Practising academic integrity: Submitting your own work for assessment

Quick Guide

Student assessment and originality declarations

While studying at SCU you will be required to confirm the originality of your work when submitting it for assessment. Every time you submit an assessment task you will need to either sign or tick the originality declaration. Originality declarations are usually found on assignment cover sheets (signed before submission) or in online assignment drop-boxes.

When you sign or tick the originality declaration you are confirming that you:

• understand university policy regarding academic integrity, and academic misconduct
• are submitting your own work for assessment.

What does it mean to submit your own work for assessment?

Submitting ‘your own work’ for assessment has a very specific meaning at university. Understanding what it means to submit your own work is essential to practising academic integrity and avoiding plagiarism.

Assignments and exams at university require students to follow academic writing conventions by drawing upon, and responding to, existing knowledge about the set topic(s). This means students demonstrate understanding in assignments and exams by showing they have read current research (existing knowledge) on the topic, and are able to evaluate, apply or respond to the ideas, findings, and arguments found in sources.

Clearly, submitting your own work does not mean relying upon your existing understanding or ideas to write assignments. Instead, at university, submitting your own work means:

• putting in the effort required to complete the task yourself
• reading and using relevant, credible sources about the set topic, issue, or problem
• including your responses, and ideas
• correctly, and consistently referencing to show when you use others’ work.

Why is it important to submit my own work for assessment?

There are three main reasons why it is important to submit your own work in assignments and examinations while studying at Southern Cross University.

1. All SCU students are expected to practise academic integrity by submitting their own work for assessment.

Originality declarations contained in assignment cover-sheets and online assignment drop-boxes are strong reminders for students. By signing an originality declaration students confirm they are submitting their own work and understand penalties at this university for plagiarism and other types of academic misconduct.

2. Submitting your own work for assessment will help you to avoid plagiarism and related penalties.

At SCU plagiarism is defined as ‘the act of taking and using another’s work, including unattributed material in whatever form and from whatever source, as one’s own’ (SCU, n.d.).

Submitting your own work means only taking credit for your own work, and carefully showing when use others’ work via consistent and correct referencing.
3. **It directly benefits you, as a learner, to put in the effort needed and submit your own work in assignments and exams.**

   Your assignments have been carefully designed to help you develop the skills, capacities and understandings needed to become a future professional in your field. Students ‘earn’ their qualifications by submitting their own work for assessment.

   Students who don’t submit their own work cheat themselves out of opportunities to learn.

   **Submitting your own work for assessment is important in order to:**

   - meet study expectations and follow university rules
   - avoid penalties related to plagiarism and other types of academic misconduct
   - earn your qualification by putting in the effort needed to complete assignments and exams.

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