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<td>POLICY NAME:</td>
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| RELATED POLICIES AND PROCEDURES | IIE 001: Quality Assurance Policy  
IIE 009: Assessment Strategy and Policy  
IIE 015: Student Code of Conduct  
PDIE 023: Intellectual Integrity Procedure |

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\(^1\) S18: 2008-11-20 Item 8.5 (whole) - replaced S12: 2007-09-19 Item 5.4  
\(^2\) S28:2011-11-22 Item 8.9 (whole)  
\(^3\) S34: 2013-11-07 Item 8.1.6 (whole)
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1 Preamble

Education is a process in which the knowledge and insights of other people are brought together for students who then build their own knowledge and insights which in future can be shared and developed by others. An educated person is able to demonstrate how they have taken the existing ideas and knowledge and organised them to support or develop their own understanding. Assessments – whether written or practical or involving creative work - are an opportunity to show how existing ideas have been brought together to generate new ideas or to form an argument.

Educated individuals can demonstrate what existing ideas were consulted (by referencing them) and what original or creative connections have been made by the student concerned. Intellectual integrity is the appropriate acknowledgement of the ideas and creations that have influenced you. This is not only about integrity – it is also about demonstrating that you are able to consider the thoughts, ideas and creations of other people while developing your own.

Any work that you present – whether written, practical or creative – that does not acknowledge the people and work that helped to influence and shape it, is intellectually dishonest but also educationally weak. Any academic argument or creative work that has not been influenced by the work of others probably does not exist at all but even if it did would not be deep and meaningful as it would not have taken the opportunity to “stand on the shoulders of giants” and benefit from what has gone before.

Unfortunately, while intellectual integrity is an important value it is not necessarily one students are taught at school and while many may have been exposed to referencing, most do not understand fully that the ability to demonstrate who has informed and developed your work is key to showing that you are being educated.

The Independent Institute of Education (The IIE) believes that students must acknowledge the sources they have used and if they fail to do so, it is intellectually dishonest – a practice formally known as plagiarism.

The IIE also believes that students need first to be exposed to three key principles and that only when they have been exposed to these is it a reasonable assumption that they will not plagiarise. These principles are:

- Intellectual integrity is important and it includes acknowledging the ideas and creations of those who have influenced you and whom you have consulted. Referring to current debates within the discipline forms the backbone of your argument;
• Failing to consult the ideas and creations of other people while constructing your own academic work results in weak work – a student therefore improves the quality of his/her work by demonstrating that h/she has consulted other work and acknowledging that work; and
• Failure to adequately reference work is plagiarism and will not be accepted from IIE students.

Lecturers and all those that interact with students are therefore expected to model respect for the intellectual and creative work of others by requiring students to reference their work and to demonstrate whose work they have consulted in their own intellectual and creative development through their own referencing practice.

This policy should be read in conjunction with the Assessment Strategy and Policy (IIE 009), Student Code of Conduct (IIE 015) and the Intellectual Integrity Procedure document (PDIIE 023). The rules with regard to formative and summative assessments as defined in IIE 009 apply; in addition, where the summative assessment of a module is a practical assessment which is not completed under examination conditions and where plagiarism has been detected, the plagiarism Level 2 – repeat offence applies.

Acknowledging the work of others (referencing) at The IIE is therefore managed, based on the following principles:

• Education is the development of your own ideas and abilities as a result of engagement with the ideas of other people;
• Respect for the work of others requires students and lecturers to acknowledge the use of concepts and ideas of others by referencing their sources;
• Integrity – acknowledging that student are inherently honest and need to be guided and supported where wrong decisions are made;
• Community - acknowledging that although knowledge is freely and publically available; using it comes with rights and responsibilities;
• Citizenship – acknowledging that a higher education student has the moral responsibility to act ethically, thereby laying the foundation of contributing to society and building the nation; and
• Development – the premise of this policy is that we first need to educate students before we can hold them accountable.

2 Defining Plagiarism

Plagiarism is any use of the words, ideas or images of another person as one’s own without acknowledging the source.

Because it is a sound educational principle, whether or not a student intended to mislead is peripheral to the requirement – high quality work in any form always provides information about the work that influenced it.
Therefore – students are given an opportunity to learn the technical skills of referencing but they are expected to take on the required values in order to succeed in an IIE education.

Offences are therefore managed in line with these principles:

- First offences are taken as learning opportunities;
- Deliberate attempts to present the work of others as your own (which includes copying the work of other students) are viewed very seriously and will be dealt with as cheating in terms of the Student Code of Conduct through which the allegation that an attempt was deliberate will be tested;
- Except where the allegation is one of cheating (deliberate attempt to mislead) the assumption will always be that – for the first offences – ignorance lies behind the failure to reference;
- Any work that contains no references to the work of any other person presents itself as not having been built on engagement with existing ideas and is therefore automatically of a low standard and will, after the developmental opportunities have been exhausted, not achieve a passing grade as the student has failed to demonstrate what their ideas are based on. In addition, the work may need to be dealt with in terms of the Intellectual Integrity Policy and/or the Student Code of Conduct. It is important to note that this includes creative work; and
- Technically weak referencing (an attempt to reference that is not technically correct) is not plagiarism and should be managed only with a penalty of 5% against the mark awarded to a student. This is standard across all IIE assignments. (Failure to reference and technically weak referencing are also not the same thing – the former is more likely to represent plagiarism).

It should be noted that in a single piece of work a student could in fact reference poorly, plagiarise and cheat – in these instances the most intellectually problematic offence needs to be dealt with and the outcome may supersede the others. However, for practical reasons processes may need to run in parallel. Where an allegation of cheating or plagiarism for any section of the work is being processed the penalty for poor referencing may also, in addition, be applied.

3 Responsibility for Student Education on Intellectual Integrity

All lecturers, librarians and administrators who work with students share responsibility for the implementation of this policy and for the promotion of intellectual integrity. Each site will designate one person to coordinate implementation of the policy but all are expected to work within its parameters.
It is also the responsibility of all involved with the production or dissemination of student material and all who teach students to ensure that they are modelling respect for the intellectual property of others.

4 Responsibility for Staff Development

It is normally the responsibility of the ADC/CAN, librarian or equivalent on each site to provide training and support to lecturing staff and to ensure that staff is equipped with the knowledge and skills to educate students so that they can adequately detect acts of plagiarism and that they are aware of the process to manage infringements.

If it is brought to the attention of the site in any way that any particular lecturer is not supporting the process of promoting intellectual integrity by, for example, ignoring plagiarism, it is the responsibility of the site management to ensure that this is managed clearly and assertively and that a record is kept of this management.

Repeated violations of the intention of this policy must impact on future contracting of lecturers.

Similarly, the conduct of the central IIE academic team and those who are contracted to work for this team is held to the same standards and managed with the same level of seriousness by The IIE management, especially the Registrar and Academic Manager (or equivalent).

5 Detecting Plagiarism

The following often suggest plagiarism:

- Sections of text/images out of books or manuals that the lecturer identifies;
- Dramatic changes in language or style of writing;
- Large sections of unreferenced work that refer to theory that has been taught (at the very least the manual or textbook needs to be referenced);
- Odd formatting changes;
- Out of date reference list;
- References in different style than assigned;
- Topics out of scope of the assignment;
- Paragraphs not of the same writing style or voice;
- Web addresses that look like links (or are in fact links that can be clicked); and
- Finding similar phrasing in more than one paper for the same assignment.

Students are required to read (or access third party software or other sources) in order to prepare assignments (this is an integral part of the assessment process for written,
practical and creative assessment) – an assignment that has large sections of unreferenced work does not meet this standard and is thus plagiarised.

The onus is on students to produce the source of the ideas they have written about or created in their assignments. Lecturers who suspect plagiarism need to ask the students to produce the source from which ideas were taken and if students are unable to produce the source then the work is plagiarised.

A recourse to “it is all my own work” should be of serious concern to lecturers as it either suggests a student has not followed the full educational process of building their own thinking on that of others or that they are deliberately presenting the work of others as their own. Both interpretations of this “it is all my own work” should result in lecturers applying the principles of this policy. In creative executions the student needs to reference the source of inspiration, even when it is not directly linked to work created.

The IIE reserves the right to request a student to redo an assignment or a piece of work under examination conditions if there appears to be an apparent inconsistency with work previously produced by the student. In order to substantiate this inconsistency, lecturers may ask students to return pieces of previously marked work as students are required to keep copies of their work.

The IIE also makes use of software to detect the percentage of similarity between the submitted work of students and other published sources – this is a quick and efficient way to identify where students may have plagiarised.

6 Managing Plagiarism

This policy is implemented in accordance with a tiered approach that is consistent with the principles of the policy and a developmental approach:

- Information;
- Acknowledgement;
- Education and training;
- Experience and reinforcement; and
- Discipline.

6.1 Information

All sites are required to ensure that:

- Information sessions are held during orientation periods at the start of the year and during the year around assessment times – this will include information about intellectual integrity, the educational principle of the need to develop your ideas by
consulting the ideas of others and details about the on-line plagiarism system, processes and people involved;

- Posters are displayed on campus and in the library informing students of good practice and where to get assistance in learning to reference properly;
- Referencing Guides are available in student handbooks and in the libraries;
- Library web pages with information on copyright and good referencing are advertised to students; and
- Lecturers draw attention to referencing requirements and the issues of plagiarism when briefing students about their assignments.

6.2 Acknowledgement

All sites are required to ensure that all students sign the declaration in relation to plagiarism and intellectual integrity which needs to be submitted with each assignment as part of the assignment cover sheet whether or not the assignment is submitted in soft or hard copy (Annexure A). If no declaration is submitted then the assignments are not marked until it is submitted.

6.3 Education and Training

The site is responsible for reminding all lecturers teaching for the first time (irrespective of the year of study) that they are required to:

- Attend relevant training sessions on the use of the on-line plagiarism tool;
- Discuss referencing examples in class prior to the preparation of the first assignment and refer students to the Quick Referencing Guide and where it can be obtained;
- Provide students with details of when referencing workshops/ on-line plagiarism tool usage are to be held on the campus; and
- Explain the policy – particularly that there is only one assignment per programme at the first year level where there is a developmental opportunity given to any student who plagiarises. (In other words, students do not get a developmental opportunity per module – only one per programme at first year level and none beyond first year level).

6.4 Learning through Experience – the development approach

Students will be given an opportunity to complete a Development Assignment developed by The IIE as the “experiential learning” assignment on plagiarism during their first year orientation. This assignment will be used as an additional development opportunity during which training and support is provided to students to ensure that no (intentional) incidents of plagiarism occur in subsequent assignments. The level of similarity found on plagiarised software will be set and communicated in the instructions in the Development Assignment.
Lecturers are required to communicate the need to read, to summarise, to paraphrase, and to reference to all students.

If plagiarism is detected when this assignment is submitted, the students will be permitted to resubmit. They will be given no more than five working days to resubmit. If this assignment still contains plagiarised content, the student will undergo a one-on-one consultation with the ADC or equivalent or other designated lecturer for further remediation. There are no penalties for submitting or resubmitting this assignment as it is not graded.

Regardless of whether or not the student has successfully completed the Development Assignment, a graded, discipline based, approach will be taken from the first modular assignment in the first year through all other assignments for the rest of the qualification.

6.5 Discipline

6.5.1. Level 1: First Offence

(Annexure B)

As the aim of the policy is to make the management of plagiarism fair and objective, this process will apply to all first time offenders irrespective of the severity of the offence.

(Note that as the submission of the Development Assignment in first year is excluded from the discipline process, plagiarism in that assignment has no formal penalty and is disregarded for the purposes of the rest of this policy.)

The first incident of plagiarism needs to be managed by the lecturer in collaboration with the person on site designated to manage these incidents (it is up to the site, under guidance from the brand national team, to designate such a person):

- The work should be returned without a mark and the student informed that s/he has five working days to resubmit due to plagiarism being detected or the work being poorly referenced (initially students may not understand the difference and ensuring they attend to the latter will remove the former if in fact it is a misunderstanding). This should be done no matter how minor the plagiarism is as it is essential to help students learn the correct conventions as early as possible.
- The lecturer/ ADC/ relevant equivalent person should be cited as the contact person for the student who requires support and the ADC/ relevant equivalent person should be provided with a list of names of students who have been given this instruction.
• Failure to resubmit within the five working days will incur a mark of 0% for that assignment.
• Resubmitted work that still has plagiarised sections will be given a mark of 0%.

There will be no penalty if a student does resubmit work on time and the work is not plagiarised. It should then be marked as a first submission (no penalties) but the student will be flagged on the student information system as having committed the Level 1 offence. It is up to sites to ensure that an effective and efficient system is in place to gather this information from lecturers after each assignment.

Thus a lecturer who detects plagiarism should first check with the relevant campus administrator whether a previous offence has been recorded on the student system before selecting the course of action – again, there needs to be an easy way for lecturers to do this to ensure compliance with the process.

The Level 1 process is only applied to first year students – any students in their second year of registration (whether or not they are academically still doing first year modules) is assumed to have had ample opportunity to master the issues. Plagiarism by a second year student is automatically a Level 2 offence.

6.5.2. Level 2: Repeat Offence

(Annexure C, D and E)

If a student who has been flagged once re-offends or a second year student submits plagiarised work for the first time, the following applies.

If a student acknowledges the plagiarism, the work can be resubmitted within five working days of the work being returned to the student – the student should be offered some support or training in referencing.

The mark for the resubmitted work is capped at 50% provided there is no further evidence of plagiarism – if there is the work is awarded 0%.

The transgression is flagged on the student information system as a Level 2 plagiarism offence.

If the student disputes the plagiarism, a committee comprising the ADC or equivalent and the course lecturer will assess the work together and ask the student to explain his or her position. The student will be required to demonstrate that the work is not plagiarised by providing the original references and showing how these are referenced in the work submitted.

If there is agreement between the two academics that plagiarism was indeed committed a mark of 0% is entered and no opportunity to resubmit is provided.
Where the investigation reveals dishonesty or cheating as a possibility, the Student Code of Conduct is applied and the matter is referred for further investigation.

If the committee concludes that the student has not in fact plagiarised (intentionally or otherwise) the work is marked without penalty.

Students may appeal to a campus appeals committee of two other lecturers and a vice-principal within three working days of the decision of the initial committee being communicated to them. The decision of this committee is final.

The transgression is flagged on the student information system as a Level 2 plagiarism offence.

6.5.3. Level 3: Third and Subsequent Offences

(Annexure E)

A third offence (or a second offence for a student in their second or subsequent year of study) must be handled in terms of the Student Code of Conduct – the penalty could include exclusion from the course. Appeals would then go to The IIE Disciplinary Appeals Committee.

7 Specific Issues

It follows that from the point at which a student is submitting work for marks they are given only two opportunities to resubmit – once with a Level 1 penalty and once with a Level 2 penalty.

If the delays associated with resubmission mean that a student’s result cannot be calculated in time to allow sitting at the first examination session, the student will attempt the examination at the second sitting (see Assessment Strategy and Policy (IIE 009)).

As students on short learning programmes are expected to be more mature, the provisions of this policy will apply excluding the “Development Assignment” opportunity.

In the case of assignments completed in groups, the group shares responsibility for the assignment – and thus for the plagiarism detected in the assignment. Group members need to hold each other accountable for proper referencing.
ANNEXURES

ANNEXURE A: DECLARATION TO BE SIGNED BY ALL STUDENTS
(SAM Letter [L031 (C)] - To be printed on brand letterhead)

Declaration in relation to Plagiarism and Intellectual Integrity

Plagiarism is the use of the words, ideas or images of another person as ones’ own without adequately or appropriately acknowledging the source. The Independent Institute of Education (The IIE) views plagiarism as an act of academic dishonesty and will handle it accordingly.

1. I am aware of the approach of The IIE to plagiarism and intellectual integrity.
2. I am aware that the Intellectual Integrity Policy and the Student Code of Conduct prescribe the consequences of plagiarising.
3. I am aware that referencing guides are available in my student handbook or equivalent and in the library and that following them is a requirement for successful completion of my assignment.
4. I am aware that should I require support or assistance in using referencing guides to avoid plagiarism I should approach the lecturers, the librarian or the campus ADC or equivalent.

____________________  ____________________
Name                      Student Number

____________________  ____________________
Signature                 Date
ANNEXURE B: FIRST OFFENCE

(SAM Letter [L031(B)] - To be printed on brand letterhead)

Ref. No.: [Insert brand reference number]

Date: [Insert date]

[Insert name of student]
[Insert student number]

Dear [Insert name of student]

Plagiarism

The lecturer who has assessed your assignment for [insert detail of assignment module code and name] has noted that some or all of the work appears to have been plagiarised.

In line with The IIE Intellectual Integrity Policy you are being afforded one opportunity to amend this situation with no academic penalty.

You may resubmit the assignment within five working days and it will be remarked without a penalty; however, if the resubmitted work still contains plagiarised sections you will be given a mark of 0%. If you do not resubmit your work a mark of 0% will be entered on the student information system.

Please note that the fact that you have been given the opportunity to resubmit is being recorded on the student information system – this means that any further incidents of plagiarism will be handled with greater penalties and consequences for you.

You have signed a declaration that you will respect the intellectual property rights of others and will reference your work appropriately. You do not appear to have done this.

If you require support or assistance or some guidance in this regard please speak to your lecturer or another appropriate academic or the librarian who can assist you in mastering the skills to avoid this happening again.

If you have submitted other assignments or work already that is also plagiarised and this work has not been returned to you yet, please contact your site HoD/RN or equivalent person about this and you will be permitted to resubmit these assignments also without penalty. If you do not come forward immediately with this information any future work that is viewed as plagiarised will be treated as a second offence.
Please note that future infringements will carry more serious penalties – plagiarism is academic theft and needs to be handled as such.

Good luck in mastering referencing skills – they will stand you in good stead throughout your life.

Yours faithfully

[Insert name of campus office administrator/equivalent]
[Insert title of campus office administrator/equivalent]
ANNEXURE C: REPEAT OFFENCE OF PLAGIARISM

(SAM Letter [L031 (C)] - To be printed on brand letterhead)
Ref. No.: [Insert brand reference number]

Date: [Insert date]

[Insert name of student]
[Insert student number]

Dear [Insert name of student]

Plagiarism

The lecturer who has assessed your assignment for [insert detail of assignment code and name] has noted that some or all of the work appears to have been plagiarised.

In line with The IIE’s Intellectual Integrity Policy you have already been given one opportunity without penalty to master the skills of referencing and avoid plagiarism.

Your rights and responsibilities in terms of this repeated offence are as follows:

- If you acknowledge the plagiarism you may resubmit the work within five working days. It will be marked but your result will be capped at 50%.
- If you dispute that you have plagiarised, a committee comprising the lecturer and the ADC/ACN or equivalent will be set up to talk to you about the work. You are required to provide this committee with the original sources used for sections they are concerned may be plagiarised and to show how you have correctly and sufficiently acknowledged these sources. If you are unable to demonstrate this, your plagiarism will be confirmed and a mark of 0% will be entered for the work. If they do not confirm the plagiarism, the work will be marked as if no plagiarism was alleged in the first instance.
- You may appeal the decision of this committee to a campus appeals committee within three working days of the first committee’s decision being communicated to you. The campus appeals committee’s decision is final. They will overturn or uphold the assessment and the penalty.

This instance of plagiarism will be flagged on the student information system as a second offence. Please note that future infringements will carry even more serious penalties as plagiarism is academic dishonesty or even theft and needs to be handled as such. Please note that plagiarism can also be handled in terms of the Student Code of Conduct.
If you require support or assistance or some guidance in this regard please speak to our lecturer or another appropriate academic or the librarian who can assist you in mastering the skills to avoid this happening again.

Good luck in mastering referencing skills – they will stand you in good stead throughout your life.

Yours faithfully

[Insert name of campus office administrator/equivalent]
[Insert title of campus office administrator/equivalent]
ANNEXURE D: REPEAT OFFENCE OF PLAGIARISM – COMMITTEE

(SAM Letter [L031 (D)] - To be printed on brand letterhead)
Ref. No.: [Insert brand reference number]

Date: [Insert date]

[Insert name of student]
[Insert student number]

Dear [Insert name of student]

Plagiarism

The lecturer who has assessed your assignment for [insert detail of assignment code and name] has noted that some or all of the work appeared to have been plagiarised. You have not acknowledged this and appealed to a committee in this regard.

In line with The IIE’s Intellectual Integrity Policy you have already been given one opportunity without penalty to master the skills of referencing and avoid plagiarism. The findings of the committee are that (delete the option that is not applicable):

- You did in fact plagiarise and a mark of 0% will be entered for the work and you are reminded that future acts of plagiarism will be handled in terms of the Student Code of Conduct. The fact of this incident is being recorded on the student information system.
- There is insufficient clear evidence of plagiarism so the penalty is withdrawn. You are however once again reminded that plagiarism is a serious academic offence and you need to remain vigilant in future. No record of this incident is being kept on the student information system.

In terms of the above your rights and responsibilities are: (delete the option that is not applicable)

- You may appeal to the campus appeals committee – you need to do this in writing within three working days and must give the appeal to the Head of Department/Relationship Navigator concerned.
- You have already appealed to the campus appeals committee, whose decision is final. You are thus reminded that further plagiarism will result in a more severe process.
If you require support or assistance or some guidance in this regard please speak to your lecturer or another appropriate academic or the librarian who can assist you in mastering the skills to avoid this happening again.

Good luck in mastering referencing skills – they will stand you in good stead throughout your life.

Yours faithfully

[Insert name of campus office administrator/equivalent]
[Insert title of campus office administrator/equivalent]
ANNEXURE E: REFERRAL OF PLAGIARISM OFFENCE TO STUDENT CAMPUS DISCIPLINARY COMMITTEE

(SAM Letter [L031 (F) - To be printed on brand letterhead)

Ref. No.: [Insert brand reference number]

Date: [Insert date]

[Insert name of student]
[Insert student number]

Dear [Insert name of student]

Plagiarism

The lecturer who has assessed your assignment for [insert detail of assignment code and name] has noted that some or all of the work appears to have been plagiarised. As the terms of The IIE Intellectual Integrity Policy have already been applied to you, this matter is now being referred to the Campus Student Disciplinary Committee for handling in terms of the Student Code of Conduct.

Yours faithfully

[Insert name of campus office administrator/equivalent]
[Insert title of campus office administrator/equivalent]