Berea College of Technology
EQUIPPING YOU FOR EXCELLENCE

160 Monty Naicker Road, Durban, 4001
+27 31 827 8300
enquiries@bct.ac.za
www.bct.ac.za

PLAGIARISM POLICY

1. Scope

The Policy deals with developing an understanding of plagiarism, as well as the elements of protection, detection and non-compliance. All students and academic staff are responsible for the adherence to this Policy. In addition, all academic staff must ensure that the Policy is consistently implemented.

2. Purpose

The purpose of this document is to detail Berea College of Technology's policy and procedures relating to plagiarism insofar as students and staff are concerned, in pursuit of Berea College of Technology's commitment to promoting and protecting the academic integrity of its teaching, learning, research and external engagement endeavors.

3. Principles

3.1 This Plagiarism Policy sets out how we address any issues regarding the authenticity of work submitted by a student for assessment. We strive to be a fully inclusive organization and achieve consistency of good practice across the College.

3.2 The College has an obligation to its students, employers and society in general to ensure that the qualifications its students receive are a fair and accurate representation of their work, and of the knowledge and skills attained. Plagiarism and other forms of cheating undermine the value of qualifications for all concerned because they undermine their credibility. If a student passes an assessment, or gets a qualification, by unfair means then this is unfair to those who have achieved the same qualification fairly.

3.3 If left unchecked plagiarism is a serious threat to the integrity of learning programs, and thereby a threat to the reputation of the college. In addition, students who succeed in achieving their qualifications having knowingly submitting plagiarised work risk being poorly prepared for their careers.

3.4 This policy provides guidelines on how to deal with the issue. It is important all teaching staff and students in the college carefully read the policy.

3.5 Plagiarism is the notion of a student taking someone else's intellectual effort and presenting it as their own. Wikipedia defines plagiarism as: "the representation of another author's language, thoughts, ideas, or expressions as one's own original work". In other words, it is a form of cheating and if proven the person will be subjected to the College's Student Disciplinary Procedure.

3.6 Plagiarism is the submission for assessment of material (written, visual or oral) originally produced by another person or persons, without acknowledgement, in such a way that the work could be assumed to be the student's own. Plagiarism may involve the unattributed use of another person's work, ideas, opinions, theory, facts, statistics, graphs, models, paintings, performance, computer code, drawings, quotations of another person's actual spoken or written words, or paraphrases of another person's spoken or written words.

3.7 All staff carrying out internal or external assessed work must make students aware of the guidelines on plagiarism. This is part of the whole college student induction/orientation.

2. Guidance on referencing for students where appropriate

All students must be aware of how to cite any work that is not their own using the Harvard Referencing System. All resources used must be included in a bibliography. It is vital that all internet sites are also clearly shown. In particular

- The sources of ideas and all resources used in a reference list/bibliography must always be cited

- Verbatim, i.e., word for word, or near verbatim extracts from other resources, e.g., textbooks and the internet, must not be reproduced.
- Quotations shorter than two lines (approx) or 20 words (approx) may be included in inverted commas in the normal run of text (source clearly shown in the Bibliography)
- Longer quotations should be indented and could be shown in a different font
- Quotations longer than 200 words should be avoided, as should their over-use
- Appendices should be used for substantial elaborations, e.g., copies of questionnaires, documents, and newspaper reports
- Any charts, graphs and tables should be put in the main text, but they must be numbered and referenced
- The Harvard system should always be used, and references should always be consistent

3. Identifying plagiarism

3.1 If text, data, drawings, designs or artefacts are used without properly acknowledging who produced the material, then there is a risk of being accused of plagiarism. This can be avoided by making clear the sources of information used (e.g., books, articles, interviews, reports, 'www' reference, or government publications). All must be properly referenced, not only in a reference list/bibliography but also by citations and quotations.

3.2 Teaching staff will routinely use online plagiarism software and personal interviews to help determine the authenticity of submitted work and will publicize this to students through course induction and handbooks to deter them from deliberately making plagiarised submissions.

3.3 Plagiarism covers both direct copying and copying or paraphrasing with only minor adjustments:

- a direct quotation from a text must be indicated by the use of quotation marks and the source of the quote (title, author, page number and date of publication).
- a paraphrased summary must be indicated by the attribution of the author, date and source of the material including page numbers for the section(s) which have been summarized.

3.4 Students will be required to submit their work through the college's 'Turnitin' software. This is a plagiarism detection service and will check any submitted work for its originality. This software automatically generates a receipt so there is certainty that the work has been submitted

correctly. However, the responsibility for judging whether plagiarism has taken place remains with teaching staff.

3.5 Double-counting: Students are also not permitted to re-present any assessment already submitted for one module as if for the first-time assessment in another module. Double counting of assessed work is not normally allowed. If submitting work previously included in another assessment the student should attribute the section of text from the earlier work. This may be taken into account by the markers.

4. Action on Detecting Plagiarism

4.1 Any instance of proven plagiarism is regarded as serious misconduct under the College's Student Disciplinary Procedure and the matter will be subject to that Procedure and reference will be made to the rules and regulations for coursework and examinations.
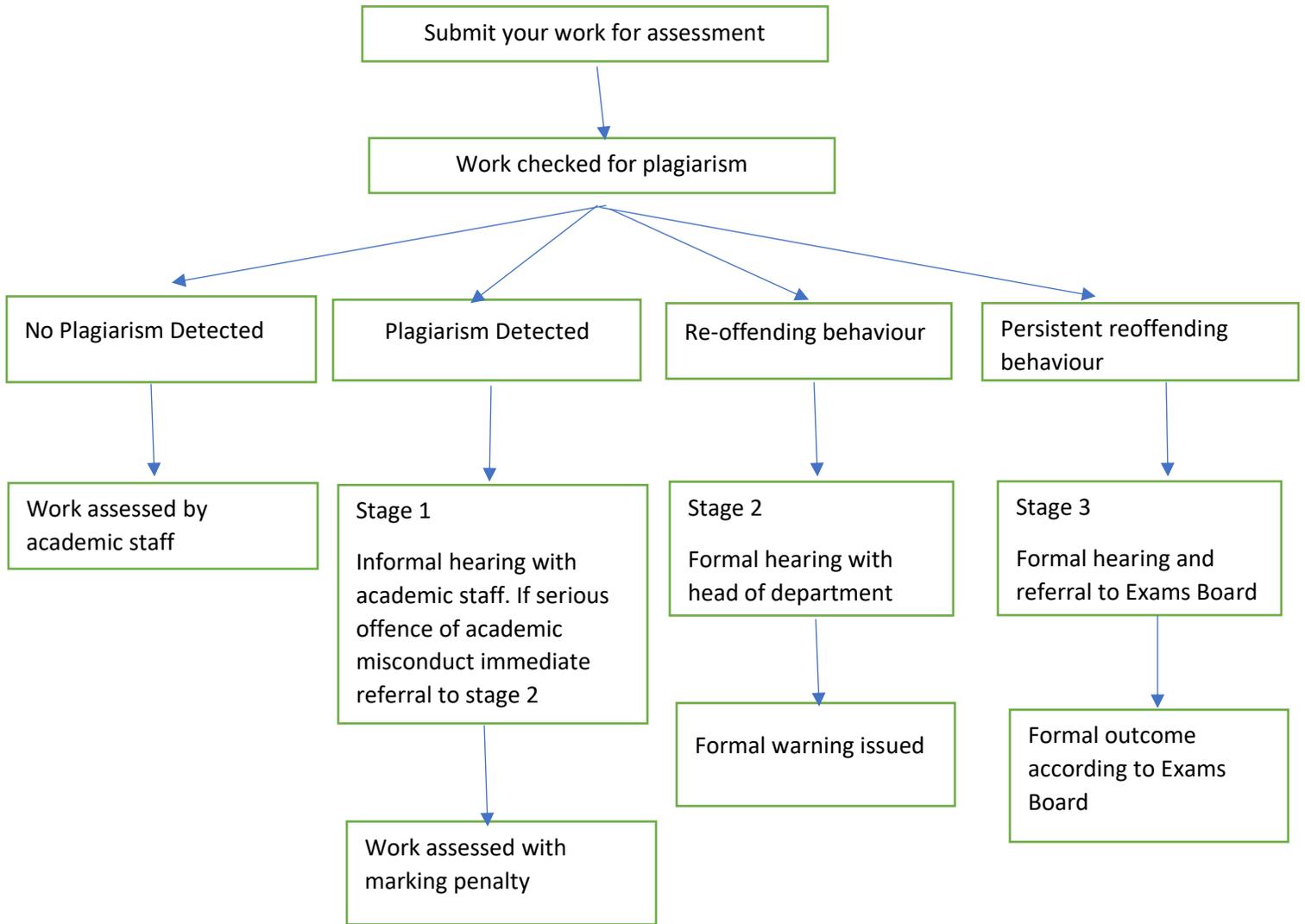
4.2 Teaching staff that suspect any student's work, which is not examination-based and is plagiarised should deal directly with the issue. If a student repeatedly offends, the issue should be reported to the Head of Department. The Head of Department will see the student and make them fully aware of the penalties imposed by the exam board and monitor the student's work.

4.3 The outcomes of Turnitin analysis are used as a guide for the appropriate stage of the Student Disciplinary Procedure. Teaching staff will investigate the plagiarism further and act as per the disciplinary procedures below:

- Stage 1: If plagiarism is detected, the teaching staff will meet with the student to discuss the findings. If the plagiarism would have altered the result obtained by the student if it had been undetected then at the very least the student will be penalised within the marking process. If it is clear that the plagiarism was minor and did not constitute intentional cheating, then guidance and support should be provided to address any underlying issues. This might include revision of appropriate referencing practice. The student should also be informed clearly of the unacceptability of plagiarism and the need to abide by accepted practice.
- Stage 2: Re-offending behaviour: formal hearing with the Head of Department.
- Stage 3: Persistent reoffending; the case is referred to the Exams Board for outcome

5. Students Plagiarism Procedure

```
                    ┌─────────────────────────────────┐
                    │  Submit your work for assessment │
                    └─────────────────────────────────┘
                                    │
                                    ▼
                    ┌─────────────────────────────────┐
                    │     Work checked for plagiarism  │
                    └─────────────────────────────────┘
```

No Plagiarism Detected	Plagiarism Detected	Re-offending behaviour	Persistent reoffending behaviour
Work assessed by academic staff	**Stage 1** Informal hearing with academic staff. If serious offence of academic misconduct immediate referral to stage 2	**Stage 2** Formal hearing with head of department	**Stage 3** Formal hearing and referral to Exams Board
	Work assessed with marking penalty	Formal warning issued	Formal outcome according to Exams Board

6. Monitoring and Review of the Policy

- Review of this policy will be done by exercising control over the achievement of set goals.

- This policy will be reviewed every two years or as and when required