



POLICY: PLAGIARISM

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Related documents			
Da Vinci documents (eg. Policies, Regulations, Guidelines, Contracts) <ul style="list-style-type: none"> • Procedure: Plagiarism • Policy: Code of Conduct • Procedure: Appeals 		Other (eg Legislation, DHET and CHE directives and guidelines) <ul style="list-style-type: none"> • Constitution of the Republic of South Africa: 1996 • NQF Act, No. 67 of 2008 • Higher Education Act (Act 101 of 1997) • CHE: Higher Education Quality Committee (HEQC) Criteria for Programme Accreditation: November, 2004 • CHE: Distance Higher Education Programmes in a Digital Era: Good Practice Guide 	
Website address of this document:		www.davinci.ac.za	

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1. POLICY PREAMBLE

The digital revolution allows for greater access to research resources, in particular, electronic resources, which has resulted in an increase of plagiarism cases being reported in higher education. Typically, the reason for this, is that students do not know how to reference correctly and are unaware of the seriousness and consequences of submitting work that is not one's own. Any and all cases of plagiarism are prohibited by The Institute.

The Institute prides itself in acknowledging the importance of cultivating well-informed and well balanced business leaders who will be ethical and who will operate with integrity. The notion of co-creating knowledge assumes that students will engage the voices of others, but with the necessary recognition of such contributions.

The accomplishment of the above necessitates a Plagiarism Policy to ensure the integrity and credibility of the academic content submitted by students to be assessed by The Institute's academic role-players.

This policy should be read in conjunction with the following related institutional policies:

- ☞ Policy: Code of Conduct
- ☞ Policy: Assessment policy
- ☞ Policy: Examination
- ☞ Policy: Student Representatives
- ☞ Student Declaration
- ☞ Any other related policies.

2. PURPOSE OF THE POLICY

The purpose of the policy includes the following:

- ☞ Define and describe the term *plagiarism*
- ☞ Guide students in the use of knowledge sources or intellectual property of others
- ☞ Record The Institute's approach regarding plagiarism, the procedures that apply when alleged plagiarism is suspected

3. SCOPE OF POLICY

The policy applies to all teaching and learning programmes and academic work submitted to The Institute. It further applies to all and every Da Vinci stakeholders (e.g. academic role-players, namely students, clients/sponsors, staff, including lecturers, moderators, examiners, supervisors, subject matter experts and learning designers).

4. POLICY STATEMENT

All cases of plagiarism are deemed as unethical, which will result in disciplinary actions, and the penalty will depend on the seriousness and level of the infringement.

5. DEFINITION

This section focuses on the concept of plagiarism as well as examples of acts of plagiarism.

- ☞ **Plagiarism** is the passing off other's work as one's own in any form or shape and by whatever means of communication
- ☞ **Plagiarism** constitutes an important breach of five (5) fundamental values of academic integrity, i.e. honesty, trust, fairness, respect and responsibility, as well as academic conventions
- ☞ **Plagiarism** can also be actions which weaken the educational process (such as shameless copying of any aspect of the programme) or dishonest actions (such as quoting in assignments or reports from books, handouts and especially replicating the work of other students/sources without explicitly stating that this is being done).
- ☞ **Plagiarism** further relates to any attempt to benefit oneself, or another, by deceit or fraud. This shall include deliberately reproducing the work of another person or persons without due acknowledgement. In such case unacknowledged copying shall be deemed to constitute *prima facie* evidence of deliberate copying (plagiarism), and in such cases the burden of establishing otherwise shall rest with the student against whom such an allegation is made.

From the above it is clear that plagiarism is nothing less than academic misconduct which will not be tolerated by The Institute and which will have serious academic-related disciplinary consequences for the student.

6. PROCEDURES

Kindly refer to the Procedure document on Plagiarism

7. VERSION CONTROL

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