

## PLAGIARISM FORM

### Declaration regarding Plagiarism Policies:

The Open Window places great emphasis on integrity & ethical conduct in the preparation of all work submitted for evaluation. While academic staff teach you about referencing techniques and how to avoid plagiarism, you too have a responsibility in this regard. If you are at any stage uncertain as to what is required, please speak to your lecturer before any work is submitted.

You are guilty of plagiarism if you copy from another author's work (e.g. book, article, visual work etc.) without acknowledging the source, and passing it off as your own. This is not only the case when you copy work word-for-word (verbatim), but also when you submit someone else's work (written or visual) in a slightly altered form (paraphrase) or use a line of argument without acknowledging it. You are not allowed to use work previously produced by another student. You are also not allowed to let anybody copy your work with the intention of passing it off as their work.

Students who commit plagiarism will not be given any credit for plagiarised work. The matter may also be referred to the Disciplinary Committee (Students) for a ruling. Lecturers at Open Window will not accept any projects, written or practical, unless this form has been completed and attached to the work submitted.

1. *I am aware of Open Window's policy regarding plagiarism and I understand exactly what plagiarism is.*
2. *The work submitted is my own original work.*
3. *Acknowledgement was given accordingly to reference made to other sources' work / projects / ideas / concepts / theories, etc., whether extracted from a source in a digital, printed, or verbal nature.*
4. *The submitted project does not belong to any current or previous student, or has been copied from any current or previous student's work / projects / ideas / concepts / theories, etc.*
5. *I have not let anybody use, submit and / or copy my work for evaluation or submission purposes*
6. *I am aware that plagiarism is a criminal offence and that Open Window reserves the right to conduct a disciplinary hearing, take legal action or even expel me should I be found guilty of plagiarism.*
7. *I have read the Open Window Policy on Plagiarism and understand the contents thereof.*

<b>Student name &amp; surname:</b>		<b>Student number:</b>	
<b>Subject / module:</b> name & code		<b>Lecturer name:</b>	
<b>Project being submitted:</b>		<b>Date:</b>	
<b>Student signature:</b>			