



Sussex Business School Limited

Plagiarism Policy

- **Warning on Plagiarism, Cutting & Pasting, Referencing**

An absolute **minimum of 80%** of the text that you submit for each Assignment must be written in your own words.

An absolute **maximum of 20%** of the text can be references, quotes, extracts, that relate to and support your response.

- **Plagiarism**

The use of text extracts, quotes, definitions, and any other items, which are presented as if they were your own words, is classified as Plagiarism.

Plagiarism is academic Cheating – the deliberate presentation of another people's work as your own.

- **Cutting and Pasting**

It is not acceptable to cut and paste sections of text from a Course Study Text, Essays, Dissertations, Articles, or any documents found on the Internet, and integrate these into your Assignments as if these sections were written in your own words.

The only text that can be legitimately copied and used is when you show a Quote, or a Definition, or a small extract – which you use to highlight or illustrate a particular point, or when you need to show that you are aware of the opinion of experts who have studied and written about the subject.

This legitimate use of quotes, extracts, and definitions must not total more than 20% of your total word count.



- **Referencing**

All quotes, extracts, definitions – that are used in your Assignments must be referenced using the Harvard Referencing system. This requires you to:

- Highlight this text - at the point where it is used in your document – by showing it in italics, and-or with “speech marks”, and always with a reference (a brief description of the author and-or source document)
- Provide a full Reference description in your list of Sources of Information/References in your Appendix

Penalties

- Any Assignment found to contain plagiarised text will be rejected and a warning given by the Tutor and Support Services.
- Students found to be plagiarising will be required to complete and sign a plagiarism form.
- If the warning given by the Tutor and Support Services is ignored and plagiarism continues, then the student will be removed from the course without any credits and no refund on fees – all outstanding fees will be due.
- No appeal will be allowed

If you have any questions about this, please contact Support Services or your tutor.