

SA.19 PLAGIARISM

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	CLICK HERE TO ENTER TEXT. TITLE	Next review	2020
PURPOSE	This policy concerns prevention of plagiarism and response in the event of plagiarism occurring.		

1 PURPOSE

In academic and professional presentations, plagiarism is considered to be a serious ethical offence. It offends such Christian principles as honesty, integrity and respect for others. Plagiarism occurs when another person's published or unpublished work is used as if it were one's own. It involves (without clear acknowledgment) direct copying, quoting, paraphrasing of material or downloading from the internet, another person's ideas. Plagiarism includes copying from another student's assignments.

The institute is committed to uphold standards within the academic community, as well as to encourage the academic growth of students in a tertiary context. Consequently it will endeavour to support and instruct students in the appropriate process of academic writing, particularly with reference to the conventions of referencing. This is the responsibility of all academic educators as well as a focus within the Academic Support and online orientation programme.

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2 POLICY

1. The Academic Support Team will provide students with access to published material as well as face-to-face tutorials on correct academic conventions. Students will be made aware of the nature and seriousness of plagiarism.
2. Students will be required to sign an assignment cover sheet certifying that the submitted work is their own and has not previously been submitted for academic credit.
3. If it becomes apparent that a student has unintentionally plagiarised a small part of a text, for example, has not correctly referenced an author's idea, the educator may use this example for teaching purposes and, writing on the assignment, will draw the student's attention to the need to reference more carefully.
4. In cases where there is evidence or indications of more serious plagiarism, the educator will consult with the Programme Coordinator in the first instance. The student will be called to a meeting. Depending on the seriousness of the plagiarism, the outcome of such a meeting may be:
 - a) The student is required to rework the assessment task to demonstrate acknowledgment of source material. The resubmitted work must be at a passing grade and the student may receive no higher than a CP grade for that assessment task;
 - b) The assessment task may be failed without the opportunity to resubmit;
 - c) A Review of Studentship may be initiated (refer General Academic Regulations).