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<p>Plagiarism Policy Western Cape College of Nursing (WCCN)</p>
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1. PURPOSE AND STATEMENT

The avoidance of plagiarism at the WCCN, includes all categories of students/researchers and, staff. It is intended that the avoidance of plagiarism be included as part of the curriculum in all programmes offered at the WCCN.

2. SCOPE

This policy is applicable to the academic conduct of all students/researchers, as well as to the professional duties of all staff.

This policy is applicable only to formally submitted work and not to draft copies of work.

3. REFERENCES

Code of Conduct PGWC

Basic conditions of employment Act 75 of 1997

WCCN Year book

4. LEGISLATION

National Qualifications Framework (NQF)

Higher Education Quality Committee (HEQC)

South African Qualifications Authority (SAQA)

South African Nursing Council (SANC)

5. DEFINITIONS

Academic Work

The term “academic work” includes the following: all academic activities such as academic papers, assignments, projects, attendance sheets, tests, examinations, assessments, reports, patient evaluation reports, practical work books and portfolios of evidence. Such work can be oral, or in writing, or in other media. “Academic work” covers registration and participation in any course, programme seminar, workshop, conference, and the like, offered by WCCN.

(McMaster University, 2016:5).

Academic Integrity

The term “academic integrity” refers to the prevalence of honesty in all academic matters (Turner & Beemsterboer, 2003:1122). The violation of academic integrity is also referred to as academic dishonesty and often manifests as cheating in examinations and/or committing plagiarism and forgery. This results in the student not acquiring the expected knowledge (Turner & Beemsterboer, 2003:1122).

Unethical Conduct

The term “Unethical Conduct” refers to actions and behaviour that fall below or violate the professional standards in a particular field. In this document it will refer to the nursing profession and can include academic dishonesty, academic misconduct or ethics violation. (The Free Dictionary, 2015:1; Patrzek, Sattler, van Veen, Grunschel & Fries, 2014:1014).

Academic dishonesty and academic misconduct

- a. The term “Academic dishonesty” refers to any type of cheating that occurs in relation to a formal academic exercise (Patrzek et al, 2014:1015).
- b. The term “Academic misconduct” refers to any prohibited and dishonest means used to receive course credits, a higher score, or avoid a lower score. Academic misconduct misrepresents one’s knowledge and abilities, which undermines the lecturer’s, mentor’s or clinical educator’s ability to determine how well a person is progressing in the course.

Plagiarism

It is the representation of another person’s ideas, research expressions, computer code, design artefacts or work as one’s own

Committing plagiarism is unacceptable to the WCCN, and there are serious ramifications for any person found guilty of plagiarism

Levels of Plagiarism/academic misconduct/unethical conduct	Examples of plagiarism may include (but are not limited to): <ul style="list-style-type: none">• Copying from print or electronic sources into one’s own work• Imitating existing designs in one’s own work• Copying another student’s assignment or part thereof• Overuse of sources• Disguising copying by manipulation of wording• Paraphrasing without citation• Self-plagiarism (repeating own previously published research without acknowledgement)• Similarity percentage exceeding 50%
Level One	<ul style="list-style-type: none">▪ Level One plagiarism is a first instance of offence on entry level (first year), such as omission of references, imitative paraphrasing, using a single source (monophrasing), or a degree of verbatim copying.▪ The latter will include verbatim copying without acknowledging

	<p>sources, as well as extensive verbatim copying even with acknowledgement. (This is regarded as minor carelessness or minor neglect, rather than intention to mislead).</p> <ul style="list-style-type: none"> ▪ Similarity percentage exceeding 50%
Level Two	<p>Level Two plagiarism is a repeat offense of Level One, and applies to first year students only</p> <p>Similarity percentage exceeding 48%</p>
Level Three	<p>A third offence in the first year, or any form of plagiarism committed after the first year by an undergraduate student is regarded as Level Three plagiarism.</p> <p>Similarity percentage exceeding 45%</p>
Level Four	<p>Any act of plagiarism, academic misconduct/unethical conduct committed by a postgraduate/post basic candidate, researcher or a member of the academic staff. (see annexure 1 Declaration of Authenticity)</p> <p>e.g.</p> <ul style="list-style-type: none"> ▪ Word-for-word copying without referencing or acknowledgement of source. ▪ Fraud: outright purchase or copying of an entire paper, perhaps with a new introduction and conclusion added. In some cases, such copying may entail copyright infringement. (Ehrlich, 2011). ▪ Substantial plagiarism: widespread or considerable borrowing/lifting of extensive pieces of material, passing off borrowed passages as original, failure to indicate quoted evidence or give bibliographical sources or other appropriate credit. (Ehrlich, 2011). ▪ Not referencing or acknowledgement of all sources used in text or in the reference list. • Repetition, with alteration of selected words or phrases of someone else's work without referencing or acknowledgement of

	<p>source.</p> <ul style="list-style-type: none"> ▪ Paraphrasing of sentences, paragraphs or themes, i.e. taking a quotation and rewriting or summarising it in your own words without appropriate references resubmitting identical work which has already been submitted by same student previously without referencing or acknowledgement of source. ▪ Presenting data developed or collected by someone else as one's own work. ▪ Being involved in unethical conduct and any form of academic dishonesty e.g. Cheating etc. ▪ Similarity percentage exceeding 45%
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(Taken in part from CPUT, 2013, Curtin University of Technology, 2013 & DUT, 2009).

6. POLICY OBJECTIVES

To promote sound scholarly academic conduct in line with the values of the WCCN and PGWC, by increasing awareness and competence amongst students, staff and researchers so that they:

- Use and cite sources
- Combine information appropriately with their own authentic work

7. POLICY Principles

- 7.1 This plagiarism policy recognises that awareness and understanding of plagiarism is a complex process and requires initial and continuous teaching throughout the student's academic progression. The policy therefore recognises that an incremental and developmental approach should be followed when dealing with plagiarism
- 7.2 All programmes will include a component that offers the student adequate teaching in the use of information skills needed to avoid plagiarism.
- 7.3 The teaching must take into account the level of the programme, and provision should be made for more advanced teaching as a student progresses within the programmes offered by the WCCN

- 7.4 The responsibility for the implementation of this policy is part of the academic management process.
- 7.5 As Quality Management of programmes lies with all lecturing staff, the primary responsibility for the curricula, implementation and monitoring of this policy lies with them.

8. POLICY PROCEDURES

- 8.1 Provision of information: Departments must ensure that the students are exposed to adequate information literacy teaching. This should be reinforced for senior undergraduate students, and for post basic students. Students need to be informed that copying from another student, or permitting a fellow student to copy one's work is an offence under the Academic Rules and Regulations.
- 8.2 Undertaking by student: It is the responsibility of all students to ensure that their work is free of plagiarism. All students are required to attach a declaration to all assignments, dissertations, theses that their work is their own and free of plagiarism
- 8.3 Suspicion of plagiarism: Lecturers may raise the suspicion of plagiarism based on:
- The lecturer's or supervisor's own expert judgement
 - The use of a search engine to locate the source of the suspect text
 - The application of software to determine originality such as Turnitin

8.4 Process and interventions to be followed on detection of plagiarism

- 8.4.1 On detection of Level One Plagiarism, the staff member concerned will ascertain whether it is in fact a first offence by checking the departmental records. Secondly, he or she will ensure that the student receives further information on plagiarism. The student will receive 0% for the assignment, which will be resubmitted to be re-assessed to a maximum mark of 50%. A record of the incident will be kept by the department, and a letter of warning will be issued. Such documentation will be kept on the student's academic folder and record.
- 8.4.2 On detection of Level Two plagiarism, the student will receive 0% for the assignment without the opportunity of resubmission. A record of the occurrence will be kept by the department. A letter of warning will be issued
- 8.4.3 On detection of a Level Three plagiarism, the student will receive 0% for the assignment without the opportunity of resubmission. The matter will also be reported to the HOD for an internal disciplinary hearing. If found guilty of plagiarism; this will usually result in a period of suspension of the offender from the particular module for a period of time. The disciplinary committee or presiding officer may, however, apply a suspended sentence, or more severe sanctions, in accordance with the particular circumstances of the offence. (Refer to Academic Rules and regulations)

8.4.5 On detection of possible Level Four plagiarism, the matter will be reported to the HOD who will refer the offender to an institutional disciplinary committee.

8.5 Institutional Disciplinary Committee.

This committee will hear the matter (8.4.5) and if the person concerned is found guilty, will make a final decision on what punitive measures to apply – such as suspension from module/course for a specified period of time, expulsion or in cases where plagiarism is found after awarding a degree/qualification, the withdrawal of the qualification.

9. Interventions after detection of plagiarism, cheating or any other form of academic dishonesty, academic misconduct or unethical conduct

Levels of	Intervention
Plagiarism	<p>1. Minor plagiarism</p> <p>The academic staff member will deal with this directly by:</p> <ul style="list-style-type: none"> ▪ Providing structured feedback to help the student develop a clearer understanding of his/her plagiarism errors. ▪ Be referred to the librarian for remedial support ▪ Informing the Departmental HOD for recording this infringement on the student’s internal record in case of further infringements. ▪ This is retained until the student graduates. ▪ The following penalties will be enforced (marks deducted from the total mark obtained): <p style="margin-left: 40px;">0-10% = no deduction</p> <p style="margin-left: 40px;">11-15% = 10% deduction</p> <p style="margin-left: 40px;">16-20% = 15% deduction</p> <p style="margin-left: 40px;">↑20% = is now seen as a major offence</p> <ul style="list-style-type: none"> ▪ No student will not be allowed to rewrite the assignment <p>2. Major plagiarism</p>

	<p>The academic staff member will deal with this directly by:</p> <ul style="list-style-type: none"> ▪ Gathers necessary evidence. ▪ If possible, access the student record to determine if the student has a record of any previous plagiarism penalty. ▪ Informing the Departmental HOD for recording this infringement on the student's internal record in case of further infringements ▪ The following penalties will be enforced (marks deducted from the total mark obtained): 50-100% from the final mark obtained for the assignment ▪ This is retained until the student graduates. ▪ No student will not be allowed to rewrite the assignment
Level One	<ul style="list-style-type: none"> ▪ Only undergraduate students (Level one) will be allowed to resubmit the assignment, which will be reassessed to a maximum mark of 50%. ▪ A record of the incident will be kept by the department, and a letter of warning will be issued.
Level Two	<ul style="list-style-type: none"> ▪ The undergraduate student will receive 0% for the assignment, without the opportunity of resubmission. ▪ A record of the occurrence will be kept by the department. ▪ A letter of warning will be issued.
Level Three	<ul style="list-style-type: none"> ▪ Undergraduate students will receive 0% for the assignment, without the opportunity of resubmission. ▪ The matter will also be reported to the head of department for an internal disciplinary hearing. ▪ This will usually result in cancellation of the subject for a period

	<p>of time if found guilty.</p> <ul style="list-style-type: none"> ▪ The disciplinary committee or presiding officer may, however, apply a suspended sentence, or more severe sanctions, in accordance with the particular circumstances of the offense.
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(Taken in part from the plagiarism policy from the Cape Peninsula University of Technology, 2012, Durban University of Technology, 2009).

10. Organizational implementation

10.1 Programme level: The HOD or equivalent academic leader is responsible to ensure that the Plagiarism Policy is appropriately implemented within each programme. The HOD must ensure distribution of this policy to all academic staff members, and discussions thereof at departmental meetings for the purpose of contextualisation and adaptation to the discipline

10.2 College Level: All College bodies (Academic Planning Committees, Teaching and Learning Committee, Research Committees, Research Coordinators and Quality Management Committees) are responsible for developing staff awareness of the policy, and for appropriate teaching of plagiarism awareness within each programme.

10.3 The College Language Coordinator/Academic Literacy/ Research Coordinator (or other appropriate person) is responsible for the coordination of appropriate interventions within the college.

Thus responsibility for implementing the policy is held by:

- All academic departments
- All research units
- All College committees\Undergraduate and Post Basic students
- Lectures and researchers

ANNEXURE 1 DECLARATION OF AUTHENTICITY



DECLARATION OF AUTHENTICITY

By submitting this research assignment electronically, I declare that the entirety of the work contained therein is my own, original work, that I am the authorship owner thereof and that I have not previously in its entirety or in part submitted it for obtaining any qualification.

Date

Name:

Student Number

Signature: