# ALC Plagiarism Policy & Procedure

## Policy

### What is plagiarism?
- Plagiarism (from *plagiarius*, Latin for ‘kidnapper’) is the unacknowledged use of material written by other people or an unacknowledged reworking of previous writing of your own. As a student you will often read passages from authors you enjoy and appreciate, and you may wonder how you could possibly say anything as well as they can. Nevertheless you need to write as much as possible in your own words, no matter how inadequate they may seem to you. And wherever you use the words of other writers, or your own words from a previous essay, make sure you give credit where credit is due.

### How to avoid plagiarism
- All sources of information and ideas used in assignments must be acknowledged. This applies whether the information is from a book, journal article, websites, a previous essay you wrote, or a friend’s assignment.
- Please read the sections on references, citations, quotations and plagiarism in *Write On!* which can be accessed from the ALC website.

## Procedure

### Detected plagiarism
- If your lecturer finds plagiarism in your assignment, he or she will inform the Dean, document the plagiarism for you and return the assignment for reworking and resubmission. Please note the guidelines for ‘Resubmission of assignments’ in the ALC assessment policy and procedure and the handbook.
- Should your second attempt at the assignment contain any plagiarism, this will result in an automatic fail grade for that assignment. Moreover, once one incident of plagiarism has been documented in your student record, any further incident of plagiarism will result in an automatic fail of that assignment.
- Penalties for proven deliberate academic misconduct may also include requiring another form of assessment to be submitted, applying a fail grade to the unit, or a recommendation for enrolment to be discontinued (as per the academic misconduct policy.)

### Declaration of original work
- On submission of each assignment into ARK you are required to certify that it is your own work, or is the work of a group where this is required or permitted, and that you have acknowledged all sources on which it was based.

## Related documentation
- [Write On! style guide](http://www.divinity.edu.au/documents/academic-misconduct-policy/)