

Plagiarism Policy

Plagiarise means

- To steal and pass off (the ideas or words of another) as one's own
- To use (another's production) without crediting the source
- To commit literary theft
- To present as new and original an idea or product derived from an existing source.

In other words, plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward.

The expression of original ideas is considered intellectual property, and is protected by copyright laws, just like original inventions. Almost all forms of expression fall under copyright protection as long as they are recorded in some way (such as a book or a computer file).

All of the following are considered plagiarism:

- Turning in someone else's work as your own;
- Copying words or ideas from someone else without giving credit;
- Failing to put a quotation in quotation marks;
- Giving incorrect information about the source of a quotation;
- Changing words but copying the sentence structure of a source without giving credit;
- Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not (see our section on "fair use" rules).

Most cases of plagiarism can be avoided, however, by citing sources. Simply acknowledging that certain material has been borrowed, and providing your audience with the information necessary to find that source, is usually enough to prevent plagiarism

If a learner plagiarises and:

1. It is the first time the learner has been reported for plagiarism at VSA, they will automatically forfeit any credit that the learner might have obtained in the task to which the plagiarism relates OR at the discretion of the Assessor or his/her nominee a lesser penalty may be applied;
2. It is the second time the learner has been reported for plagiarism at VSA, the Learner will automatically forfeit any credit that the learner might have obtained in the course to which the plagiarism relates;
3. It is the third or subsequent time the learner has been reported for plagiarism at VSA, the learner will automatically forfeit any credit that the learner might have obtained in the course to which the plagiarism relates and the matter will be referred to the Academic Support Officer for further determination regarding expulsion.

All learners have access to the complaints and appeals process.

Responsible Officer

The responsible officer for the implementation and training for this policy is the Managing Director of VSA.