


**INSTITUTE OF BUSINESS MANAGEMENT
PLAGIARISM POLICY**

<p style="font-size: 1.2em; color: #000080; font-family: serif;">Institute of Business Management</p> 		
<p>PURPOSE To create awareness of plagiarism and prescribe procedures and processes to detect and manage alleged plagiarism.</p>		
<p>IBM REFERENCE NUMBER: IBMGP05</p>		
<p>IMPLEMENTATION OF THIS POLICY IS SUPPORTED BY THE ATTACHED RELATED STANDARD OPERATING PROCEDURES:</p> <ul style="list-style-type: none"> SOP 1: Student information document: What is plagiarism and how to prevent it. SOP 2: Written confirmations by IBM staff, students and external service providers. 		
<p>IBM POSITIONS INVOLVED: <i>Accountable position:</i> <i>Responsible positions:</i></p>	<p>IBM Registrar IBM external service providers IBM students IBM staff members</p>	
<p>ISSUE DATE: 1 Jun 2022</p>	<p>LAST AMENDED DATE: 1 Jun 2022</p>	<p>NEXT REVIEW DATE: 1 Jun 2025</p>
<p>APPROVED BY: IBM Board of Directors</p>		<p>APPROVAL DATE: 1 Jul 2022 EFFECTED DATE: 1 Jul 2022</p>

1. TITLE

Institute of Business Management (herein after referred to as IBM) plagiarism policy.

2. STATEMENT OF PURPOSE

- 2.1. Plagiarism violates academic integrity and IBM is committed to the prohibition of all cases of plagiarism and/or copyright infringement.
- 2.2. Increased access to electronic research resources poses the threat of increased cases of plagiarism.
- 2.3. IBM staff, students and external service providers may commit plagiarism unintentionally when they are not:
 - 2.3.1. familiar with the concept plagiarism,
 - 2.3.2. familiar with the conventions of quotations, citations and acknowledgements, and
 - 2.3.3. are not aware of the seriousness and consequences of submitting work that is not their own.
- 2.4. This policy:
 - 2.4 1. defines plagiarism,
 - 2.4 2. creates awareness of plagiarism,
 - 2.4 3. sets standards that will support the avoidance of plagiarism and infringement of copyright, and
 - 2.4 4. prescribes consequences of plagiarism.

3. POLICY SCOPE

The policy is applicable to all IBM:

- 3.1. staff - including academic contributors, lecturers, moderators, examiners, subject matter experts, and course developers,
- 3.2. students, and
- 3.3. external service providers developing programmes, qualifications and courses material.

4. RELEVANT LEGISLATION, REGULATIONS AND PRESCRIPTIONS BY APPLICABLE GOVERNING AUTHORITIES

- 4.1. Constitution of the Republic of South Africa, 1996 (Section 16(1)(d))
- 4.2. Higher Education Act, 101 of 1997
- 4.3. Promotion of Administrative Justice Act, 3 of 2000
- 4.4. Copyright Act, 98 of 1978;
- 4.5. Criteria for Programme Accreditation (CHE, 2004)
- 4.6. Distance Higher Education Programmes in a Digital Era: Good Practice Guide (CHE)

5. POLICY NARRATIVE

Plagiarism is the act of using someone else's ideas, writings, inventions or words as if they were one's own without acknowledging and/or referencing the source. The following are but some forms of plagiarism that must be avoided:

- 5.1. *Direct plagiarism*: word-for-word duplication of another author's/artist's content without credit and appropriate quoting.
- 5.2. *Self-plagiarism*: the submission by a student of previously submitted work or variations thereof as if it were original.
- 5.3. *Accidental plagiarism*: neglecting to cite used resources, or misquoting sources, or unintentionally paraphrasing a source without adequate referencing or citing.
- 5.4. *Copyright infringement*: the use or production of copyright-protected material, including but not limited to published work, films, images, plays, or music, without permission of the copyright holder, thereby infringing the copyright holder's exclusive rights such as the right to reproduce, distribute, display or perform the copyrighted work, or to make derivative works without permission from the copyright holder. Infringement of work are:
 - 5.4.1. failure to indicate clearly (with quotation marks or indents and different font) phrases or passages taken word-for-word from a published or unpublished text without crediting the original author,
 - 5.4.2. paraphrasing of an article book or electronic text, films, images, plays, or music without acknowledging the source and the author of the work. This amounts to reproducing a text films, images, plays, or music in different words as the author, by chaining the word order of the text the sentence types and the style of the author and
 - 5.4.3. using more than a substantial part of the work, films, images, plays, or music even if an acknowledgment of the source and the author is given.

6. IBM STUDENTS AND PLAGIARISM

All IBM students are expected to:

- 6.1. read IBM's plagiarism policy,
- 6.2. confirm in writing that they understand IBM's plagiarism policy,
- 6.3. declare that all work submitted is the original work of the student,
- 6.4. acknowledge that plagiarism is academic misconduct and as such will result in disciplinary action, and/or legal prosecution,
- 6.5. acknowledge that no more than 10% of work submitted consist of direct quotes and
- 6.6. in case of alleged plagiarism, accept that the onus is on the student to proof otherwise.

7. IBM STAFF AND PLAGIARISM

All IBM staff are expected to:

- 7.1. read IBM's plagiarism policy,

- 7.2. confirm in writing that they understand IBM's plagiarism policy,
- 7.3. acknowledge that plagiarism is a misconduct and as such will result in disciplinary action, and
- 7.4. In case of alleged plagiarism, accept that the onus is on the staff member to proof otherwise.
- 7.5. take appropriate action to mitigate plagiarism in prescribed academic procedures and processes,
- 7.6. take the necessary actions to detect possible plagiarism, including the use of appropriate electronic means such as for example Turnitin software,
- 7.7. immediately report academic plagiarism misconduct that came to their attention to the IBM Academic Head, and
- 7.8. take appropriate action to ensure that detected plagiarism misconduct results in disciplinary action and/or legal prosecution.

8. DEVELOPMENT: PROGRAMMES COURSE MATERIAL

All persons, including external service providers, responsible for development and maintenance of programs, qualifications and courses material are expected to:

- 8.1. read IBM's plagiarism policy,
- 8.2. confirm in writing that they understand IBM's plagiarism policy,
- 8.3. acknowledge that plagiarism is academic misconduct and as such will result in either disciplinary action and/or legal prosecution, and
- 8.4. in case of alleged plagiarism, accept that the onus is on the service provider to proof otherwise.

9. DISCIPLINARY PROCEDURES

The applicable table in the IBM Disciplinary Procedures be extended to include plagiarism transgression and plagiarism misconduct:

Plagiarism		
MINOR TRANSGRESSION	SERIOUS MISCONDUCT	VERY SERIOUS MISCONDUCT
Less than 10% material, copied text, expressing ideas or concepts and/or inventions taken from work of others without appropriate citation and/or referencing and/or adherence to conventions to utilize quotation marks.	More than 10% but less than 25% short blocks of material, copied text, expressing ideas or concepts and/or inventions taken from the work of others without appropriate citation and/or referencing and/or adherence to conventions to utilize quotation marks.	More than 25% significant or numerous blocks of material, copied text, expressing ideas or concepts and/or inventions taken from the work of others without proper citation and/or referencing and/or adherence to conventions to utilize quotation marks.

Less than 10% of material or copied text, although referenced in the text and/or bibliography, but not properly cited.	Short blocks of material or copied text, although referenced in the text and/or bibliography, but not properly cited.	Significant or numerous blocks of material or text copied although referenced in the text and/or bibliography, but not properly cited.
--	---	--