
Macleans College - POLICIES & DIRECTIVES

SECTION NO: 1000	POLICY NO: 1018	ISSUE DATE: 28/04/09
TITLE: STUDENT CONTRACT OF AGREEMENT GOVERNING STUDENT WORK		ISSUE NO: 1
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Student Contract of Agreement Governing Student Work

1. General Principles

The following general principles will apply to all work including work which is presented for internal assessment for national qualifications. (These conditions are based on NZQA regulations governing internally assessed work).

- All work submitted by students for assessment must be genuinely their own.
 - Work submitted for internal assessment must be fully undertaken during the year of assessment.
 - Students must not submit the same piece of work for more than one assessment requirement, or use a significant part of one piece of work as part of another piece of work for a different assessment (in either the same or a different subject), unless given permission by the Head of Department of each subject concerned.
 - Students must not accept undue assistance from any person in the preparation or submission of work. As an example, undue assistance would include providing actual adjustment, or dictating or directing the student to insert particular text or other aspects of the work or a tutor writing the assessment.
 - Plagiarised work will not be accepted. Any quotes contained in a student's work must be acknowledged in the appropriate way. Copyright rules must be adhered to. This includes downloading from the web.
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STUDENT WORK		

In order for Macleans College to be confident that a student's work can be authenticated, we require signed agreement on the following issues:

1. All work produced by me this year will be genuinely my own.
2. I will not accept undue assistance from any person in the preparation and submission of any work this year.
3. I will not take unauthorised leave during the year in order to work on my assignments, projects, test preparation.
4. I have not breached in any way copyright rules. Any quotes will be appropriately acknowledged.

Failure to observe any one or more of the above conditions over part of or all of a piece of work will result in a mark of zero for the task or test concerned. This will apply to the person submitting the work and the person who gave assistance.
