rights paving the way for a strong future.

What is Academic Integrity?

- Academic integrity is a focus on ensuring ethical and professional conduct in teaching and assessment, learning, and research and associated outputs.
- At the University of Tasmania, academic integrity requires all students to act responsibly, honestly, ethically and collegially when using, producing and communicating information with other students and staff members.
- Unethical academic behaviour includes, for example: plagiarism, collusion, cheating, academic fraud, facilitation, contract cheating. For a full listing, see the student Academic Integrity page.

Examples of unethical academic behaviour

Plagiarism means you use another person's ideas or way of expressing them and pass them off as your own by failing to give appropriate acknowledgement. Plagiarism occurs when the work of someone else is represented either unintentionally or dishonestly as one's own original work, without appropriate recognition of the author, creator or the original source. UTAS recognises three main types of plagiarism: unintentional plagiarism; dishonest plagiarism; and recycling previous work (also sometimes known as self-plagiarism).

Collusion means inappropriate and/or unauthorised collaboration related to an assignment such as working together with other students on work that is intended to be completed independently. Students should generally not share their work with one another (unless as part of an authorised group project).

Cheating means a student fails to comply with the requirements, conditions and/or instructions specified in an in-person or online quiz/test/ invigilated exam.

Contract cheating or outsourcing: means another person (e.g., family member, friend, private tutor or other individual) or a service (e.g., commercial assignment writing service, file sharing website, tutoring service or editing/proofreading service) inappropriately completes or helps with an assignment or other piece of academic work in whole or in part. Contract cheating or outsourcing can occur whether there is an exchange of money.

Facilitation: means enabling cheating behaviours in others, either knowingly or unknowingly (e.g., sharing or giving others access to a current/past assignment or quiz/test/invigilated exam questions and/or answers).

Academic Fraud means fraudulent behaviour relating to an assessment (e.g. falsifying an official document such as a medical certificate, student record or other official document).

Why does it matter?

- It is important that degrees and indeed any qualification are based on standards.
- If those standards are dropped (because for example, the majority of students are found to be cheating their way through a degree), that qualification has no meaning and therefore no value.
- For this reason, it is crucial to uphold the standards of academic integrity.

Referencing Exercises

1.1 Exercise One: Is a reference needed?

Tick whether a reference is needed or not in the following situations:

Situation	Yes	No
When quoting something directly from a website		
When using statistics or other data that is freely available from a reference book		
When summarising the cause of past events, where there is agreement by most commentators on cause and effect		
When paraphrasing a definition found on a website, where no writer, editor or author's name is found		
When summarising the ideas of a particular author, which have been paraphrased by another person – e.g. when author A paraphrases what author B has said		
When summarising in your concluding paragraph what you discussed and referenced earlier in your text		
When including photographs or graphics that are freely available on the Internet, where no named photographer or initiator is shown		
When paraphrasing an idea you have read that you feel makes an important contribution to the points made in your assignment		

1.1 Exercise Two: I didn't cite the source because....”

Below are six statements that might be made by a student for not citing and referencing a particular source in an assignment. Imagine that you are a tutor and match the likely response to the statement.

Statements	Response Number:
“I didn't cite the source because...”	
...I listed all the sources in the reference list instead	
...I found this theory on Wikipedia; anyone can contribute to that, and no author is named	
...The statistics were taken from a government website – it is there for the whole world to see	
...It just gave me ideas to use in my assignment; I changed most of the words in the article to my own	
...It was from the lecture slides; everyone in the class has a copy	
...No author or writer's name was shown on the website	

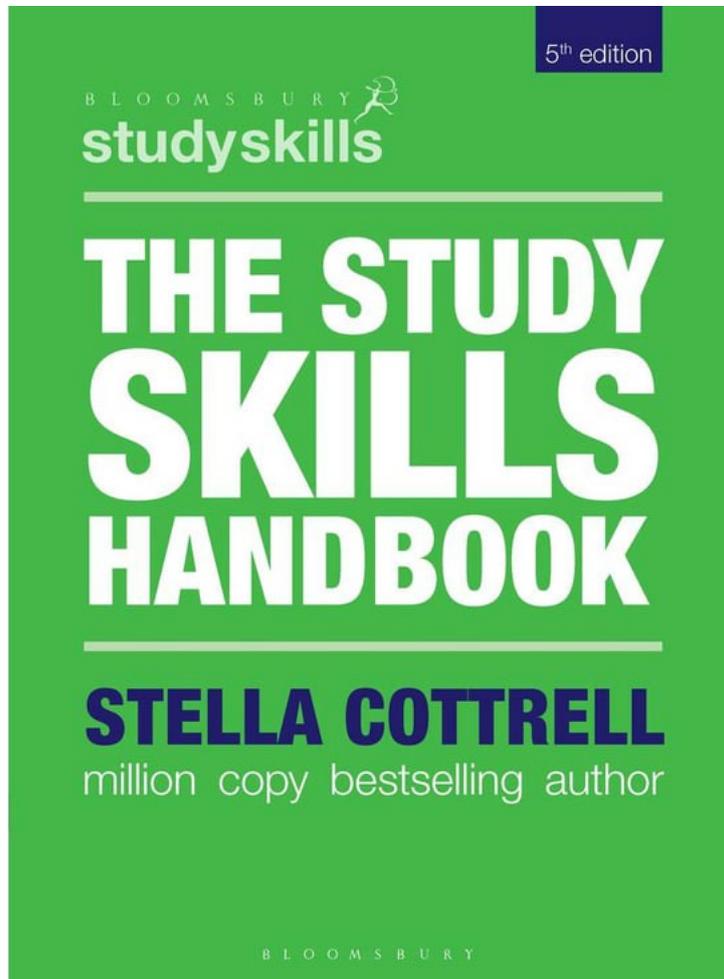
Tutor responses

Match each of the previous statements with the appropriate tutor response from the list below:

1. *If no named author or writer is shown, you should cite and reference the name of the originator of the source. This can be the name of an organisation.*
2. *Readers need to match in-text citations with the full details of sources in a list of references. This enables readers to find and use the sources for themselves.*
3. *The source of all data must be fully cited and referenced, even if they are openly accessible.*
4. *It is advisable to use academic sources (e.g. textbooks and journal articles) wherever possible. Primary sources, in this example, the original theory should be used as secondary sources may not be reliable. If you do use a secondary source it must be properly cited and referenced.*
5. *Any source that has made a significant contribution to your assignment must be fully cited and referenced. By doing this you acknowledge the part that the other person has played in the development of your own ideas (rather than claiming the ideas are all original and your own).*
6. *This came from work produced by someone else, not by you, and so must be acknowledged. It also contributes to the reader's understanding of terms you have used in your assignment and so needs to be properly referenced.*

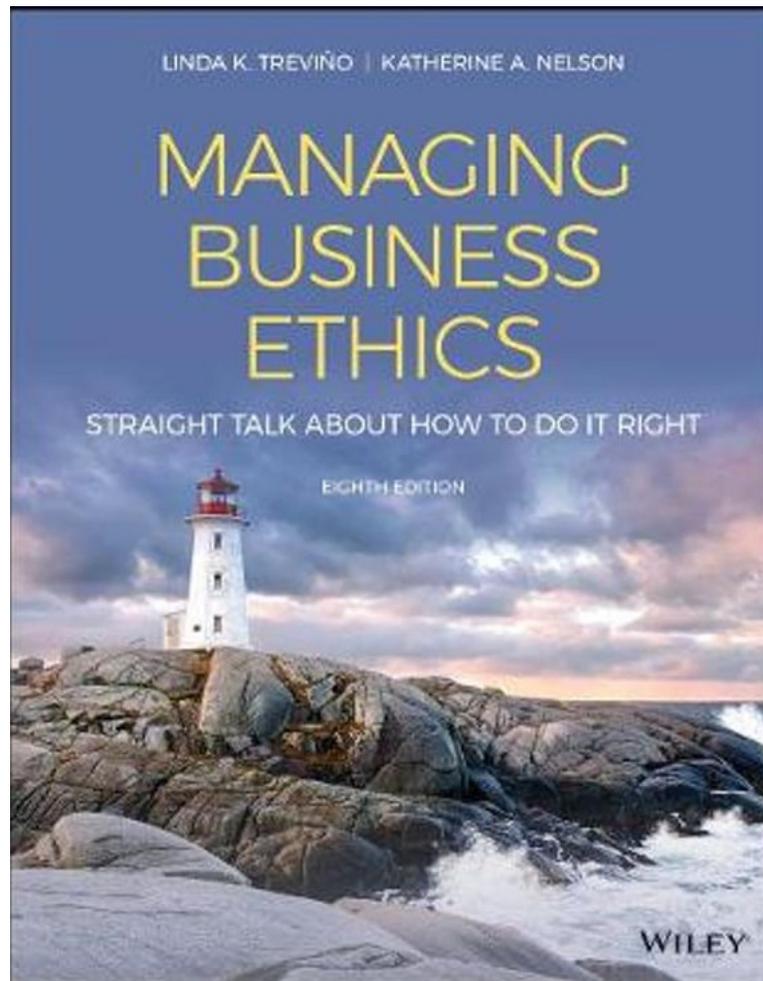
Sources for Referencing Exercise 3

Book with one author



Published 18th April 2019

Book with two authors



Published 19th February 2021
Publisher: John Wiley and Sons

Online journal article



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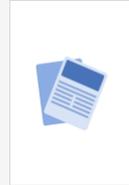


Peer reviewed | Article

Beyond the Camera: A Case Study on Students Doing Online Class and Tasks at Home.

Published in: International Journal of Multidisciplinary: Applied Business & Education Research, Mar2023, Academic Search Ultimate

By: Nimes, Joderon P.



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Additional information

Title

Beyond the Camera: A Case Study on Students Doing Online Class and Tasks at Home.

Authors

[Nimes, Joderon P.](#)¹ joderon.nimes001@deped.gov.ph

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International Journal of Multidisciplinary: Applied Business & Education Research. Mar2023, Vol. 4 Issue 3, p802-810. 9p.

Document Type

Article

Subject Terms

[*DISTANCE education](#)

[*TIME management](#)

[*HIGH schools](#)

[*HIGH school students](#)

[*COVID-19 pandemic](#)

Website home page

The screenshot shows the University of Tasmania website. At the top, there is a red banner with a COVID safety notice. Below this is the university's logo and a navigation menu with links for 'Study with us', 'Uni life', 'Our research', 'For community & partners', and 'About us'. A search bar is located on the right. The main content area features a large heading 'Starting at the University' and a sub-heading 'Whether you've got questions about applying, accepting your offer, enrolling, or orientation, you'll find answers here.' To the right of the text is a photograph of a wooden walkway overlooking a scenic landscape at sunset. Below the main content is a 'Keep in touch' section with a form to collect user details. The form includes fields for 'Email *', 'Postcode *', 'What best describes you? *' (a dropdown menu), and 'When do you plan to study? *' (a dropdown menu). A red 'SUBMIT' button is positioned below the form. At the bottom of the form, there is a small text line: 'By submitting this form you consent to the University collecting, using, storing and disclosing your personal information in accordance with the [University's Privacy Policy](#).'

ut.as.edu.au/study/starting-at-the-university

We are on campus with COVID safety at the heart of all we do. [See updates on our coronavirus response](#)

UNIVERSITY of TASMANIA

Study with us Uni life Our research For community & partners About us

I'M INTERESTED IN THE UNI LOGIN

SEARCH

Starting at the University

Whether you've got questions about applying, accepting your offer, enrolling, or orientation, you'll find answers here.

Home > Study with us > Starting at the University

Keep in touch

Let us know your details and we'll keep you up to date on our courses, connect you with scholarships, and more.

* indicates a required field.

Email * Postcode * What best describes you? * When do you plan to study? *

SUBMIT

By submitting this form you consent to the University collecting, using, storing and disclosing your personal information in accordance with the [University's Privacy Policy](#).

Date Accessed: 20th June 2023

URL: <https://www.utas.edu.au/study/starting-at-the-university>

Page Updated: June 2023

Plagiarism Exercises

Plagiarism is the practice of knowingly using another person's work and claiming it, directly or indirectly, as your own.

2.1 Exercise: Is it Plagiarism?

Which of these scenarios do you think would be regarded as plagiarism by most universities in Australia and China? Tick either 'Yes' or 'No'.

1. You see a useful article in a newspaper that will be helpful in your assignment. You copy 40 per cent of the words from this source, and substitute 60 per cent of your own words. You don't include a citation or reference, as the journalist or writer's name is not shown.	Yes	No
2. You summarise a point taken from a Unit handout that presents an overview of the work of others. You do not reference the handout, as it is just for the limited use of the students doing your course.	Yes	No
3. You are part of a study group of six students. An individual essay assignment has been set by a tutor. Each member of the group researches and writes a section of the essay. The work is collated and written by one student and all the group members individually submit this collective and collated work.	Yes	No
4. You include the expression 'Children should be seen and not heard' in your essay without a reference to a source.	Yes	No
5. You overhear a conversation between two students, both known to you, discussing a subject of interest to you for an assignment you have to write. One student makes some interesting points which you make a note of and later use the unreferenced ideas in your assignment.	Yes	No
6. Your command of written English is not as good as you would like it to be. So you explain to another student what you want to say in an essay – all your own ideas - and that student writes it for you, and you then submit it.	Yes	No

