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1. BACKGROUND

Elada Institute aims to ensure the quality and academic integrity of its programmes. In line with this, Elada Institute, along with other Higher Education Institutions, believes that if students or staff members present other authors' ideas as their own and do not acknowledge the contribution of others in the development of their own ideas, this constitutes plagiarism.

In this context, academic integrity includes a commitment to the fundamental values of honesty, trust, fairness, respect, and responsibility. Sharing, collaborating and innovating through the use of existing knowledge must be encouraged, but credit must always be given to the originators for any work used. Such sources must be properly referenced in a recognised way.

2. PURPOSE

The purpose of this document is to detail Elada Institute's policy and procedures relating to plagiarism in so far as students and staff are concerned. In pursuit of Elada Institute's commitment to promoting and protecting the academic integrity of its teaching, learning, research and external endeavours, the Plagiarism Policy becomes a necessity.

Many acts of plagiarism are not necessarily due to dishonesty; therefore, this Policy will address plagiarism from a corrective as well as a punitive approach. It will focus on educating and monitoring plagiarism as well as outline the sanctions for cases of plagiarism.

3. ORGANISATIONAL SCOPE / APPLICATION

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

This Policy applies to all staff and students of Elada Institute, including any individual contracted to develop learning and support material on behalf of Elada Institute.

4. POLICY STATEMENT

Elada Institute commits to comply with all Higher Education quality assurance requirements for the programmes and qualifications we offer, as prescribed in legislation.

5. DEFINITIONS / ABBREVIATIONS / ACRONYMS / GLOSSARY

Plagiarism is the submission of written, visual, or oral material or ideas originally produced by someone else, by any person or group of persons, who do not acknowledge the bona fide source of the material and claim it to be their own work.

This could include but is not limited to:

- Absent or inaccurate acknowledgement of another's ideas and/or written, visual or oral material;
- Paragraphs, sentences, a single sentence, or significant parts of a sentence from any text, including text copied from the Internet, that are copied directly and not enclosed in quotation marks or appropriately footnoted or referenced (Griffith University, 2000);

- Paraphrasing of sentences, paragraphs or themes (i.e., taking a quotation and rewriting or summarising it in your own words without appropriate references);

- Presenting or reproducing someone's artifact, artwork, designs or experimental results as your own, without appropriate references;

- Collusion (e.g., another person or group of persons assisting in the production of a work to be submitted for assessment without the requirement, consent or knowledge of the assessor);

- Submitting one's previously assessed or published work for assessment or publication elsewhere, without appropriate acknowledgement (Curtin University of Technology);

- In the case of collaborative projects, falsely representing the individual contributions of collaborating persons where individual contributions are to be identified (Curtin University of Technology).

6. POLICY PRINCIPLES

6.1 Copyright Infringement

6.1.1.   Copyright is infringed upon when any action which impinges on the copyright owner's exclusive rights is performed without the copyright owner's authorisation.

6.1.2.   Statutory exceptions limit the copyright owner's rights. "Fair dealing" permits a work that is subject to copyright to be reproduced or adapted for research or private study, criticism, or review of that work, or for reporting on current events in a periodical. The source of the work and the name of the author must be mentioned.

6.1.3.   The following will constitute an infringement of a work and will not be exempted as fair dealing:

- o   Failure to indicate clearly (e.g., with quotation marks or indent and different font) phrases or passages taken verbatim (word-for-word) from a published or unpublished text without crediting the original text and author;

- o   The paraphrasing of an article, a book or electronic text without acknowledging the source(s) and the author of the work. This amounts to reproducing a text by using different words to the author, by changing the word order of the text, the sentence types, and the style of the author;

- o   Using a substantial part of the work will not be fair dealing, even if an acknowledgement of the source and the author is given.

6.2 Dishonest Practices

6.2.1.   Unethical use of another person's work for research or study purposes may, in addition to the infringement of the copyright owner's economic rights, also infringe upon the author's moral rights and constitute a criminal offence.

6.2.2.   The following will amount to an infringement upon an author's moral rights:

o Failure to acknowledge the author where phrases or passages are taken verbatim (word-for-word) from a published or unpublished text;

o Use of a summary of a work which contains the ideas of others and presents the essence of an argument in language that condenses and compresses the original language of the source without acknowledging the author of the work;

o Using the patch-writing (cut-and-paste) method, where pieces of other people's works, including those taken from the internet, are blended with one's own words and phrases without acknowledging the author(s) of the source work.

Dishonest practices may also amount to criminal offences, such as fraud, theft, and criminal copyright liability.

Such dishonest practices include the following:

- Copying information from another person (e.g., another student's assignment or portfolio) and submitting identical work where such work is not the result of teamwork and indicated as such by all participants;

- Buying an essay from a ghost-writing service and pretending that it is one's own work;

- Asking someone else to do an assignment on one's behalf.

Acknowledging sources ensures:

- Compliance with the provisions of the Copyright Act and universally accepted scientific practice;

- That the reader of the work could satisfy him/herself that the authenticity and integrity of the sources and the research methodology have been upheld.

Citation is a form of respect for the relevant author's proprietary rights. Fair use is a form of respect for the author's economic rights.

7. POLICY IMPLEMENTATION

Elada Institute is responsible for supporting, developing, enhancing, monitoring and reviewing its set standards against legislative requirements and those of regulatory authorities. The Plagiarism Policy implements strategies and systems and allocates resources to ensure the achievement of these standards.

8. PROCEDURES

Policies are designed and adapted to influence and determine all major decisions and actions and all activities within the boundaries set by them. Procedures are the specific methods used or to be used to express policies in action in the day-to-day operations of The Institute.

The procedures and processes which govern this policy are listed under "Supporting Documents".

9. SUPPORTING DOCUMENTS

The following documents (resources) support the operational implementation of this policy and serve to direct the implementation of the Policy:

Document No:	Document Name:
	Declaration of Authenticity
	Student Support Manual
	Academic Staff Handbook

Each faculty must ensure that students have access to the Elada Institute documents on plagiarism. Where possible, training should be provided to students.

This documentation should outline:

- The definition of plagiarism and the practices that constitute plagiarism
- The Harvard Referencing System's regulations
- Practical examples on how to reference correctly
- The consequences of plagiarism

Students must be aware of the Declaration of Work documents that they must submit with all formative and summative assessments. The importance of this document and the impact of lying on this form must be communicated to students before they submit their first assessment to The Institute.

10. PREVENTATIVE MEASURES

Students and staff members are advised to make use of the electronic plagiarism detection software made available by the education brand. The software creates a report of originality for the submitted documents that indicates which part of the work is plagiarised. This report should be used by staff and students to rework and rephase the written work to decrease plagiarism.

All student assessments must be loaded onto the plagiarism checker once assignments have been submitted. The original reports must be used by markers when grading assessment. Students must be encouraged to use the plagiarism detection software prior to the assignment submission date so they can edit their work to address plagiarism.

The plagiarism index is capped at 25%. Any assessments with a higher level of plagiarism must be addressed to determine if the student plagiarised. If it is determined that the student indeed plagiarised, then the student must face sanctions. Academic staff must not ignore cases of plagiarism. The students and staff can then edit their write-ups, rephrasing the plagiarised sentences and phrases.

The names of students who have plagiarised must be sent to the Quality Assurance Manager and the Chairperson of the Assessment Committee, who must create a Plagiarism Register. This register will assist in identifying repeat offenders of plagiarism and will help identify those who need assistance in their understanding of plagiarism and their application of referencing techniques.

11. SANCTIONS FOR PLAGIARISM OFFENCES

Although plagiarism is a serious form of academic misconduct, each case should be considered on its own merit. As students may not fully understand the concept of plagiarism and referencing, offences should be dealt with sensitively, and this lack of understanding should be considered when sanctions are given.

The following considerations should be considered when imposing a penalty:

- The gravity of the plagiarised content on the assessment work submitted;
- The seniority of the student in regard to the year and level of their studies;
- The student's state of affairs and home situation;
- Whether the student has used the plagiarism detection software before;
- Whether the student has read and understood the Plagiarism Policy and made use of the support department within The Institute;
- Whether the student has previous cases related to plagiarism; and
- Whether the student had any intentions to plagiarise.

11.1 First-time Offence in a Formative Assessment

Students who have plagiarised for the first time in a formative assessment will lose 10%. Corrective guidance should be provided to the student. This should include details on what the student did wrong and how this should be corrected in future submissions.

The name of the student must be added to the Plagiarism Register.

11.2 Second-time Offence in a Formative Assessment

Students who have committed plagiarism for a second time in a formative assessment will lose 50%.

Further corrective guidance should be provided to prevent further incidences of plagiarism.

The second offence must be recorded on the Plagiarism Register.

11.3 Third-time Offence in a Formative Assessment

Students who have committed plagiarism for the third time will be given a zero grade for the submitted assessment.

The offence must be recorded in the Plagiarism Register.

11.4 Plagiarism Offences in Summative Assessments

Any plagiarism detected in summative assessments will result in a zero grade, irrespective of whether it was a first-time offence or not.

The student's name must be added to the Plagiarism Register.

12. POLICY LIFE CYCLE

This Policy should be reviewed every two years by the Assessment Committee of Elada Institute.

13. REFERENCES

- Curtin University of Technology
- Educor Plagiarism Policy

- Griffith University School of Environmental Planning: Course Guide 2000
- University of South Africa (2005) *Policy for Copyright Infringement and Plagiarism* [pdf].
- Available at: www.unisa.ac.za/static/corporate_web/Content/Apply%20for%20admission/Documents/Policy_copyright_infringement_plagiarism_16November2005.pdf [Accessed: 14 October 2021].
- University of Pretoria Plagiarism Prevention Policy: Document number: S 5106/19