

Varndean College - Plagiarism Statement for Students

- 1) Varndean College recognises the importance of academic honesty to the whole college community. The College takes plagiarism –essentially the theft of another person’s ideas or work – very seriously and will act on any discovery of it.
- 2) All work submitted by students for assessment must be their own. This means that the following are not permitted:
 - copying all or part of a piece of written work (or image) from the internet or elsewhere and passing it off as their own (whether or not it has been paid for)
 - copying or paraphrasing the work of someone else in an assignment without acknowledgement
 - getting an individual or a group of people to write all or part of their work
- 3) Any of the above - or allowing another candidate to copy work – may result in disqualification from at least the subject concerned and their work scrutinised in all their subjects.
- 4) However the following are allowed:
 - Quoting from or paraphrase other sources, as long as these are acknowledged (for example in the text or in footnotes to it) and referenced in the bibliography.
 - Receiving feedback (e.g. from a parent, friend or teacher) on draft work, as long as this does not involve them in producing part or all the assignment itself
 - Collaborating on a group assignment, as long as this is declared as such to the assessor and moderator
- 5) Tutors have to verify that the coursework handed in is authentic. Therefore students are expected, where the course regulations allow this, to produce a draft ahead of the final version. If this is not done, tutors will scrutinise your work particularly carefully for plagiarism and may refuse to accept the coursework.
- 6) Random searches via search engines are carried out throughout the year to check whether assignments for assessment have been plagiarised.
- 7) When a student produces a coursework assignment or portfolio they will be required to sign a form guaranteeing that the work is their own. If it is not, this is fraudulent.
- 8) Guidance about making references to other sources including books, journals and electronic sources such as the internet and CD Roms will be given by teachers, and through Core studies and via the Library
- 9) The College’s disciplinary procedures will be used when a student has been shown to be plagiarising. As cheating is dishonest it will be dealt with using the final stages of the procedure which could potentially result in a student having to leave the College.