



Policy Name: Plagiarism – Student Policy
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Plagiarism – Student Policy

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2 INTRODUCTION

SA College of Home Study Pty Ltd, trading as *College SA*, offers a distance learning educational experience. Therefore, students can continue their studies both part-time and full-time. Our goal is to accommodate and encourage lifelong learning in the South African labour force: employed, unemployed, and discouraged job seekers.

College SA is committed to providing distance learning education that is valid, reliable, and that embodies the highest level of integrity. To that end, this policy outlines our commitment to and application of both nationally and internationally accepted standards regarding plagiarism and copyright infringement.

3 PURPOSE

College SA recognises that students are not always aware of the standards relating to plagiarism and copyright infringement; we further acknowledge that these concepts, themselves, may not be adequately understood by our students. Because the avoidance of plagiarism and copyright infringement are fundamental to the integrity of all academic institutes, *College SA* is firmly committed not only to the understanding of plagiarism and copyright infringement, but also to the stringent implementation and application of all relevant standards. Therefore, the purpose of this policy is to outline the meanings of both plagiarism and copyright infringement as well as to outline the standards required to avoid both.

Considering the above, this policy will:

- Define plagiarism and copyright infringement
- Distinguish plagiarism and copyright infringement
- Outline the necessary legislation and standards
- Outline the steps to be taken in guaranteeing the avoidance of plagiarism and the attribution of copyright through:
 - Referencing
 - Citation
 - Captioning

4 SCOPE

This policy applies to all programmes, whether accredited or non-accredited, and to all students of *College SA*. It is supported by processes and procedures aligned with the relevant national legislation, treaties, and international conventions.

5 PRINCIPLES

- To ensure compliance with the South African Copyright Act, 1978 (Act No. 98 of 1978, as amended up to Copyright Amendment Act 2002)
- To ensure compliance with international standards and conventions regarding plagiarism
- To ensure that the rights of authors and publishers are sufficiently recognised
- To ensure that any legally required licencing fees are paid to the correct party (parties)
- To avoid legal action and to avoid possible awards for damages
- To support local publishers through compliance with the Act
- To support the development, creation, and dissemination of new and authentic works of academic value and rigour by assuring authors of compensation
- To avoid the losses of income inflicted on authors through inadequate respect for and implementation of copyright acknowledgement and the avoidance of plagiarism
 - Adapted from (University of the Witwatersrand, Johannesburg, 2017)

6 GUIDELINES AND PROCEDURES

6.1 DEFINITIONS

1) **Copyright infringement** is understood to be:

- a) Any form of unpermitted use of copyrighted material, whether for monetary gain or not, may be considered copyright infringement unless that material has been specifically licensed by the owner for use¹.
 - b) Copyright applies to a wide range of intellectual property, including but not limited to:
 - i) Literary works:
 - (1) Novels
 - (2) Poems
 - (3) Textbooks
 - (4) Letters
 - (5) Reports
 - (6) Lectures
 - (7) Speeches
 - ii) Musical works
 - iii) Computer programs
 - iv) Artistic works
 - v) Videos
 - vi) Sound recordings
 - vii) Broadcasts
- Adapted from (Smith & Van Wyk, 2005) & (the balance small business, 2018)

2) **General Exceptions** to copyright infringement:

- a) When it comes to fair dealing regarding literary or artistic works, there is no copyright infringement if:
 - i) Copyrighted material is used for the purposes of research or private study
 - ii) Copyrighted material is used for the purposes of criticism or review
 - iii) Copyrighted material is used for the purposes of reporting on current events:
 - (1) For example, in a newspaper, magazine, or other type of periodical
 - (2) For example, through the medium of broadcasting or video

The above hold true when the author of the new material gives adequate credit via an acceptable means of referencing and citation including the name of the original author/artist.

- iv) Copyrighted material lawfully available to the public, including any newspaper or periodical, is used and adequate referencing and citation are applied, including the author's name

¹ This last point is the critical difference between copyright infringement and plagiarism: copyright infringement occurs if there is no official agreement for the use of intellectual property between the owner and the person or organisation using that property; plagiarism occurs when others' ideas, research, or work is used in a creator's original work without adequate acknowledgement. The difference is subtle but vitally important.

- v) Copyrighted material is used in the process of teaching or training provided that the resources are adequately referenced and cited.

– Adapted from (Republic of South Africa, 2002)

3) **Plagiarism** is understood to be taking the words and/or ideas of others and presenting them as one's own; specifically:

- a) Presenting the work of others as one's own; this applies to, for example:
 - i) Written content
 - ii) Video content
 - iii) Recorded content, whether vocal or music
- b) Presenting the words or ideas of others without affording them the correct credit
- c) Stealing the literary work of another
- d) Presenting as one's own any idea, product, literary work, or any other content based on an existing source
- e) Specific to our students:
 - i) Assessments
 - ii) Portfolios of evidence
 - iii) Presentations (PowerPoint, Key Note, Prezi, or other formats)
 - iv) Recordings (video or audio)
- f) The following are cases behaviour which risk attracting plagiarism
 - i) Submitting someone's else's work
 - ii) Copying images and other media from any source (hardcopy or websites for example) for use in
 - iii) Making use of copyrighted videos or clips – assume all such content to be copyrighted unless specifically informed otherwise; e.g. clips from sites which provide copyright-free content
 - iv) Performing an artist's copyrighted music in – assume all such content to be copyrighted unless specifically informed otherwise; e.g. sound clips or music from sites which provide copyright-free content
 - v) Creating a piece of music that is similar to copyrighted material in
- g) Specific examples of where plagiarism may not be clear but where use without proper referencing and acknowledgement is copyright infringement:
 - i) A photograph, scan, or photocopy of a copyrighted image:
 - (1) In a book, magazine, periodical, newspaper, or other print medium
 - (2) Online material whether from a downloaded resource or a website
 - ii) Making a recording or presentation in which copyrighted music or another video is playing in the background
 - iii) Recreating a visual or literary work in the same medium or composition (e.g. recreating a PowerPoint presentation with the same elements or an assessment following the same subject matter as another author's)
 - iv) Recreating a visual project in a different medium (e.g. creating a video based on the content of a website)
 - v) Remixing or altering copyrighted images, videos, or audio recordings; this applies to original arrangements

– Adapted from (Plagiarism.org, 2017)

4) **Types of plagiarism:**

- a) *Direct plagiarism*: word-for-word duplication of another author's/artist's content without credit and appropriate quoting.
- b) *Self-plagiarism*: the submission by a student of previously submitted work or variations thereof as if it were original, and without the permission of *College SA*
- c) *Mosaic plagiarism*: presenting selections of another author's/artist's work(s) without using quotation marks or adequate paraphrasing without adequate referencing while maintaining the original author's/artist's structure or meaning.
- d) *Accidental plagiarism*: neglecting to cite used resources, or misquoting sources, or unintentionally paraphrasing a source without adequate referencing or citing.

Despite having no intent to commit plagiarism, this does not excuse the student.

5) **Levels of plagiarism:**

- a) *First level*: first time offence and minor – the use of copyrighted intellectual property either with inadequate referencing and/or citation, or without any form of credit. In this case, the offence is considered minor because the act of plagiarising and/or committing copyright infringement may have been unintentional.
- b) *Second level*: a repeated minor offence or first time major offence – a minor offence (intentional or unintentional) which reoccurs after an initial penalty has been imposed but may require a more severe penalty to elicit the intended effect; a major offence indicating the intentional act of copyright infringement and/or plagiarism whether direct plagiarism, self-plagiarism, mosaic plagiarism, and/or accidental plagiarism.
- c) *Third level*: repeated major offence – the intentional infringement of copyright or act of plagiarism despite previous penalties for the same action(s).

– *Adapted from* (University of the Witwatersrand, 2018)

Plagiarism weakens the educational process and could lead to a disciplinary response from *College SA*; this could include expulsion from a programme. Please, refer to the *Referencing Guide for Students*. This document can be obtained from *College SA* and is available on the website.

College SA views plagiarism and copyright infringement as academic dishonesty and describes the consequences of this offence in detail in the **Student Code of Conduct** (<https://www.collegesa.edu.za/assets/Our-Policy/Student-Code-of-Conduct.pdf>). For your convenience, these have been outlined below:

- 1) **Disciplinary Warning**: a written reprimand regarding behaviour that violates the Student Conduct Code
- 2) **Restriction**: exclusion from some modules but still on the system
- 3) **Suspension**: removal of the student for a time period (still on the system)
- 4) **Expulsion**: permanent disciplinary removal of the student from *College SA* (off the system)

Please note that this is not an increasing scale. In other words, the response from *College SA* will be based on the level of misconduct regarding plagiarism.

6.2 CONVENTIONS AND LEGISLATION APPLICABLE TO COPYRIGHT INFRINGEMENT AND/OR PLAGIARISM

In the South African context, issues of copyright and plagiarism are governed by the Copyright Act No. 98 of 1978 (as amended) and its Regulations (Section 13). However, there are additional governances which influence the application of copyright rules:

- Copyright legislation and treaties:
 - The Universal Copyright Convention
- South Africa: Copyright Regulations, No. 6252 of December 22, 1978

College SA is committed to following all international treaties and conventions as well as national legislation:

- Berne Convention
- Copyright (UNESCO)
- Copyright: the TRIPS Agreement
- Copyright Laws in Africa
- Intergovernmental Copyright Committee (UNESCO)
- International Conventions (UNESCO)
- Overview: the TRIPS Agreement
- TRIPS Agreement
- Universal Copyright Convention
- WIPO Copyright Treaty
- WIPO Performances and Phonograms Treaty
- WTO Legal Texts: TRIPS

6.3 ROLES & RESPONSIBILITIES

6.3.1 Faculty Department

The **Head of Faculty** oversees the identification and investigation of suspected cases of copyright infringement and/or plagiarism in works produced by students. As the gatekeeper of both identification and investigation, the Head of Faculty works closely with the Faculty team in identifying and managing cases of copyright infringement and/or plagiarism; the facilitators, assessors, and moderators, therefore, assist the Head of Faculty in this role.

The Faculty Department is further tasked with the teaching of correct referencing and citation techniques; i.e. Harvard Referencing Style and image captioning.

6.3.2 The General Manager: Academics

The General Manager: Academics is the final arbiter in establishing the outcomes of all cases of suspected copyright infringement and/or plagiarism. Both the Heads of Faculty and RSD assist **The General Manager: Academics** in executing whatever is required to finalise the case of suspected copyright infringement and/or plagiarism.

The phases of a disciplinary process and levels of severity are discussed in the **Student Code of Conduct** [<https://www.collegesa.edu.za/assets/Our-Policy/Student-Code-of-Conduct.pdf>]

6.3.3 Accreditation Department

If the student believes that the outcome of the investigation is not fair, s/he must submit a written account of the penalty to be submitted to the **Head of Accreditation** for consideration.

A grievance should be submitted in writing, addressed to the **Head of Accreditation**, clearly indicating the details of the complaint and the expected outcome of the process. Grievances must be sent to the following email address: grievances@collegesa.co.za

The **Head of Accreditation** ensures that the resolution of student grievances follows consistent procedures across *College SA* and provides an independent, impartial review of academic and administrative grievances.

Refer to the **Student Complaints and Grievances Policy** available at the following link: [<https://www.collegesa.edu.za/assets/Our-Policy/Student-Grievance-and-Complaints.pdf>]

6.4 PROCEDURES

In the procedures below, a record of the infringement or plagiarism needs to be kept. The Faculty Depart shall follow the below procedures:

- 1) Because the facilitators, assessors, and moderators have direct access to students' submissions, they, therefore, use their industry and academic expertise to determine whether a submission may be a case of copyright infringement and/or plagiarism.
- 2) The facilitators, assessors, and moderators report their suspected cases of copyright infringement and/or plagiarism to the Head of Faculty for investigation.

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6.5 APPEALS PROCESS

Any and all appeals processes will be dealt with by the **Head of Accreditation**.

7 GLOSSARY OF TERMS

TERM	DEFINITION
Accidental plagiarism	Neglecting to cite used resources, or misquoting sources, or unintentionally paraphrasing a source without adequate referencing or citing.
Copyright infringement	Selling another’s work or commercially exploiting it without the proper rights to do so. Copyright infringement for example, will occur when a university copies parts of the whole book and then selling it to students. Theft thus takes place. (Plagiarism.org, 2017)
Direct plagiarism	Word-for-word duplication of another author’s or artist’s content without credit and/or quotation marks; i.e. adequate referencing or citation.
Mosaic plagiarism	Presenting selections of another author’s/artist’s work(s) without using quotation marks or adequate paraphrasing while maintaining the original author’s/artist’s structure or meaning.
Plagiarism	Original work is manipulated and credit is not given where due or it can be done with the specific purpose of deceiving the reader to think that the ideas are your own.
Self-plagiarism	The submission by a student of previously submitted work or variations thereof as if it were original, and without the permission of College SA

8 REFERENCES

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https://libguides.wits.ac.za/Wits_Copyright_Guidelines/SA_Copyright_Law

Annexure A – Staff Policy

1 PREAMBLE

The purpose, scope, principles, as well as guidelines and procedures provided above hold true throughout the following supplement for the staff of *College SA*.

2 SCOPE

This policy applies to all programmes, whether accredited or non-accredited; to all staff members, whether prospective or current, of *College SA*. It is supported by processes and procedures aligned with the relevant national legislation, treaties, and international conventions.

The policy informs all content developed by *College SA* regardless of whether said content is meant for external or internal use.

Despite having no intent to commit plagiarism, this does not excuse any staff member.

3 PURPOSE

College SA recognises that our staff are not always aware of the standards relating to plagiarism and copyright infringement; we further acknowledge that these concepts, themselves, may not be adequately understood by our staff. Because the avoidance of plagiarism and copyright infringement are fundamental to the integrity of all academic institutes, *College SA* is firmly committed not only to the understanding of plagiarism and copyright infringement, but also to the stringent implementation and application of all relevant standards.

This staff supplement is to be read in conjunction with the policy of plagiarism as it pertains to students since the definitions and specifics outlined therein hold to all staff members equally.

4 ROLES AND RESPONSIBILITIES

Resource Development Department

- 1) The resource specialists, administrators, desktop publishers, and copyeditors have direct access to writers' submissions and, therefore, determine whether a submission may be a case of copyright infringement and/or plagiarism.
- 2) The resource specialists, administrators, desktop publishers, and copyeditors report their suspected cases of copyright infringement and/or plagiarism to the Head of RSD for investigation.

Accreditation Department

- 1) The heads of departments, supervisors, and team leaders have direct access to all other staff products and, therefore, determine whether a product may be a case of copyright infringement and/or plagiarism.
- 2) The heads of departments, supervisors, and team leaders report their suspected cases of copyright infringement and/or plagiarism to the Head of Accreditation for investigation.

Refer to the **Employee Handbook** available at the following link:

[<https://drive.google.com/drive/folders/0B7MpJ9fFuHAzTTBocVBPVmo1dkk>]

5 PROCEDURES

5.1.1 Resource Development Department (RSD)

The **Head of RSD** oversees the identification and investigation of suspected cases of copyright infringement and/or plagiarism in works created and produced by both internal and external staff. As the gatekeeper of both identification and investigation in *College SA's* intellectual property, the Head of RSD works closely with the RSD team in identifying and managing cases of copyright infringement and/or plagiarism; the resource specialists, administrators, desktop publishers, and copyeditors, therefore, assist the Head of RSD in this role. The Head of Faculty and the Faculty team are also responsible for raising suspected cases of copyright infringement and/or plagiarism with the Head of RSD for purposes of identification and investigation.

If the suspected content has been indicated to contain plagiarism, that content will no longer be provided to students until such time as adequate referencing or potentially needed rewrites are made.

Accreditation Department

If the staff member (either internal or external) believes that the outcome of the investigation is not fair, s/he must submit a written account of the penalty to be submitted to the **Head of Accreditation** for consideration.

A grievance should be submitted in writing, addressed to the **Head of Accreditation**, clearly indicating the details of the complaint and the expected outcome of the process. Grievances must be sent to the following email address: grievances@collegesa.co.za

The **Head of Accreditation** ensures that the resolution of staff grievances follows consistent procedures across *College SA* and provides an independent, impartial review of academic and administrative grievances.

Refer to the **Employee Handbook** available at the following link:

[<https://drive.google.com/drive/folders/0B7MpJ9fFuHAzTTBocVBPVmo1dkk>]

6 FINAL ARBITRATION OF APPEALS

The **Managing Director** will review the staff appeal within five (5) working days following receipt of the staff member's written appeal, and a final decision must be rendered in writing within five (5) working days after the conclusion of the review by the CSA Appeals Committee.