



UNIVERSITY
OF TASMANIA

School of Information Systems

Faculty of Business

BSA101 Business Information Systems

Semester 1, 2007

Unit Outline

Lecturer

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Unit summary

Unit code	BSA101
Unit title	Business Information Systems
Unit description	<p>This unit is the foundational unit in the Bachelor of Information Systems. It is designed to prepare students for the three streams within the degree course - system development, management of IS and e-business.</p> <p>The unit is designed for all students who wish to gain an understanding of information systems in business; it also acts as a core unit for Commerce students.</p>
Teaching staff	
Teaching staff	Hobart Lecturer Asger Steffensen Launceston Lecturer Bill Morgan North-West Lecturer Steven Cambridge
Campus & mode	Hobart, Launceston & North West
Unit weight	12.5%
Teaching pattern	Two 1-hour lectures per week (weeks 1-13) One 1-hour tutorial per week (weeks 2-13)
Pre and Corequisites	None
Mutual exclusions	BFA121, KCA173, KCA180, KXA101
Assessment	Continuous (100%)
Required texts, etc.	<ul style="list-style-type: none">• BSA101 <i>Study Guide</i>, Semester 1, 2006• Laudon, K & and Laudon, J 2004, <i>Management Information Systems (Managing the Digital Firm)</i>, 9th Edition, Prentice Hall, New Jersey

Recommended reading	<p>Grauer, R & Barber, M, 2006, <i>Microsoft Office Excel 2003</i>, Prentice Hall, New Jersey.</p> <p>Friedman, Thomas L, 2005. <i>The World Is Flat</i>, Farrar, Strauss and Giroux, New York.</p> <p>Curtis, G 2005, <i>Business Information Systems</i>, Prentice Hall, Harlow.</p> <p>Haag, S Cummings, M & McCubbrey , D 2004 , <i>Management Information Systems for the Information Age</i>, McGraw-Hill, New York.</p> <p>Jessup, LM 2005, <i>Information Systems Today</i>, Prentice Hall, New Jersey.</p> <p>O'Brien J 2005, <i>Introduction to Information Systems</i>, McGraw-Hill, New York.</p>
Technical requirements	<p>Student are expected to have basic computer skills as well as basic skills in Microsoft Word.</p>
Software requirements	<p>Students are expected to have access to Microsoft Excel 2003 and Microsoft Word 2003, or later versions.</p>
Access to information technology	<p>Hobart, IS PC Labs, Information Systems Building, 24/7 access Launceston D130, First Floor, Building D D130 is the main School of Information Systems computer Lab. Access is only available during the normal building open hours. North West Campus PC Labs UCL 1-15</p> <p>Students will have access to the computer laboratories during the academic semester. Proximity cards have to be used to gain access to laboratories.</p> <p><i>Notes:</i> Login codes are printed on the student's Statement of Fees and Enrolment. Use of these login codes is based on the assumption that each student has read and agreed to abide by the Ethics Agreement form.</p> <p>Use Vista at</p>
Courses	<p>C3C, C3E, C3L, R3M, C3S, C3U, C3X, F3R, C3Z, R3K, G3B, G3C, L3K</p>
Faculty web site	<p>www.utas.edu.au/business/</p>

Unit Description

This unit introduces the concepts of information systems in a business environment. It examines what is meant by an information system and why they are being used in business. The unit explores how information systems are being used and the issues involved in developing, managing and controlling business information systems.

Lecture topics include

- Business issues - functions, competitive advantage, e-business
- Technology & People - ICT, careers, ethics
- Development & Management of Information Resources

Tutorials are designed to develop proficiency in business software applications including spreadsheets and databases. Business report and financial modelling, case study analysis and personal software productivity are also covered.

Learning outcomes and Evidences

On completion of this unit, you should be able to:

1. *Demonstrate a knowledge of organisations and practices, for the management of information systems in decision-making.*
2. *Demonstrate a knowledge of information and communication technologies and how these enabling technologies can be used as the foundation and infrastructure for managing information system.*
3. *Produce business reports, memos and letters and be able to use a variety of communication forms.*
4. *Solve a range of business problems using productivity tools with an emphasis on spread sheeting.*
5. *Demonstrate a global perspective and an awareness of the range of ethical, legal and cultural issues relevant to professionals in information systems.*

Upon successful completion of this unit a student should have attained:

1. *A knowledge of organisations and practices, for the management of information systems in decision-making.*

Assessment

Evidence:

DN level: Demonstrate an extensive knowledge of the ethical, legal and cultural issues.

CR level: Demonstrate a sound knowledge of the ethical, legal and cultural issues.

PP level: Demonstrate a satisfactory knowledge of the ethical, legal and cultural issues.

Generic graduate attributes

Attribute	Descriptor	Unit Specifics
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.	<ul style="list-style-type: none"> ▪ Have a broad understanding of how information systems are used in today's businesses and organisations; ▪ Understand problems and conflicts of interests arising from the use and implementation of information systems; ▪ Have knowledge of the types of systems in use in most businesses;
Communication Skills	Graduates will be able to communicate effectively across a range of contexts.	<ul style="list-style-type: none"> ▪ Demonstrate oral, written, numerical and graphic communication; ▪ Present well-reasoned arguments, using technology as appropriate; ▪ Access, organise and present information, particularly through technology-based activity;
Problem-solving Skills	Graduates will be effective problem-solvers, capable of applying logical, critical and creative thinking in a range of problems. They will have developed competencies in information literacy.	<ul style="list-style-type: none"> ▪ Analyse problems and provide solutions to a given information systems and business related problem using productivity tools generally available in a business environment. ▪ Conceptualise problems and formulate a range of solutions; ▪ Find, acquire, evaluate, manage and use relevant information in a range of media.
Global Perspective	Graduates will be able to demonstrate a global perspective and inter-cultural competence in their professional lives.	<ul style="list-style-type: none"> • Demonstrate an awareness of the local and global context of their discipline or professional area;

Prior knowledge and/or skills

Basic computer, word processing, internet and e-mail skills.

Students should ensure that they have the above IT skills. Refer to the section on [Further Information and Assistance](#) for help and training courses.

This unit cannot be counted together with BFA121 Business Information Systems, KCA173 Information Systems, KCA180 Information Systems 1 or KXA101 Business Computing, towards a degree or diploma.

Prerequisite/corequisite units - none

Learning resources required

Requisite texts

- BSA101 *Study Guide*, Semester 1, 2006
- Laudon, K & and Laudon, J 2004, *Management Information Systems (Managing the Digital Firm)*, 9th Edition, Prentice Hall, New Jersey

Recommended reading

- Grauer, R & Barber, M, 2006, *Microsoft Office Excel 2003*, Prentice Hall, New Jersey.
- Friedman, Thomas L, 2005. *The World Is Flat*, Farrar, Strauss and Giroux, New York.
- Curtis, G 2005, *Business Information Systems*, Prentice Hall, Harlow.
- Haag, S Cummings, M & McCubbrey , D 2004 , *Management Information Systems for the Information Age*, McGraw-Hill, New York.
- Jessup, LM 2005, *Information Systems Today*, Prentice Hall, New Jersey.
- O'Brien J 2005, *Introduction to Information Systems*, McGraw-Hill, New York.

E- (electronic) resources

Library

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

WebCT

<http://vista.utas.edu.au>

Computer hardware & software

Unit-specific software

Microsoft Office Excel 2003 and Word 2003.

For WebCT Vista

To access WebCT Vista from your own computer you will need the appropriate software, and hardware to run that software. See **Learning Online** at <http://uconnect.utas.edu.au> for computer software you will need.

Note: Older computers may not have the hardware to run some of the required software applications. Contact your local IT support person or the Service Desk on 1818 if you experience difficulties.

See [Learning Strategies](#) below for further information about accessing WebCT Vista.

Details of teaching arrangements

Lectures/Intensive sessions

Two 1-hour lectures per week (Weeks 1-13)

Hobart

Univ. Centre Stanley Burbury Lecture Theatre 1

Monday 4.10 - 6.00 pm

OR

Wednesday 12.10 - 2.00 pm

Launceston

Building D - D150 (L/T 6)

Wednesday 8.10 - 10.00 am

North West

UCL1-13

Thursday 9.00 - 11.00 am

Tutorials

One 1-hour tutorial per week (weeks 2-13)

- Students will be allocated to tutorials by the end of week 1. Viewing and changing tutorial times can be done through the electronic tutorial booking system available via <http://www.utas.edu.au/infosys/students/tbshelp.html>

Tutorials will cover the practical component of the course and will include financial modelling using the advanced features of EXCEL and database skills using ACCESS.

Tutorials are based on the assumption that students have acquired basic skills in Word Processing and Electronic Mail. For those students with no prior experience please refer to the MS WORD self-study tutorial available in Vista week 1.

- Students **MUST** bring their Statement of Fees and Enrolment to the first tutorial. This document includes each student's user name and electronic password for accessing email.

Workshops/seminars

None

Online activities

None

Video Conference activities

For information about videoconferencing at UTAS and how to participate effectively, see the Students' guide to Videoconferencing available at: <http://www.utas.edu.au/itr/videoconf/StudentGuide2004.pdf> or follow the Service desk link from the **Current Students** homepage > *Videoconferencing*.

Unit schedule

Week	Date beginning	No	Lecture Topics	Tutorial / practical	Textbook – Laudon
1 / 14	26 Feb	1	Introduction to unit	None	
		2	Thomas Friedman: "The World Is Flat"		
2 / 15	5 Mar	3	What is Business Information Systems?	Tutorial module 1 – Excel	Chap 1
		4	Data, Information and Knowledge		
3 / 16	12 Mar	5	Types of information systems	Tutorial module 2 – Excel	Chap 2 & 3
		6	DSS, ESS, DW		Chap 13
4 / 17	19 Mar	7	ERP and legacy systems	Tutorial module 3 – Excel	Chap 3 & 11
		8	CRM and SCM		Chap 3 & 11
5 / 18	26 Mar	9	Organisations, culture and managing change	Tutorial module 4 – Excel	Chap 15
		10	Open Source and proprietary systems		Chap 6
6 / 19	5 April	11	Competitive Advantage	Tutorial module 5 – Excel	Chap 3
		12	SWOT		Chap 3
	9 April		Easter Break from 5 to 11 April		
7 / 20	16 April	13	e-Business	Tutorial module 6 – Excel	Chap 4
		14	B2B e-commerce		Chap 4 & 9
8 / 21	23 April	15	B2B and B2C e-commerce	Tutorial module 7 – Excel	Chap 4 & 9
		16	e-business in the future		Chap 9
9 / 22	30 April	17	IS, People and careers	Tutorial module 8 – Excel	
			Interviews with IS careers people		
10 / 23	7 May	19	Database systems	Practical test	Chap 7
		20	Database systems		Chap 7
11 / 24	14 May	21	Social, ethical, human and privacy issues	Tutorial Module 9 – Access	Chap 5
		22	Theory Review		
12 / 25	21 May		Theory Test	Tutorial module 10 – Access	
			Theory Test		
13 / 26	28 May		Project help	Project help	
			Project help		

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

Learning expectations and strategies

Expectations

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.

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.

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.

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.

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.

Student Expectations of the Unit

Students enrolled in this Unit may reasonably expect the following:

1. 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.
2. Subject to availability, to be able to discuss such issues in person with the lecturer or tutor.
3. That assignments will be marked and the marks will be returned with 3 weeks of due dates.
4. 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.

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

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 website: http://www.utas.edu.au/coursesonline/Vista_Support.htm

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>

Specific attendance/performance requirements

Assessment Summary

Component	Weight/Value	Due date
Business report	25 % / 25 marks	25 March
Practical test	20 % / 20 marks	11 May
Theory test	20 % / 20 marks	25 May
Business project	35 % / 35 marks	3 June

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 the Excel test (i.e. at least 9 marks out of 20 marks); **and**
- Achieve a total of at least 45% in the theory test (i.e. at least 9 marks out of 20 marks); **and**
- Achieve a total of at least 45% in the non-test assessment (i.e. at least 27 marks out of 60 marks) **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.

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. The method will be clearly identified on the assignment sheet.

Notes:

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

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.

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:

Penalties

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

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://acserv.admin.utas.edu.au/rules/Rule2.doc> and

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

Complaints Procedure

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.

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 this unit is

For information on presentation of assignments, including referencing styles:

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

Please read the following statement on plagiarism. Should you require clarification please see your unit coordinator or lecturer.

Plagiarism

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 and any persons authorised by the University may submit your assessable works to a plagiarism checking service, to obtain a report on possible instances of plagiarism. Assessable works may also be included in a reference database. It is a condition of this arrangement that the original author's permission is required before a work within the database can be viewed.

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>

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/>

Help resolving concerns about this unit

In the first instance you should contact your lecturer. If the matter is still unresolved and you would like to know who to contact or the procedures for resolving your concern refer to the following website:

http://acserv.admin.utas.edu.au/complaints_info.html

The Hobart based Tasmanian University Union (TUU) or the Launceston/Burnie based Student Association (SA) may also be able to assist.

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.

Assessment Details

Assessment task 1

Task description	Business report
Task length	2000 words
Links to unit's learning outcomes	1.Demonstrate a knowledge of organisations and practices, for the management of information systems in decision-making. 3.Produce business reports, memos and letters and be able to use a variety of communication forms.
Assessment criteria / guidelines	The report will look at various issues related to business information systems where the student will research, argue and explain the relevant implications for organisations and businesses
Due Date	25 March, 2007

Assessment task 2

Task description	Practical test – Excel
Task length	50 minutes
Links to unit's learning outcomes	4.Solve a range of business problems using productivity tools with an emphasis on spread sheeting.
Assessment criteria / guidelines	The test will cover realistic business problems that can be solved using Excel
Due Date	11 May 2007

Assessment task 3

Task description	Theory test – online multiple choice
Task length	50 minutes
Links to unit's learning outcomes	<p>1. Demonstrate a knowledge of organisations and practices, for the management of information systems in decision-making.</p> <p>2. Demonstrate a knowledge of information and communication technologies and how these enabling technologies can be used as the foundation and infrastructure for managing information system.</p> <p>5. Demonstrate a global perspective and an awareness of the range of ethical, legal and cultural issues relevant to professionals in information systems.</p>
Assessment criteria / guidelines	40 questions each counting 0.5 mark
Due Date	25 May 2007

Assessment task 4

Task description	Business project
Task length	1000 words report + spread sheet with supporting calculations.
Links to unit's learning outcomes	<p>3. Produce business reports, memos and letters and be able to use a variety of communication forms.</p> <p>4. Solve a range of business problems using productivity tools with an emphasis on spread sheeting.</p>
Assessment criteria / guidelines	A relevant business case will require the student to use theoretical information systems knowledge as well as extensive skills in productivity tools (such as Excel and Access) to provide a solution to the problems outlined in the business case.
Due Date	3 June 2007

Appendix 1 - 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 2 - 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 3 - 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 4 - 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.