

## PLAGIARISM POLICY

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## 1. POLICY PURPOSE

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For the purposes of this policy, plagiarism is defined as the act of taking and using another person's thoughts, writings, or inventions and presenting them as one's own without proper acknowledgement.

The Concise Oxford Dictionary defines plagiarism as follows:

*"Take and use another person's (thoughts, writings, and inventions) as one's own."*

iQ Academy (iQ) acknowledges that:

- It must ensure that all academic staff members and students are made aware of issues relating to plagiarism, and that mechanisms are in place to prevent and discourage plagiarism;
- This policy applies to all registered students and academic staff;
- Identification of plagiarism is complex and may arise from poor referencing or the inappropriate use of unattributed ideas;
- Plagiarism resulting from lack of knowledge or insufficient academic skills still constitutes plagiarism and
- Serious or repeated plagiarism and plagiarism committed by senior students and academic staff will be treated as a disciplinary offence.

## 2. POLICY SCOPE

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This policy applies to all registered students, academic staff, and any other individuals involved in iQ Academy's academic activities. It covers all forms of academic work.

## 3. TERMINOLOGY

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The following terminology is defined:

- Plagiarism is the act of taking and using another person's thoughts, writings, or inventions without proper acknowledgement.
- Academic Misconduct: Any action or behaviour by a student or staff member that violates academic integrity, including but not limited to plagiarism, cheating or falsification of information.

- Copyright Infringement: The unauthorised use or reproduction of another person's copyrighted material, such as books, articles or digital resources, in violation of copyright laws.
- Referencing: The practice of acknowledging the sources of information, ideas or data used in academic work.
- Artificial Intelligence (AI) Tools: Digital tools or systems capable of generating text, data, or other outputs. The inappropriate, unauthorised, or undisclosed use of AI tools where independent student work is required may constitute academic misconduct.

#### 4. PREVENTATIVE OR PRECAUTIONARY MECHANISMS

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iQ is committed to developing students' potential to become free thinkers and communicate their own legitimate ideas. The institution is also committed to helping students understand the meaning of plagiarism and how to avoid actions that may result in academic misconduct.

In a fully online learning environment, iQ Academy adopts preventative assessment design and system-based controls to minimise opportunities for plagiarism and academic dishonesty. These include structured assessment design, randomised question banks, controlled assessment access, limited assessment completion windows, and automated marking processes. These measures promote academic integrity while supporting fair, valid, and reliable assessment practices in line with institutional policies.

#### 5. PLAGIARISM AWARENESS

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The responsibility of informing students and academic staff members about plagiarism within iQ's educational activities falls under the Dean and Head of Faculty. However, all support functions will also be advised of the serious nature of plagiarism.

Plagiarism awareness will be dealt with in the following ways:

- The curriculum attends to issues of plagiarism, copyright and mastery of relevant norms of academic writing;
- Referencing in assignments is required in all instances.
- An approved, signed declaration form is to accompany all assignments submitted by students;
- All learning guides must contain a clearly displayed warning about plagiarism and copyright infringements;
- iQ's policy on plagiarism and copyright must be readily available to students;
- All academic staff must be familiar with the plagiarism and copyright policy, as well as its procedures and
- Punitive measures are employed reasonably and consistently.

## 6. MANAGEMENT OF ALLEGED CASES OF PLAGIARISM

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iQ has identified the following processes for dealing with incidents of student plagiarism and copyright infringements, as well as a disciplinary route:

- In all instances of dealing with plagiarism and copyright infringements, it is the responsibility of the individual academic staff member to first assess the seriousness of the violation in consultation with others where necessary;
- Disciplinary action will depend on the seriousness of the infringement - first or minor infringements will be handled developmentally, whilst serious or repeat offences will be dealt with more severity and
- Other issues to be considered include the student's year or study level, their prior infringements and the extent or amount of plagiarism.
- All actions relating to plagiarism are subject to institutional disciplinary procedures and may be reviewed under the oversight of Faculty where required.

## 7. LEVELS OF INFRINGEMENT

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### INFORMAL OR DEVELOPMENTAL AND EDUCATIVE RESPONSES TO ALLEGED ACTS OF PLAGIARISM

Where, in light of all relevant factors outlined above, the act of plagiarism and/or copyright infringement is considered to be insignificant and the result of a lack of knowledge (a minor portion of copied work), iQ will:

- Counsel the student on the nature of plagiarism and copyright and ensure their understanding.
- Provide any advice or further assistance needed, such as referral to workshops or literature to develop writing skills;
- Continue to assist with advice concerning good academic practice and the conventions of the relevant academic discipline and
- Ensure clarity that the onus is on the student to follow through on the references and advice.

No official penalties will be applied in such instances, although the academic staff member retains the right to deduct marks in accordance with approved assessment criteria, the institutional Assessment Policy, and under the oversight of the Head: Faculty. Records will be kept on the marking sheets used by the academic staff member for future referral, and the student's name will be recorded in the plagiarism and copyright register.

## FORMAL RESPONSES TO ALLEGED ACTS OF PLAGIARISM

In cases where more than one page of work is copied, the alleged infringement will be handled as follows:

- The Head of Faculty or, in their absence, the Dean will:
  - Meet with the student to clarify the infringement and the consequences thereof;
  - Retain a copy of the work concerned;
  - Report the matter to the Disciplinary Committee, who will decide whether to call a disciplinary hearing and
  - allow the student to re-submit the work within a given time frame, after which a revised mark may be capped at 50% to reflect minimum competence.
- Should the Disciplinary Committee decide not to hold a hearing, the Dean will issue the student a written warning and record their name in the plagiarism and copyright register.
- Should the student choose not to re-submit the work, they are allocated 0% for the work, and the mark is captured in the academic staff member's formal marking sheet.
- Should the student deny the alleged infringement or challenge the outcome, the matter will be reverted to the Disciplinary Committee, which will then convene in the manner as set out in the Student Disciplinary Policy and Procedure.
- All disciplinary processes relating to plagiarism will be conducted in accordance with the principles of procedural fairness, and students retain the right to appeal in terms of the Student Appeals Policy.