

15 March 2021

**Important notice: Disciplinary steps to be taken if found guilty of plagiarism or academic misconduct**

Dear student

Please take note that **official disciplinary steps** will be taken against students who are found guilty of **academic misconduct** or **plagiarism**. There have been increasing instances of students submitting the same work or paying to have assignments and portfolios completed on their behalf. This behaviour is unacceptable and will not be tolerated. Disciplinary steps will be taken against students found guilty of plagiarism and/or academic misconduct which include:

- Paying someone to complete work on your behalf or buying an assignment or portfolio
- Submitting the same work as another student – any and all work submitted must be your own work and must, therefore, be original
- Copying information directly from textbooks, readers, study guides or any other resource without giving recognition to the original source or author

Kind regards



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