ACADEMIC DISHONESTY AND PLAGIARISM POLICY

Introduction

Honesty and integrity are two of the most crucial values of the Institute for Education in its pursuit and dissemination of truth and knowledge. The IfE and course participants share the responsibility for maintaining the probity of the educational experience and preserving high standards of excellence. Academic dishonesty - cheating and plagiarism - is unacceptable behaviour morally, ethically and legally; and it cannot be justified or tolerated. To do otherwise weakens the principles and objectives of higher education and severs the bonds of respect and trust between teacher, course participant and society. Cheating and plagiarism compromise the process of fair and equitable evaluation of all course participants’ academic performance and erode the quality and value of awards/degrees conferred by the IfE. Course participants engaging in such practices are denying themselves the benefit of an instructors’ accurate assessment and feedback, thereby hampering their academic and personal growth. Moreover, intellectual dishonesty reinforces the false idea that success in life, personally and professionally, can come to those who deviate from community norms and who lack the requisite expertise in their chosen careers.

Definitions

**Academic Integrity**

1. The IfE identifies academic integrity as the commitment to certain core values: truth, honesty, fairness, respect, and responsibility.
2. Honesty and truthfulness: Express the truth, without deception, duplicity, cheating, and fraud. Be forthright in our interactions with each other, and making all reasonable efforts to fulfil our commitments.
3. Fairness: Treat students, faculty and staff according to the IfE’s standards and policies, administered in an impartial manner.
4. Respect: Foster an environment that enables honest and open communication, free from harassment and intimidation, where alternative points of view are treated with consideration, and the diversity of our academic community is appreciated, and where the work of others is acknowledged through the proper identification of sources.
5. Responsibility: All members of the IfE are held accountable for their work and actions. Academically dishonest behaviour is not tolerated and is viewed as a breach of community ethical standards.

**Academic Dishonesty and Plagiarism**

Academic dishonesty includes but is not limited to:

1. Plagiarism - the intentional or unintentional presentation of another person's idea or product as one's own. Plagiarism includes but is not limited to the following:
   i. Copying verbatim all or part of another's written work;
   ii. Using phrases, charts, figures, illustrations, or mathematical or scientific solutions without citing the source;
   iii. Paraphrasing ideas, conclusions or research without citing the source in the text and in reference lists;
   iv. Changing words but copying the sentence structure of a source without citing the source;
   v. Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not.

2. Cheating – the use or attempt to use unauthorized materials, information, or study aids in any academic exercise.
3. Fabrication - the falsification or invention of any information or citation in an academic exercise.
4. Obtaining or giving aid in an examination;
5. Presenting another's work as one's own or doing work for another student;
6. Having unauthorized prior knowledge of an examination.

**Academic Dishonesty and Plagiarism**

1. The IfE ensures procedures for due process for course participants accused or suspected of acts of academic dishonesty on work performed within a course; and imposes appropriate sanctions on course participants found to be guilty of acts of academic dishonesty in this policy.
2. All charges of academic dishonesty will be brought in accordance with this policy. The IfE expects all members of the course participants and staff - to share the
responsibility and authority to report known acts of academic dishonesty. In every case of alleged academic dishonesty, the burden of proof rests with the IfE lecturer to clearly demonstrate that the course participant committed an act of academic dishonesty.

3. Course participants can avoid unintentional plagiarism by carefully following accepted scholarly practices. Notes taken for papers and research projects should accurately record sources of material to be cited, appropriately quoted, paraphrased or summarized, and papers and research projects should acknowledge these sources in the appropriate places in the text of the paper as well as in a reference list at the end of the paper, in accordance with accepted citation practices.

4. The IfE may determine if the resubmission of coursework from previous classes partially or in its entirety, is acceptable or unacceptable when assigning a grade on that piece of coursework.

5. The IfE uses a sophisticated detection system (Turnitin®) to scan work for evidence of plagiarism. This system has access to billions of sources worldwide (websites, journals etc.) as well as work previously submitted to the IfE and other institutions and universities. Written assignments will need to be submitted electronically as well as in paper form.

Procedures

1. The IfE regards plagiarism in assessments as a serious matter. Cases will be investigated and penalties may range from deduction of marks to expulsion from the course, depending on the seriousness of the occurrence. Even if plagiarism is inadvertent, it can result in a penalty. The forms of plagiarism listed above are all potentially disciplinary offences in the context of formal assessment requirements.

2. Cases of suspected plagiarism in assessed work are investigated under the disciplinary regulations concerning conduct in examinations. Intentional plagiarism in this context means that it was understood that the regulations were breached and did so intending to gain advantage in the examination. Reckless, in this context, means it was understood or the course participant could have expected to have understood (even if it was not specifically considered) that the work might breach the regulations, but no action was taken to avoid doing so. Intentional or reckless plagiarism may incur severe penalties, including failure of your degree or expulsion from the course.

3. If plagiarism is suspected in a piece of work submitted for assessment in an examination, the matter will be referred to the CEO IfE. The claim will be thoroughly
investigated and the course participant concerned will be called for an interview. If at this point there is no evidence of a breach of the regulations, no further disciplinary action will be taken although there may still be an academic penalty. However, if it is concluded that a breach of the regulations may have occurred, the lecturer will refer the case to the Board of Discipline which is made up of the Senior Manager Quality Assurance, the Programme Development, Coordination and Implementation Manager and one other person nominated by the CEO IfE and a decision will be taken.

4. If the course participant repeats the offence he/she will be reprimanded and the case referred again to the Board of Discipline for a decision. This Board may impose the punishment which is suspension from the course/study unit.

Sanctions and penalties

Course participants found guilty of plagiarism can have any one or a combination of the following penalties imposed upon them:

1. A verbal warning
2. A written warning
3. An assignment is left uncorrected as if it had not been submitted. In this case the candidate loses the first attempt and may only obtain the lowest pass mark/grade on the second attempt.
4. An assignment is corrected and the highest mark allocated is a pass mark or the lowest grade available only. There will be no right to re-attempt the assignment to improve the grade.

Appeals

Course participants who are found guilty of plagiarism may appeal from the decision in writing to the IfE secretary who will refer the matter to the CEO IfE as directed. It is the responsibility of the course participant to prove that there has been a serious miscarriage of justice or that the penalty imposed is disproportionate to the offence. The student may ask one representative to accompany him.