



UNIVERSITY
OF TASMANIA

School of Information Systems
Faculty of Business

BSA761
Advanced Electronic Commerce

Semester 2, 2006

Unit Outline

Mr Ian Whitehouse

CRICOS Provider Code: 00586B

Contact details

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1 Unit summary

Unit code	BSA761
Unit title	Advanced Electronic Commerce
Unit description	BSA761 Advanced Electronic Commerce builds on the theoretical knowledge of Electronic Commerce covered in BSA760. This unit consists of a collection of practical projects related to Electronic Commerce. Each student is required to complete a number of related projects of increasing difficulty, typically with an emphasis on one particular organisation. The unit has a strong problem-base learning emphasis in that students are expected to identify and resolve practical problems, utilising a range of research, business and technical resources.
Special notes	None
Teaching staff	Mr Ian Whitehouse (Hobart)
Campus & mode	Hobart Delivery via Workshops
Unit weight	12.5%
Teaching pattern	Workshop series – 1 workshop per week (weeks 14-26)
Prerequisites	BSA760 Electronic Commerce
Mutual exclusions	None
Assessment	Continuous assessment – 100%
Required texts, etc.	Nil
Recommended reading	Material as indicated by Lecturers.
Further Learning resources	Non-text resources BSA761 Electronic Commerce Web site available via WebCT/Vista, located at: http://vista.utas.edu.au/webct/entryPage.dowebct .

**Access to
information
technology**

**Hobart, IS 222 Electronic Commerce Lab, Information
Systems Building**

Students will have access to these computer laboratories during the academic year. Proximity cards have to be used to gain access to laboratories.

Courses

BCom, BIS, BCom-BIS, BA-BCom, BCom-BComp, BSc, BFA-BIS, GradDipIS, BCom-BSc, BIS-BMus, BIS-BTeach, BSocSci (Police Studies), GradDipInfoMgt, GradCertIS

**Faculty web
site**

www.utas.edu.au/commerce/

2 Learning outcomes and Evidences

2.1 Learning Outcomes

On completion of this unit, you should:

- a) Have an advanced practical knowledge of the technologies, standards and business processes utilised in the implementation of electronic commerce.
- b) Have gained experience in the various design and implementation phases of electronic commerce projects
- c) Have gained an understanding of the utilisation of electronic commerce in at least one industry sector, and of the relevance of electronic commerce to the transformation of business in that sector.
- d) Be capable of designing and implementing a range of applications of electronic commerce to a particular business area.
- e) Be capable of liaising with, and relating to, clients and gathering appropriate information for a given task.
- f) Be capable of producing professional-style reports and presentation material for industry clients.

2.2 Assessment Evidence

HD: Displays excellent understanding of the technologies, standards and business processes utilised in the implementation of electronic commerce. Demonstrates an extremely high capability in the various design and implementation phases of electronic commerce projects. Displays excellent understanding of the utilisation of electronic commerce in at least one industry sector, and of the relevance of electronic commerce to the transformation of business in that sector. Demonstrates an extremely high capability in the design and implementation of a range of applications of electronic commerce to a particular business area. Demonstrates an extremely high capability in liaising with, and relating to, clients and gathering appropriate information for a given task. Demonstrates an extremely high capability for the production of professional-style reports and presentation material for industry clients.

DN: Displays high levels of understanding of the technologies, standards and business processes utilised in the implementation of electronic commerce. Demonstrates a high level of capability in the various design and implementation phases of electronic commerce projects. Displays high levels of understanding of the utilisation of electronic commerce in at least one industry sector, and of the relevance of electronic commerce to the transformation of business in that sector. Demonstrates a high level of capability in the design and implementation of a range of applications of electronic commerce to a particular business area. Demonstrates a high level of capability in liaising with, and relating to, clients and gathering appropriate information for a given task. Demonstrates a high level of capability for the production of professional-style reports and presentation material for industry clients.

CR: Displays a good level of understanding of the technologies, standards and business processes utilised in the implementation of electronic commerce. Demonstrates a good level of capability in the various design and implementation

phases of electronic commerce projects. Displays a good level of understanding of the utilisation of electronic commerce in at least one industry sector, and of the relevance of electronic commerce to the transformation of business in that sector. Demonstrates a good level of capability in the design and implementation of a range of applications of electronic commerce to a particular business area. Demonstrates a good level of capability in liaising with, and relating to, clients and gathering appropriate information for a given task. Demonstrates a good level of capability for the production of professional-style reports and presentation material for industry clients.

PP: Displays a moderate level of understanding of the technologies, standards and business processes utilised in the implementation of electronic commerce. Demonstrates a moderate level of capability in the various design and implementation phases of electronic commerce projects. Displays a moderate level of understanding of the utilisation of electronic commerce in at least one industry sector, and of the relevance of electronic commerce to the transformation of business in that sector. Demonstrates a moderate level of capability in the design and implementation of a range of applications of electronic commerce to a particular business area. Demonstrates a moderate level of capability in liaising with, and relating to, clients and gathering appropriate information for a given task. Demonstrates a moderate level of capability for the production of professional-style reports and presentation material for industry clients.

NN: Displays inadequate evidence of understanding of the technologies, standards and business processes utilised in the implementation of electronic commerce. Demonstrates inadequate evidence of capability in the various design and implementation phases of electronic commerce projects. Displays inadequate evidence of understanding of the utilisation of electronic commerce in at least one industry sector, and of the relevance of electronic commerce to the transformation of business in that sector. Demonstrates inadequate evidence of capability in the design and implementation of a range of applications of electronic commerce to a particular business area. Demonstrates inadequate evidence of capability in liaising with, and relating to, clients and gathering appropriate information for a given task. Demonstrates inadequate evidence of capability for the production of professional-style reports and presentation material for industry clients.

3 Prior knowledge &/or skills

- a) Students are assumed to have knowledge of organisational practices and the management of information and communication systems within this context.
- b) Students are assumed to have knowledge of appropriate referencing and citation practices, in association with University guidelines. See section “Academic Referencing” for more detailed information.
- c) Students are assumed to have the skills to produce essays, professional business reports, memos and letters and to be able to use a variety of communication forms.
- d) Students are assumed to have basic Web design and development skills.
- e) Students are assumed to have the skills to undertake independent research using a variety of sources.

- f) Students are assumed to have the skills to undertake analysis of organisational environments.
- g) Students are assumed to have the knowledge and skills associated with the successful completion of BSA760 Electronic Commerce.

4 Generic graduate attributes

- a) **Knowledge** - Graduates will have an in-depth knowledge in their chosen field of study and the ability to apply that knowledge in practice. They will be prepared for life-long learning in pursuit of personal and professional development
- b) **Communication Skills** - Graduates will be able to communicate effectively across a range of contexts
- c) **Problem-solving Skills** - Graduates will be effective problem-solvers, capable of applying logical, critical and creative thinking to a range of problems. They will have developed competencies in information literacy
- d) **Global Perspective** - Graduates will be able to demonstrate a global perspective and inter-cultural competence in their professional lives
- e) **Social Responsibility** - Graduates will act ethically, with integrity and social responsibility.

5 Details of teaching arrangements

5.1 Lectures/Workshops

In **HOBART**, students are expected to attend one two-hour workshop per week (weeks 14-26) to be held on Thursdays 16:10-18:00.

5.2 Lecture schedule

Week	Semester 2, 2006
14	Overview of the Unit Defining your project Selecting your participant Data collection procedures
15	Background and context (business & environmental analysis) Process models and diagrams
16	Identifying inefficiencies Identifying opportunities for EBusiness (front end and backend) Feasibility analysis of options
17	Undertaking a requirements analysis Report presentation skills
18	Identifying the Success Criteria for your project Risk Management and your Project
19	<i>Open consultation session</i>
20	Documenting your proposed solution 'to be' Process models Interface design Required infrastructure
	Mid Semester Break
21	Progress reporting – oral presentation
22	Organisational issues associated with your solution
23	Poster presentation skills
24	<i>Open consultation session</i>
25	<i>Open consultation session</i>
26	<i>Open consultation session</i>

Note:

The Unit Co-ordinator reserves the right to alter these arrangements. Students will be advised of changes to the program via their University email account and it remains the responsibility of the student to check their email for such changes.

6 Assessment Summary

Component	Weight/Value	Due date
Project Definition and Requirements Analysis	35%	Wednesday 23rd August 2006 (Week 19)
Progress Presentation	10%	Week 21
Prototype Ecommerce Solution	40%	Wednesday 18 th October 2006 (Week 26)
Presentation Poster	15%	Wednesday 18 th October 2006 (Week 26)

6.1 How your final result is determined

In order to pass a unit, the School of Information Systems expects that students:

- Achieve a total of at least 45% in Assignments 1, 2, and 4, and
- Achieve a total of at least 45% in Assignment 3, and
- Achieve a total mark of at least 50% in the total assessment of the unit.

Note:

In exceptional circumstances, the School reserves the right to adjust the above assessment rule.

6.2 Submission of assignments

Students must submit assignments for the unit by the specified dates and times (if given), unless prior approval has been granted via an assignment extension form, at least 24 hours before the assignment is due to be submitted.

Every assessment task has a due date and method of submission. These due dates and methods of submission must be adhered to.

For each piece of assessment, there will be only one method of submission. For BSA761 all assignments are to be submitted via WebCT/Vista. No email submissions will be accepted. Students are to name their files in the following manner: <username>_Assignment<Number>. **For example: bloggsj_Assignment1.**

Notes:

Students must take responsibility for the correct submission of their assignments. Students are expected to adhere to the following procedure for submission:

- *Once submitted to WebCT/Vista, submitted files MUST be checked by the student to ensure that correct submission of the file has been undertaken.*
- *Students are expected to notify the Lecturer WITHIN TWO HOURS of submission if their files have not been submitted correctly.*

Students must take responsibility for safely backing up of their own files during the academic year to ensure that no files are permanently lost.

6.3 Requests for extensions

Extensions will be given only under the following conditions:

- Employment related issues: Arrangements for an extension must be made with the lecturer prior to the assignment due date. Documentation from your employer is required.
- Illness: A medical certificate must be presented to the lecturer either prior to the due date or as soon as possible after the due date.

The lecturer of the unit will address any extraordinary extension falling outside of these criteria.

All extensions must be applied for on the appropriate form, which is available at http://www.infosys.utas.edu.au/students/forms/asst_extension.pdf. Verbal extensions will not be accepted.

Students should not assume that all extension applications will be granted. Students must have received confirmation of the extension by the Lecturer in order for an extension to be granted.

Any extension granted will have a new submission due date and time.

Assignments that are not submitted by the due date and time will incur the following penalties:

6.4 Penalties

10% (of mark achieved) per day or part thereof (excluding extensions) for late submissions.

6.5 Review of assessment and appeals

1. It is expected that students will adhere to the following policy for review of any piece of **continuous assessment**.

a) Within 5 days of the release of the assessment result, the student should request an appointment with the Lecturer. **The student should be prepared to discuss specifically which section of the marking criteria they are disputing and why they consider the mark is inappropriate.**

b) Following this discussion, students may request a formal remark of the original submission (in accordance with Rule of Academic Assessment 111, clause 22.1). This remark will be undertaken, where practicable, by an alternative assessor.

2. Students under with Rule of Academic Assessment 111, clause 23 may also request a review of the **final result** in a unit. The request and payment must be made within 10 days from the date of the result notification.

Students are referred to:

<http://www.admin.utas.edu.au/HANDBOOKS/UTASHANDBOOKS/RULES/RULE111.html> and

http://www.admin.utas.edu.au/ac_serv/flowchart_review_assesment.pdf

7 Learning expectations and strategies

7.1 University Expectations

These expectations are in addition to those specified in relevant University regulations.

The University is committed to high standards of professional conduct in all activities, and holds its commitment and responsibilities to its students as being of paramount importance. Likewise, it holds expectations about the responsibilities students have as they pursue their studies within the special environment the University offers.

- a) The University's Code of Conduct for Teaching and Learning states: "Students are expected to participate actively and positively in the teaching/learning environment. They must attend classes when and as required, strive to maintain steady progress within the subject or unit framework, comply with workload expectations, and submit required work on time".
- b) It is expected that students will familiarise themselves with access and use of the WebCT/Vista system operated by the University for the electronic delivery of course materials, and for various forms of communication.
- c) It is expected that students will consult email sent to their University email address at least twice a week for notices relating to the administration of the unit, and for notification of the results of assignments.
- d) It is expected that students will read the background material specified in the course curriculum, will actively attend and participate in tutorials, and be prepared to discuss relevant issues arising with tutors, lecturers and fellow students.

7.2 Student Expectations of the Unit

Students enrolled in this Unit may reasonably expect the following:

- a) To have all appropriate course material available electronically (on a week-by-week basis) via the University WebCT or Vista systems.
- b) To be able to contact a lecturer or tutor by electronic mail, to raise issues arising in the unit, either relating to content or student performance within the unit.
- c) Subject to availability, to be able to discuss such issues in person with the lecturer or tutor.
- d) That assignments will be marked and the marks will be returned with 3 weeks of due dates.
- e) That all relevant notices regarding the administration of the unit, including any necessary changes, will be communicated to all students enrolled in the unit via email.

7.3 Learning strategies

If you need assistance in preparing for study please refer to your tutor or lecturer. For additional information refer to the Learning Development website:

<http://www.utas.edu.au/learndev/>

If you will be using WebCT/Vista for the first time and would like some information on how to use WebCT/Vista refer to the following guide:

http://www.utas.edu.au/coursesonline/docs/using_webct.pdf

Some of the units you will study use videoconferencing to deliver lectures and tutorials. To enable you to get the best out of a videoconference please refer to the following guide. <http://www.its.utas.edu.au/videoconf/vcstudentguide.pdf>

8 Academic referencing

In your written work you will need to support your ideas by referring to scholarly literature, works of art and/or inventions. It is important that you understand how to correctly refer to the work of others and maintain academic integrity.

Failure to appropriately acknowledge the ideas of others constitutes academic dishonesty (plagiarism), a matter considered by the University of Tasmania as a serious offence.

The appropriate referencing style for the School of Information Systems is Harvard Referencing. Students are expected to adhere to the School of Information System's preferred method of Referencing and Citation, as outlined in:

<http://www.utas.edu.au/library/assist/gpoa/gpoa2.html>.

For information on presentation of assignments, including referencing styles:

<http://www.utas.edu.au/library/assist/gpoa/gpoa.html>

9 Plagiarism and Academic Integrity

While students are encouraged to discuss the assignments in this unit and to engage in active learning from each other, it is important that they are also aware of the University's policy on plagiarism. Plagiarism is taking and using someone else's thoughts, writings or inventions and representing them as your own; for example downloading an essay wholly or in part from the internet, copying another student's work or using an author's words or ideas without citing the source.

Plagiarism is a form of cheating. It is taking and using someone else's thoughts, writings or inventions and representing them as your own; for example, using an author's words without putting them in quotation marks and citing the source, using an author's ideas without proper acknowledgment and citation, copying another student's work.

If you have any doubts about how to refer to the work of others in your assignments, please consult your lecturer or tutor for relevant referencing guidelines, and the academic integrity resources on the web at <http://www.utas.edu.au/tl/supporting/academicintegrity/index.html>.

The intentional copying of someone else's work as one's own is a serious offence punishable by penalties that may range from a fine or deduction/cancellation of marks and, in the most serious of cases, to exclusion from a unit, a course or the University. Details of penalties that can be imposed are available in the Ordinance of Student Discipline – Part 3 Academic

Misconduct, see <http://www.utas.edu.au/universitycouncil/legislation/>

The University reserves the right to submit assignments to plagiarism detection software, and might then retain a copy of the assignment on its database for the purpose of future plagiarism checking.

It is important that you understand this statement on plagiarism. Should you require clarification please see your unit coordinator or lecturer. Useful resources on academic integrity, including what it is and how to maintain it, are also available at: <http://www.utas.edu.au/tl/supporting/academicintegrity/students.html>

10 Further information and assistance

If you are experiencing difficulties with your studies or assignments, have personal or life planning issues, disability or illness which may affect your course of study, you are advised to raise these with your lecturer in the first instance.

There is a range of University-wide support services available to you including Student Services, International Services and Learning Development. Please refer to the *Current Students* homepage at: <http://www.utas.edu.au/students/> Should you require assistance in accessing the Library visit their website for more information at <http://www.utas.edu.au/library/>

11 Help resolving concerns about this unit

It is expected that students will adhere to the following policy for making any complaint or grievance directly related to a Unit:

- a) In the first instance, students are to approach the Lecturer or Unit Coordinator concerned and arrange a time to speak with them about their concern.
- b) If an issue remains unresolved, the student should approach the Head of School and arrange a time to speak with them about their concern.

If the School's internal policy of complaints is unable to resolve an issue, students should consult Ordinance 8 Student Complaints for further direction.

12 Occupational health and safety (OH&S)

The University is committed to providing a safe and secure teaching and learning environment. In addition to specific requirements of this unit you should refer to the University's policy at: http://www.admin.utas.edu.au/hr/ohs/pol_proc/ohs.pdf

The School reserves the right to alter the details contained in this Unit Outline. Students will be advised of changes to the outline via their University email account

and it remains the responsibility of the student to check their email for such changes.

Appendix 1 - Assessment Details

Assignment 1 – Project Definition and Requirements Analysis (35% of Total Marks)	
Task description	
<p>a) You are to contact a real organisation external to the University. Choose a company or organisation that is interested in adopting electronic commerce, but are yet at an early stage of planning and development.</p> <p>b) Using appropriate tools, conduct an analysis of the company and its environment in order to identify opportunities for Electronic business initiatives.</p> <p>c) Based on the identification of Electronic business initiatives, conduct a feasibility analysis for each of the initiatives.</p> <p>d) Produce a professional client-oriented report that includes (at least) the following sections:</p> <ul style="list-style-type: none"> • The Organisation’s context, strategy, including the vision and business objectives • The problem or opportunity areas for Ecommerce, including both: <ul style="list-style-type: none"> a) A Current Situation analysis (including models), b) A feasibility analysis for each opportunity area identified • A Requirements Analysis for your selected Project choice, including: <ul style="list-style-type: none"> a) The defined project to be undertaken b) The project goal and the project objectives c) The criteria by which success is to be measured, d) A list of the risks and obstacles to project completion, and e) The required resources for project fulfilment. 	
Word Guide	Approximately 3500 words
Links to unit’s learning outcomes	<ul style="list-style-type: none"> • Have gained experience in the various design and implementation phases of electronic commerce projects • Have gained an understanding of the utilisation of electronic commerce in at least one industry sector, and of the relevance of electronic commerce to the transformation of business in that sector. • Be capable of designing and implementing a range of applications of electronic commerce to a particular business area. • Be capable of liaising with, and relating to, clients and gathering appropriate information for a given task. • Be capable of producing professional-style reports and presentation material for industry clients.
Assessment criteria / guidelines	<ul style="list-style-type: none"> • The ability to gather appropriate information for the task; • The ability to gain an in-depth understanding of the client’s environment and the ability to determine the client’s needs; • The capacity to scope and design an Ecommerce solution; and • The ability to produce a professional business report that adequately reflects the company’s requirements.
Due Date	Wednesday 23rd August 2006 (Week 19)

Assignment 2 – Progress Report (10% of Total Marks)	
Task description	
<p>a) Based on the project you have identified in Assignment 1, you are required to present a progress report (of no longer than 10 minutes) that describes how the project is proceeding. The presentation should include the following sections:</p> <ul style="list-style-type: none"> • Review of the tasks of the project; • Current status, work or goals completed; • Positive features of the operation so far; • Problems encountered and how they were resolved or will be resolved; and • Identification of whether the rest of the project needs any rearrangement in light of progress, or lack of it, to date. <p>b) Presentation handouts should accompany the presentation.</p>	
Links to unit’s learning outcomes	<ul style="list-style-type: none"> • Have an advanced practical knowledge of the technologies, standards and business processes utilised in the implementation of electronic commerce. • Have gained experience in the various design and implementation phases of electronic commerce projects • Have gained an understanding of the utilisation of electronic commerce in at least one industry sector, and of the relevance of electronic commerce to the transformation of business in that sector. • Be capable of designing and implementing a range of applications of electronic commerce to a particular business area. • Be capable of liaising with, and relating to, clients and gathering appropriate information for a given task. • Be capable of producing professional-style reports and presentation material for industry clients
Assessment criteria / guidelines	<ul style="list-style-type: none"> • The ability to provide management with useful and succinct information on the rate of progress in relation to the project schedule; • The ability to deliver well-structured project-oriented progress report that adequately reflects the progress of the project.
Due Date	The presentation will be presented to the class during in week 21.

Assignment 3 – Prototype Ecommerce Solution (40% of Total Marks)	
Task description	
<p>Based on the project you have identified in Assignment 1, produce a professional business report that covers (at least) the following sections:</p> <ul style="list-style-type: none"> • A review of the Project goal and objectives as defined in Assignment 1; • A detailed description of a prototype Electronic Commerce system for your client, including (at least): <ul style="list-style-type: none"> a. ‘To be’ process models b. The operations of the system c. The use of the system d. The interfaces of the system e. The interaction of the system with other existing organisational systems • A description of how the prototype fulfils the goals and objectives of your organisation; and • The potential for extension of this project within the organisation. 	
Word Guide	4000 words.
Links to unit’s learning outcomes	<ul style="list-style-type: none"> • Have an advanced practical knowledge of the technologies, standards and business processes utilised in the implementation of electronic commerce. • Have gained experience in the various design and implementation phases of electronic commerce projects • Have gained an understanding of the utilisation of electronic commerce in at least one industry sector, and of the relevance of electronic commerce to the transformation of business in that sector. • Be capable of designing and implementing a range of applications of electronic commerce to a particular business area. • Be capable of liaising with, and relating to, clients and gathering appropriate information for a given task. • Be capable of producing professional-style reports and presentation material for industry clients
Assessment criteria / guidelines	<ul style="list-style-type: none"> • The ability to produce a prototype system that enables the client to appreciate and understand how EC can assist their business. • The ability to produce a prototype system that adequately reflects those requirements specified in Assignment 1. • The ability to produce a well-structured professional business report that adequately describes the fulfilment of those requirements outlined in Assignment 1.
Due Date	Wednesday 18 th October 2006 (Week 26)

Assignment 4 - Presentation Poster (15% of Total Marks)	
Task description	
<p>Based on your Ecommerce prototype solution developed in Assignment 3, you are to produce a single-page A3 sized poster (printed and laminated) which will be used to showcase the system you have developed. This poster should include the following information:</p> <ol style="list-style-type: none"> a) A brief overview of the organisation b) A brief overview of the requirements of the project c) A brief discussion of the prototype d) Possibilities for extension of the project within the organisation. <p>Students should be aware that these posters will be used as a showcase of student work at the School's presentation evening scheduled for October 2006.</p>	
Word Guide	Single A3 page
Links to unit's learning outcomes	<ul style="list-style-type: none"> • Have an advanced practical knowledge of the technologies, standards and business processes utilised in the implementation of electronic commerce. • Have gained experience in the various design and implementation phases of electronic commerce projects • Have gained an understanding of the utilisation of electronic commerce in at least one industry sector, and of the relevance of electronic commerce to the transformation of business in that sector. • Be capable of designing and implementing a range of applications of electronic commerce to a particular business area. • Be capable of liaising with, and relating to, clients and gathering appropriate information for a given task. • Be capable of producing professional-style reports and presentation material for industry clients
Assessment criteria / guidelines	<ul style="list-style-type: none"> • The informative nature of the poster as a representation of the prototype. • The visual appeal of the poster.
Due Date	Wednesday 18 th October 2006 (Week 26)

Appendix 2 - What is academic integrity?

Academic integrity is about mastering the art of scholarship. Scholarship involves researching, understanding and building upon the work of others and requires that you give credit where it is due and acknowledge the contributions of others to your own intellectual efforts.

At its core, academic integrity requires honesty. This involves being responsible for ethical scholarship and for knowing what academic dishonesty is and how to avoid it.

Commonly used terms

Attribution: the ascribing of a work or an idea to a particular author or artist.

Citation: the act of directly quoting or giving intellectual credit to another person's work or ideas.

Collusion: “any form of joint effort, between students, or between students and other persons, intended to deceive an assessor as to who was actually responsible for producing the material submitted for assessment”. (University of Western Sydney 2000).

Common Knowledge: can be defined as facts known by a large number of people. These "facts" do not have to be cited.

Group work: can be described as “a formally established project to be conducted by a number of students in common, resulting in a single piece of assessment or a number of associated pieces of assessment”. (Newcastle University 2002).

Legitimate collaboration: Newcastle University describes legitimate collaboration as “any constructive educational and intellectual practice that aims to facilitate optimal learning outcomes through interaction between students”.

Paraphrasing:

1. A restatement of a text or passage in another form or other words, often to clarify meaning.
2. The restatement of texts in other words as a studying or teaching device.

Plagiarism: the stealing or passing off as one's own (the idea or words of another); use (a created production) without crediting the source; to commit literary theft; present as new and original an idea or product derived from an existing source (*Webster's Third New International Dictionary of the English Language, Unabridged*, p. 1728).

Quoting: to place an excerpt from a source word for word into one's paper. The source must be cited, giving credit to the original author.

Summarising: to put someone else's concept or main ideas into one's own words.

Appendix 3 - Common forms of academic dishonesty

- Cheating in an exam either by copying from other students or using unauthorised notes or other aids.
- Submitting, as your own, an assignment that another person has completed.
- Downloading information, text, computer code, artwork, graphics or other material from the Internet and presenting it as your own without acknowledgment.
- Quoting or paraphrasing material from a source without acknowledgment.
- Preparing a correctly cited and referenced assignment from individual research and then handing part or all of that work in twice for separate subjects/marks.
- Copying from other members while working in a group.
- Contributing less, little or nothing to a group assignment and then claiming an equal share of the marks.
-

From: James R, McInnis, C and Devlin, M (2002)
Assessing Learning in Australian Universities
Centre for the Study of Higher Education - University of Melbourne
Viewed 29 December 2002
<<http://www.cshe.unimelb.edu.au/assessinglearning/03/plagMain.html>>

Using words, ideas, computer code, or any work by someone else without giving proper credit is academic dishonesty. Academic dishonesty is often referred to as plagiarism or cheating.



When you use information from a source, you must cite it.

Appendix 4 - How to achieve and maintain academic integrity

Utilise the right sources

In order to articulate your ideas, defend your own argument and refute counter-arguments, you will need to identify the most appropriate sources of material to help you. In order to identify the most appropriate material you will need to evaluate your research results.

Start writing

The next step in the process is to document the validity of your position, and crediting those whose work you have used to establish your position. To do this you will need to apply the appropriate referencing style for your discipline to your work. If you are not sure what style you should be using check with your tutor or your unit outline. The University also provides a list of preferred text referencing system for undergraduate students at

http://www.utas.edu.au/staff/tl/policies/School_referencing_system_table.htm

When you begin writing your assignment/project report you must give credit to the sources for the ideas you are using. There are standard ways to properly integrate sources into your assignment. They include:

- *Direct quotes* – This is when you place an excerpt from your source word for word into your paper. The source must be cited, giving credit to the original author.
- *Paraphrasing* – This means to restate a passage from your source in your own words. The source and author of the passage you paraphrase must be cited.
- *Summarising* – When you summarise the key concept or main idea from someone else's work in your own words, you must give credit for summarised ideas to the original source.

More information on writing skills

Developing your own writing style is an important part of good scholarship. For information and assistance on essay writing go to the Learning Development website at <http://www.utas.edu.au/learndev/essays.html>



Remember that when you use a direct quote, paraphrase or summarise to not only provide the in-text reference but also provide a full reference in your reference list.

Appendix 5 - What happens if I don't maintain academic integrity?

While studying at University you are expected to submit work that is your own. This does not mean that you can't use other people's ideas to support your own or to enhance your argument. What it does mean is that you are required by the University to acknowledge the source of those ideas as in text references in your assignments and the setting out of a list of references or a bibliography at the end of your assignment, acknowledging all sources utilised.

The academic tradition, on which Australian universities are founded expects that all scholarly efforts undertaken be done so in keeping with the rules of attribution. This means that all material that is submitted or presented for assessment that contains work other than your own, must be attributed to its source.

Failure to do so constitutes academic dishonesty (plagiarism). It is important that students understand how to correctly refer to the work of others and maintain academic integrity.

Ordinance 58: Student Discipline outlines the process for initiating formal discipline procedures for academic/general misconduct matters.

<http://www.utas.edu.au/universitycouncil/legislation/ord58.pdf>

You should also refer to any policies and procedures specific to your Faculty/School.