

Copyright Facts

- Creators of any work usually *own copyright* of that work, whether it is a written work; musical work; dramatic work; artistic work; film or sound recording.
- Copyright owners are entitled to reproduce; communicate; perform; publish or adapt their work.
- Others are not able to use a **substantial part** of any work for the above purposes without **permission** from the copyright owner.

What can you copy for research and study purposes?

Use of copyright materials is allowable, provided the copy is a **fair dealing** under the Copyright Act.

For student and staff this means:

- If you are copying a published work of 10 pages or more, it is allowable to copy:
 - **One chapter OR**
 - **10%** of the total number of pages
- If you are copying magazine articles, you can copy one article (or more than one article if the articles are on the same subject).
- When copying a published work in electronic form (eg. Website), not more than 10% of the number of words in the work can be copied.

Plagiarism Facts

Plagiarism is an attempt to present another person's work or ideas, as though they are your own. It often involves copying text directly from another source without clearly acknowledging whose work it is.

You need to **attribute** the author of material you copy or quote, unless it is reasonable not to do so.

It is important when you are writing a report or essay that you acknowledge **all the sources** you have used in gathering the information and ideas you are presenting. Books, journal articles, websites and other sources you have referred to must all be acknowledged.

This is usually done in a Bibliography.

(Refer to library handouts on [Bibliographies and Harvard Referencing](#)).

To avoid plagiarism, DO NOT:

- Copy, or paraphrase another person's total work (whether found in a book, journal, or another student's assignment).
- Cut and paste whole documents from the web and put them straight into your assignment, even with a few minor changes.

ENSURE THAT:

- You acknowledge any person's ideas or text in your assignments
- To do this, use a standard referencing method eg. Harvard Referencing System.

REMEMBER – Plagiarism is a form of theft, and is regarded as a serious offence in TAFE NSW. Students who are found to have plagiarised may face disciplinary action under the Student Discipline Policy.

Want more information?

Copyright

- Australian Copyright Council
www.copyright.org.au
- Information and handouts are available in Hunter Institute Campus Libraries, and on our webpage at:
www.hunter.tafensw.edu.au/library

Plagiarism

- [Harvard Referencing Guides](#) are available from Hunter Institute Campus Libraries.

OR

- Online on the Hunter Institute Library Online webpage:
www.hunter.tafensw.edu.au/library
Click on the *Referencing* link on the left hand bar.

Handouts are also available to download from the *Handouts and Guides* link on the Hunter Institute Library Online website.

Still uncertain?

Consult your Teacher or Campus Library staff



Copyright and Plagiarism

A guide for students of the Hunter Institute

Available online on the Hunter Institute Library Online website:
<http://www.hunter.tafensw.edu.au/library>