

PROCEDURE - PLAGIARISM

RG03

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1. Introduction

All cases of alleged plagiarism identified by any method or means will be presented to the Registrar for evaluation, and further investigation.

Disciplinary letters issued by the Registrar will indicate the following resources for support and assistance:

- ☞ contact details of The Institute's Information Officer for guidance and assistance
- ☞ the Harvard Referencing guide
- ☞ the Professional Writing guide
- ☞ Professional Writing intervention

2. Levels of Plagiarism

The levels of plagiarism are categorised into four (4) levels. These levels are described in the Table 1 below.

Table 1: Levels of Plagiarism

Level 1:	
Type of offence:	<ul style="list-style-type: none">• Non-acknowledgment/inaccurate acknowledgement – first time offence
Remedial Action:	<ul style="list-style-type: none">• Registrar to issue student with a disciplinary letter, suggesting corrective measures so that a further transgression will require the student to attend a Professional Writing refresher intervention• The student will be allowed to resubmit his/her assignment within a specified timeframe
Penalty:	<ul style="list-style-type: none">• Resubmission• 5% deduction of final mark for the assignment

Level 2:	
Type of offence:	<ul style="list-style-type: none"> • Non-acknowledgment/inaccurate acknowledgement - Repeat offence of level one • Students making available copies of their submissions/ assignments to others for copying
Remedial Action:	<ul style="list-style-type: none"> • Student(s) to attend a professional writing intervention • Registrar to issue a disciplinary letter suggesting corrective measures. • A further transgression will result in a disciplinary hearing that could result in a suspension or dismissal
Penalty:	<ul style="list-style-type: none"> • Provide evidence of successful completion of intervention assignment • Re-submission • 10% deduction of final mark for the assignment
Level 3:	
Type of offence:	<ul style="list-style-type: none"> • Non-acknowledgment/inaccurate acknowledgement – third repeat offence • Students making available copies of their submissions/ assignments to others for copying – repeat offence • Intentional passing off someone else's work as your own
Remedial Action:	<ul style="list-style-type: none"> • The Registrar will inform the student(s) that the matter will be escalated to the Ethics Committee • The student(s) will be suspended from academic activity until such time as the matter is finalised • The Registrar will be responsible for the processing of the matter and presenting the case to the Ethics Committee • A student will be obliged to attend a disciplinary hearing • A decision will be taken by the Ethics Committee. The Registrar will inform the Academic Board of the decision in writing • The Registrar will notify the student of the decision of the Ethics Committee in writing. • Records will be kept of the hearing and the decision of the Ethics Committee. • Students are allowed to appeal the decision of the Ethics Committee
Penalty:	<ul style="list-style-type: none"> • Penalty depends on the outcome of the hearing and the severity of the plagiarism • The penalty will include one of the following: <ul style="list-style-type: none"> ◦ Suspension from all academic activity for up to a year ◦ De-registration

Level 4:	
Type of offence:	<ul style="list-style-type: none"> • Offences of such a nature that displays no reasonable prospects of honest academic conduct
Action:	<ul style="list-style-type: none"> • The Registrar will inform the student(s) that the matter will be escalated to the Ethics Committee • The student(s) will be suspended from academic activity until such time as the matter is finalised • The Registrar will be responsible for the processing of the matter and presenting the case to the Ethics Committee • A student will be obliged to attend a disciplinary hearing • A decision will be taken by the Ethics Committee. The Registrar will inform the Academic Board of the decision in writing • The Registrar will notify the student of the decision of the Ethics Committee in writing. • Records must be kept of the hearing and the decision of the Ethics Committee. • Students are allowed to appeal the decision of the Ethics Committee
Penalty:	<ul style="list-style-type: none"> • De-registration

2.1 General

In the event that a student is found guilty of an act of plagiarism post the completion of a programme at The Institute, such assessment(s) mark(s) will be nullified and the student would be removed from the database and not be able to continue any further studies at The Institute. In such case the status or qualification certificate will be revoked and the original will be kept on file.

This Procedure will be subject to periodic review, and now replaces all previous Procedures once adopted.

The Policy will come into operation when it is approved by all the relevant structures of the University.

The Policy replaces the Plagiarism Policy approved by Senate on 17 July 2008, which will continue to govern plagiarism in respect of work submitted prior to the commencement of the Policy.

3. Version Control

Author	Date Reviewed
Academic Manager: Jean Grundling	20/01/2015
Registrar: Louise Fuller	20/01/2018