



Plagiarism Policy

Students studying at Bower Place need to be aware of the Bower Place Plagiarism policy. The policy covers all major written work or production work that is presented for assessment, including examinations and tests. It includes both individual and group projects. In the case of group submissions, all members of the group will be subject to the outcomes described below as the group as a whole is collectively responsible for the work. Plagiarism is defined as copying sections of any published work without acknowledging the source. This is a form of cheating.

The following are examples breach of the policy:

- Handing in someone else's work as your own
- Handing in a duplicated assignment
- Deliberately taking work without the author's knowledge
- Allowing someone else to hand up your work as their own
- Several people writing one exercise and handing up multiple copies, all represented as individual work
- Using part of someone else's work, without the correct acknowledgement
- Stealing an examination, test or solution

It is NOT cheating if:

- There is a high level discussion of the assignment
- You seek assistance from staff
- You seek learning support for editing or syntax errors

Many programs will ask that you sign a declaration verifying that the assignment is your own work, and that you have acknowledged sources of information.

If students are suspected of cheating or plagiarism their work will be investigated. If there is a proven case of cheating or plagiarism, penalties will be imposed. These are at the discretion of the Director or Training.

If the student believes that the accusations are unjust, they have the right to appeal against the process, decision or penalty. If students are having difficulties with their studies, they are encouraged to seek help and discuss their concerns with the Director.