



## Plagiarism

Plagiarism is defined as “the failure to acknowledge sources properly and/or the submission of another person’s work as if it were the candidate’s own.”

This includes:

- Copying work from another student
- Collaborating with another student on pieces of work, such as non-examination assessments (“NEAs”), where collaboration is unauthorised
- Copying from a source without attributing the work to the author of that source
- Downloading information directly from the internet and passing it off as your own For all NEAs, pre-release work or compilation of research notes plagiarism is forbidden and Newhaven will not accept for assessment any work where there is evidence of plagiarism.

Plagiarism is a form of Malpractice, which is taken very serious by examinations boards.

If plagiarism is suspected, in the case of an assessment that does not form part of an examination qualification, the work will be returned to the student and the student will be required to complete an original piece of work and/or cite references depending on the nature of plagiarism.

For work that is submitted by a student where the assessment does form part of an examination qualification and plagiarism is suspected, this will be dealt with in accordance to the relevant examination board’s regulations. Newhaven have an obligation to report all occurrences of Plagiarism to the appropriate examination board.

The examination boards also run their own checks for Plagiarism and if there is a suspected case they will request a thorough investigation and the outcome of that investigation could lead to a candidate being barred from entering one or more examination for a set period of time.

It is the responsibility of students:

- to ensure that work submitted for the purposes of assessment is their own work
- To ensure that all words and arguments of others are appropriately cited, acknowledge and referenced – following the guidance of their teachers Students must not simply copy materials from other students, past or present, from written sources, from the internet, or from any other source whether this is cutting and pasting, rewriting or by any other means.

Changing a few words within a copied piece of work does not render this original and still counts as plagiarism.

If you have any questions about plagiarism please speak to your subject teachers for clarification.

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