



POLICY ON THE PREVENTION OF PLAGIARISM AND COPYRIGHT INFRINGEMENT

POLICY REFERENCE: SEN/005

Office responsible:	DVC: Academic		
Approved by:	COUNCIL		
Date of approval:	23 September 2016 Revised: 2 December 2020	Resolution number:	29/2016 C 41/2020 S
Date of next review:	December 2023		

1. Background

The university is responsible for developing and promoting academic integrity, improving trust in scholarly work, preventing plagiarism in educational and research material, and enhancing the university's image as a quality academic University.

The University is cognisant of the fact that plagiarism is not an issue in the academic sphere only but also occurs when administrative work is not conducted with integrity. Plagiarism within the administrative sphere of the university will be dealt with according to the support structures' codes of conduct.

2. Rationale

Plagiarism constitutes a breach of academic integrity and compromises and undermines the values and processes by which knowledge is created, shared, and evaluated. Instances of plagiarism not only cast suspicion upon the integrity of the individuals involved but also upon the reputation of the university and its academic community. The University, therefore, has a responsibility to uphold academic integrity and to promote trust in scholarly work undertaken and to prevent plagiarism at the University.

The Policy's premise is that acts of plagiarism do not necessarily stem from dishonesty and therefore adopts a nuanced approach that allows for formative, corrective, and punitive approaches depending upon the particular circumstances.

The Policy should be read together with, institutional codes of conduct for staff and students, the Policy on Research, Policy on Postgraduate Supervision, General Rulebook for Honours and Postgraduate Diploma, General Rulebook and Library Referencing Guide.

3. Purpose

The purpose of the policy is to:

- a) provide information on the prevention of plagiarism
- b) develop a clear understanding of the nature and impact of plagiarism on the University;
- c) contribute to academic integrity within the University;
- d) improve the quality of teaching, learning and research at the university;
- e) enhance the university's academic reputation;
- f) prevent, monitor and detect, plagiarism by providing procedures and processes;
- g) establish uniform procedures for dealing with instances of plagiarism that comply with the principles of natural justice.

4. Scope

This Policy applies to all persons who perform academic (including academic assistants and tutors, research fellows and associates, the staff of entities affiliated or associated with the University, and undergraduate and postgraduate students) work at or on behalf of the university, where such work can reasonably be seen to be associated with the university, and where the act of plagiarism has impacted or has the potential to impact upon the university's academic and administrative reputation and/or standing.

5. Abbreviations

SREC – Senate Research Ethics Committee

SCR – Senate Committee Research

STLC – Senate Teaching and Learning Committee

SHDC – Senate Higher Degrees Committee

ScRC – School Research Committee

ScPGC – School Postgraduate Committee

ScTLC – School Teaching and Learning Committee

SREC-PT – Senate Research Ethics Committee Plagiarism Tribunal

DALRO – Dramatic, Artistic and Literary Rights Organisation

CTLPD – Centre for Teaching, Learning and Programme Development

6. Definitions

- a) **“Ethics”** – A set of principles of correct conduct, in this instance, in the academic environment of teaching and learning and research. It involves morality and specific moral choices to be made by a student, lecturer or researcher. Ethics are reflected in rules and standards directing the actions and conduct of a person or the members of the university.
- b) **“Plagiarism”** – The presentation of phrases, words, images, artefacts, sounds, or other intellectual or artistic outputs as one’s own when they are not one’s own and without consent, credit or reference to the source(s). Other instances of plagiarism include:
- Not acknowledging the original author(s) where phrases or passages were taken verbatim (word-for-word) from a published or unpublished text;
 - Use of work which contains the ideas of other authors without acknowledging the author(s) of the work;
 - Using the patch-writing method, where the writer rearranges phrases and changing tenses, but is relying too heavily on the vocabulary and syntax of the source material(s);
 - Copying information from another person (e.g. another student(s) assignment or portfolio);
 - Submitting identical work where such work is not the result of group work and indicated;
 - Purchasing an essay, dissertation, thesis, images, artefacts, sounds or any form intellectual or artistic output from a ghost-writing service and pretending that it is one’s work;

- Fabrication of results, falsification of data or copying idea without credit to the original author(s);
 - Asking someone else to do an assignment on one's behalf and pretending it is one's work;
 - Paraphrasing closely related sentences or paragraphs without acknowledgement;
 - Submitting activities/assignments without a reference list;
 - Submitting online or internet electronic material in part or whole without stating its origin.
- c) **“Plagiarism Detection”** – Processes and procedures used to identify acts of plagiarism with the assistance of relevant detection tools such as anti-plagiarism software.
- d) **“Plagiarism Prevention”** – Steps that reduce acts of plagiarism through education, creation of awareness, prevention and monitoring.
- e) **“Postgraduate student”** – A student registered to do a postgraduate diploma, an Honours, Master's or Doctoral degree, irrespective of whether it is a coursework or research qualification.
- f) **“Researcher”** – A person who researches at the university and/or who produces research output in the name of or under the auspices of the university, irrespective of whether he or she is a staff member or student and could include Research Fellows, Post-doctoral fellows, Research Associates, collaborators, co-authors, and external supervisors of postgraduate students.
- g) **“Undergraduate student”** A student who is registered for a certificate, diploma or degree.
- h) **“Copyright”** – This is the specific intellectual property right, which an author acquires under the Copyright Act, No. 98 of 1978 in respect of a protected work. Copyright infringement includes the infringement of the economic rights of the right holder and the moral rights of the author.

7. Levels of Infringements

These are determined by considering the frequency of occurrence, the extent of the infringement, intentionality or negligence, and level of study in the case of students:

- **Level 1 Infringements**

First-time; minor infringements, often associated more with incorrect citation and referencing. Such instances usually stem from ignorance or lack of academic maturity and are seldom intentional.

Such cases are usually restricted to undergraduate students in their first or second years of study.

- **Level 2 Infringements**

Repeated Level 1 offences or relatively minor offences by staff or students at a more senior academic level (from the second year of undergraduate studies); more serious first-time offences, irrespective of a student's year of study, where the offence would not attract a penalty such as the denial for a student to write exams; and first-time minor offences perpetrated by staff or postgraduate students. Level 2 offences are not necessarily committed intentionally.

Such cases usually involve staff, senior undergraduate and postgraduate students.

- **Level 3 Infringements**

Repeated Level 2 infringements; major and serious infringements by students or staff in circumstances where they acted intentionally or negligently. The offence may attract penalties such as denial for a student to write assessments/examinations.

8. Guiding principles and values

The following principles and values underpin the policy and govern the university's approach to the identification, management, and implementation of this policy:

- a) Academic integrity and excellence.
- b) Trustworthiness in all scholarly work undertaken within the University.
- c) A nuanced developmental approach is adopted in formulating remedial action given the unevenness and different levels of academic maturity in the University. Circumstances may dictate that ostensibly the same conduct should be treated differently.
- d) Acts of plagiarism do not necessarily stem from dishonesty. Application of rules should cater for such different situations by taking into account, in appropriate instances, possible lack of awareness of applicable standards and inadequate academic preparation in respect of the referencing protocols.

- e) Although plagiarism prevention is a group effort, academic staff members have a particular obligation to uphold integrity in this regard.
- f) The precepts of the Constitution and the principles of natural justice must govern procedures for acting upon infringements. Accordingly, rules and the consequences of their breach must be certain, clear and known to the alleged transgressor; and compliance and remedial standards and procedures shall be uniform, transparent and evenly applied.
- g) Compliance oversight must be conducted in a spirit of promoting research endeavours and the dissemination of results.
- h) Creating awareness and educating students to understand the core concepts of plagiarism, intellectual property, copyright and fair dealing its impact on them and the University.

9. Oversight structures

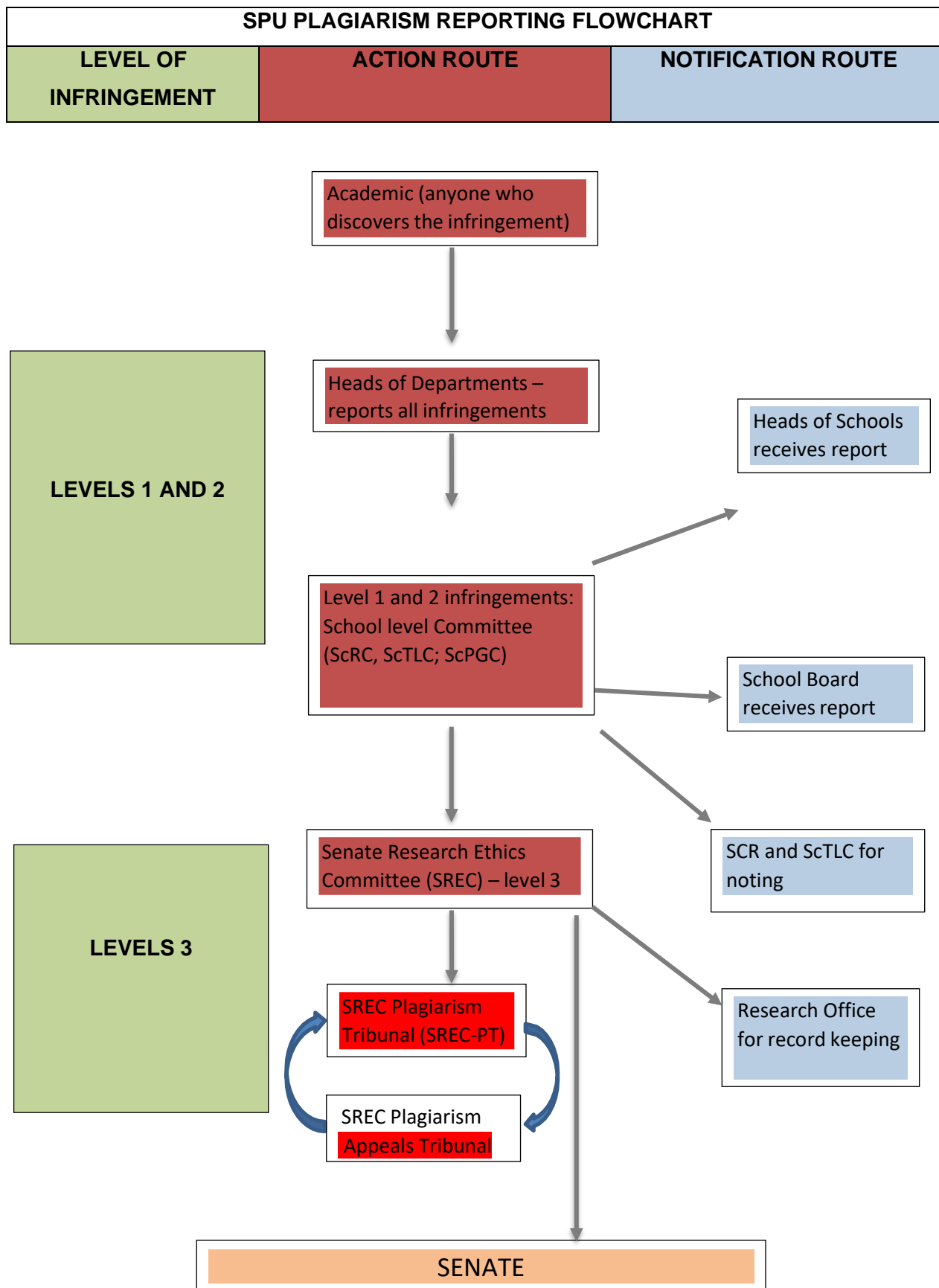
The following table outlines the oversight structure of this plagiarism and copyright policy. It shows the responsibility, level of infringement, the committees that should report such infringements, the overseeing structure and the decision making process.

Table 1: Oversight structures

Responsibility	Level	Committees that can report infringement	Overseeing Structure	Decisions
SENATE				
School	1 & 2	<ul style="list-style-type: none"> Teach and Learning (for undergraduate students) Postgraduate (for Postgraduate students) Research (for staff) Library 	School Board	School report to SREC for noting
SREC	3	<ul style="list-style-type: none"> Teach and Learning Higher Degrees Committee on Research 	Senate Research Ethics Committee	SREC report to Senate for noting

- a. The structures above operate as a collective and any of them may, without derogating from their overall responsibilities, perform certain of their functions and obligations through other committees, or special ad hoc committees or tribunals set up for specific purposes.
- b. The committees established to implement this Policy have the discretion to deviate from a strict application of the relevant ethical guidelines where exceptional circumstances or common-sense dictate, provided that the basic principles underlying this Policy are not compromised.
- c. Senate and the committees that oversee plagiarism focus primarily on research conducted at the university and the degrees and/or programmes that the university offers. They have the usual powers associated with dealing with academic matters. Where findings may impact upon contractual relations between the university and the person involved, additional processes in terms of the appropriate codes would have to be instituted.
- d. Senate has overall oversight in respect of research integrity, but may delegate this function, in terms of this and other policies⁴, to the Senate Research Ethics Committee (SREC).
- e. The Senate Research Ethics Committee (SREC) implements, oversees, and monitors research integrity at the university, including plagiarism, and shall
 - Guide with the interpretation and implementation of this Policy
 - Receive School reports regarding Level 1 and 2 plagiarism in their Schools.
 - Act upon Level 3 infringements
 - The Chairperson of the SREC shall constitute a Plagiarism Tribunal.
 - Where necessary and/or appropriate, constitute ad hoc Plagiarism Tribunals to deal with specific instances and Level 3 transgressions.
 - Quarterly report to the Senate on matters concerning plagiarism for noting purposes.
 - Periodically review the content and implementation of this Policy.

9.1 Plagiarism reporting flowchart



9.2 Roles and responsibilities

9.2.1 Heads of Schools

- Heads of Schools are responsible for overseeing and coordinating awareness and preventative activities within and shall liaise with the designated persons in the School Committee and School Board to ensure that appropriate steps are taken to implement this Policy.
- The Heads of Schools should ensure that implementation takes place in a consistent, fair and just manner.

9.2.2 Heads of Departments

- Heads of Departments should ensure that the Plagiarism Policy and procedures are duly followed by staff and student.
- Heads of Departments should ensure awareness and training.

9.2.3 Academic staff

Academic staff members are responsible for:

- Creating awareness of plagiarism and copyright policies and procedures.
- Putting preventative measures in place.
- Using software and application programmes used to detect plagiarism.
- Placing copyright and plagiarism warnings prominently in learning material.
- Ensuring that students attend workshops on plagiarism that will familiarize them with best practice and the use of plagiarism detection software.
- Completing the dramatic, artistic and literary rights organisation (DALRO) forms when making copies from a copyrighted book, poem, prose, articles, plays, musicals and other copyrighted material provided the copies comply with the terms and conditions of DALRO. The university will submit the forms to DALRO.
- Reporting acts of plagiarism to the Heads of Departments.

9.2.4 Students

- All students should be aware of and comply with this Policy.
- All students should follow the procedure to check scholarly work for possible plagiarism.
- A Plagiarism Declaration Form must be completed and accompany all academic work submitted.

10. Awareness and Training

The Library and Information Services Division, Research Office, and the Centre for Teaching, Learning and Programme Development (CTLPD) will cooperate to ensure availability of orientation sessions, information guides and programmes, as well as software licensing and maintenance of approved detection programmes for the broad SPU Community.

The Library and Information Services Division:

- Raises the awareness of plagiarism and copyright by placing copyright and plagiarism warnings prominently in study printing areas.
- Coordinates training together with the Research Office and CTLPD.

The Centre for Teaching, Learning and Programme Development (CTLPD):

- Coordinates training together with the Research Office and Library.

The Research Office:

- Maintains records of level 3 infringements from the SREC
- Coordinates training together with CTLPD and the Library

11. Appeals

11.1 Process

- A person found guilty of Level 1 or 2 infringement may appeal to the Heads of Schools.
- A person who has been found guilty of a Level 3 infringement may appeal the Senate Plagiarism Tribunal's decision. In such instances, a Senate Plagiarism Appeals Tribunal shall be constituted comprising the Vice-Chancellor or a Deputy Vice-Chancellor as the Chairperson and two members of the Senate Plagiarism Tribunal who were not part of the original decision. The Senate Plagiarism Appeals Tribunal shall report its findings to Senate via the SREC. Subject to the overriding authority of Senate, its decisions shall be final and no further appeals shall be entertained.

11.2 Guiding Principles

- a) The principle of legality, a standard principle underpinning punitive action, must be applied in all cases. In terms of this principle, a person should not be sanctioned in

respect of rules that did not exist at the time the conduct was perpetrated, or that are not known to that person. It is therefore important, before punitive steps are taken, that the entire University community, staff and students, are made aware of this Policy, the plagiarism concept and the consequences of committing an act of plagiarism.

- b) In compliance with the principles of natural justice, punitive action must be uniform, consistent, impartial and equitable in their application. Besides, given the academic nature of the offence, punitive action should have a strong developmental focus, while not ignoring the other disciplinary objectives of punishment, which are to reprimand and discipline the individual, to regulate that person's behaviour and the behaviour of the university community generally, and to deter the person and others from engaging in such conduct in future.
- c) In line with the purpose of this Policy's, a gradual and incremental approach to punishing acts of plagiarism should normally be followed; determined by the nature of the offending conduct and the academic maturity of the individual involved.
- d) For academic staff members, the University will apply a formal disciplinary process in cases of plagiarism according to the Policy on Disciplinary Procedure (Policy Reference HR/011).
- e) For students (undergraduate and postgraduate), the University will apply a formal disciplinary process in cases of plagiarism according to the Student Disciplinary Code and Procedures as outlined in the SPU General Rulebook.

12. Record-keeping

12.1 School Registrars

Each School Registrar shall keep records of all cases of plagiarism that have occurred in their School and ensure that:

- i. Names of students involved in Level 1 cases and copies of documents associated with the cases are reported to the School Board.
- ii. Names of students involved in Level 2 and 3 cases, the plagiarism findings and copies of documents associated with the cases are reported and/or delivered to the Research Office immediately upon finalisation of such cases.

12.2 Research Office

The Research Office shall ensure that:

- i. The Registrar informs the Research Office of any decisions of Senate and Council regarding plagiarism matters.
- ii. The Senate Plagiarism Tribunal and Plagiarism Appeals Tribunal report their findings to the Research Office.
- iii. Up to date records are maintained on a database of all cases.
- iv. The database is accessible to Heads of Schools (or their authorised nominees) to allow Schools to ascertain whether a student has committed serious plagiarism before.
- v. Quarterly a report is submitted to SREC and thereafter, Senate, on incidences of Level 1, 2 and 3 plagiarism across the university in the previous academic year.

12.3 University Registrar's Office

The University Registrar's Office shall endorse student academic records and maintain the records on the student's file.

12.4 Human Resources Department

The Human Resources Department shall endorse and maintain staff personal files.

13. Implementation and oversight responsibilities

- a) The project owner of this Policy is the Deputy Vice-Chancellor: Academic, who shall ensure that the Policy is presented for revision and review at the appropriate time.
- b) Oversight and implementation of this Policy vests in the SREC, but the Senate has overarching oversight responsibility.
- c) Management and administration of this Policy rest with the Office of the Deputy Vice-Chancellor: Academic and the Research Office.

14. Policy review

- a) Senate shall review the Policy on a three-year cycle.
- b) On the recommendation of the Senate Research Ethics Committee, Senate may review and amend this policy at any time, in which event, the amendments take effect on the date of the Senate approval.
- c) The Policy owner may review or amend annexures that contain or illustrate forms or documents for effective administration and/or management at any time.
- d) All persons affected by the Policy must be notified of any amendments.
- e) Nothing in this clause shall prevent the Council from reviewing this Policy at any time before the stipulated three-year cycle, in which event a new cycle shall commence from the date of such review.

15. Acknowledgements and references

This document draws from similar policies developed at Rhodes University, Fort Hare and the University of Zululand all of which were authored by Professor Rob Midgely current DVC Research at the University of Zululand

Inter Academy Council Responsible Conduct in the Global Research Enterprise: A Policy Report (2012)

POLICY APPROVED BY: SENATE

DATE: 2 December 2020

RESOLUTION: 41/2020 S

SENATE APPROVAL NOTED BY COUNCIL:

DATE: 11 December 2020

Annexure A

How can I avoid committing plagiarism?¹

You can avoid committing plagiarism by considering the following guidelines:

1. Make sure that you understand what plagiarism is by consulting the following web pages:
 - i. <http://www.library.spu.ac.za/plagiarism/index.htm>
 - ii. <http://www.plagiarism.org/>
2. Do not intentionally commit plagiarism. It may lead to your expulsion from the university.
3. Only hand in original work that you have prepared yourself. Do not copy another student's work, submit work that someone else has prepared on your behalf, or submit work that you have previously submitted as an assignment in the same or a different course.
4. Always use the prescribed referencing style as outlined.
5. Always paraphrase information taken from a source into your own words and acknowledge the source by including an appropriate citation (i.e., in-text reference). When paraphrasing, you have to substantially rewrite the original information. It is not sufficient to replace one or two words in a sentence or paragraph with synonyms.
6. Do not cut and paste information directly from electronic sources, such as the Internet or electronic journal articles. You can either paraphrase the information in your own words or present the information as a direct quotation. Always use the correct referencing style whenever you take information from an electronic source.
7. **IMPORTANT:** Always check a document before submission for possible instances of plagiarism via the Turnitin module embedded on Moodle.
8. You must complete and sign the declaration regarding plagiarism and include it in all written documents submitted for evaluation. No written work will be accepted unless the declaration has been completed and signed, and must be submitted together with your work.

¹ https://www.up.ac.za/media/shared/1/ZP_Files/s5106-19-plagiarism-prevention-policy.zp181077.pdf
University of Pretoria plagiarism-prevention-policy 2019

Annexure B

Management of Plagiarism

Awareness and training

- a) Staff and students must be made aware of plagiarism/copyright and its consequences and the importance that the university attaches to the detection and prevention of plagiarism. The educational role is an on-going and shared one and it is incumbent upon University and school managers, Heads of Departments, lecturers, supervisors and tutors to make a concerted and sustained effort to make the university community aware of their obligations.
- b) It is particularly important that students are alerted to the nature of plagiarism, are informed that it constitutes a serious offence, and are informed about the disciplinary procedures that are in place for dealing with suspected cases. Such information should not only be provided to them at the beginning of their studies, but there should be constant reminders afterwards.
- c) The following specific tasks should be undertaken:
 - The Research Office and Library staff shall conduct regular plagiarism and copyright workshops for staff and students.
 - School Research Ethics Committees shall supplement the university workshops with school-specific programmes.
 - Faculties shall expose students (at all levels) to the concept and the consequences, and train them on the citation, referencing and presentation conventions applicable to their disciplines.
 - School and departmental student handbooks and study guides must contain information on plagiarism/copyright and its consequences, and how material from such sources as books, articles, the Internet and the work of other students, may and may not be used in the preparation of assignments, dissertations, publications and theses.
 - All postgraduate students must attend at least one workshop on plagiarism and the contents of this Policy during their studies towards a postgraduate degree, which shall become a prerequisite (DP requirement) for obtaining a postgraduate degree.
 - Ensure that every student has a copy of the Policy on Plagiarism.
 - The Policy on Plagiarism should be available on the university's website.

Preventative measures

- a) The university will purchase the rights to use acceptable and lawful text-matching, similarity-checking software, or to use an internet-based text-matching database to assist staff and students in cross-checking material and identifying situations where submitted material matches previously-submitted material or previously-published sources.
- b) Members of staff are compelled, in terms of their professional commitment to best academic practice, to be on the lookout for cases of plagiarism, and to deal with any such cases under this Policy and its procedures. Staff should be open to various detection and monitoring approaches.
- c) Monitoring and detection material should not be used only to detect possible plagiarism in final products. In line with the developmental and educational purpose of this Policy, such mechanisms should also serve to assist student authors to improve their writing and referencing skills and to prevent instances of plagiarism in the final product.
- d) In compliance with this principle of promoting academic integrity, all postgraduate material submitted for final examination must be accompanied by a statement not only that the material constitutes the author's original work, but also that it had been subjected to the university's text-matching and/or similarity-checking procedures to confirm that the work is original.

Annexure C

Copyright Guidelines

Fair use or fair dealing which is provided for in a section of SA Copyright Act should be used for copyrighted material. Making multiple copies of a copyright-protected work, however, falls outside fair dealing.

Fair dealing allows:

- quoting from a copyright-protected work provided the source, author or copyright owner is acknowledged
- using work for criticism, review or for reporting current events in a newspaper, journal or magazine

The Dramatic, Artistic and Literary Rights Organisation (DALRO) forms should be completed when:

- a) Copies were made as a **Single Item Handout**, or for the compilation of a **Course Pack****
- b) If Copies were made to be placed in the Library's **Short Loan Collection****
- c) Copies were made utilizing a **Transient Electronic Copy****

The Library and Information Services shall make DALRO forms available.

School of Economic and Management Sciences

Turnitin Guidelines and Parameters

1. Introduction

The Turnitin guidelines and parameters in this document are aimed at providing guidance to the undergraduate and postgraduate students participating in the development of their academic writing and research work for promoting quality through the consistent use of Turnitin as an originality check tool across all modules and programmes. Further, students are strongly advised to read the rules and policies stipulated in the SPU Policy on Plagiarism for academic integrity and plagiarism awareness.

2. General guidelines

2.1 Assignments and research proposal submission:

All undergraduate (certificate, diploma, degree) and postgraduate students (postgraduate diploma, honours/masters/doctoral degrees) will generate and submit Turnitin reports for assignments and research proposals.

2.2 Mini-dissertation and research report submission:

Honours and Postgraduate Diploma students will be responsible to submit Turnitin reports for their mini-dissertations and research reports.

2.3 Dissertation and thesis submission:

School / University will be responsible to generate Turnitin reports for dissertations (master's degree) and theses (doctoral degree).

3. Parameters at under – and postgraduate levels

The following parameters will be applied to check for similarity in assignments, research proposals and research reports:

3.1 Text appearing in the quotation marks:

Excluded from checking for matches of similarity. Students would be advised not to use too many direct quotes.

3.2 Cover page, heading, table of contents and reference section:

Excluded from checking for matches of similarity.

3.3 Re-submission by students:

Students will be allowed to re-submit multiple times up to the due date through Turnitin until the similarity index is not exceeding the threshold in Table 1 below.

3.4 Access to Turnitin report:

Students, lecturers and supervisors will be allowed to access the Turnitin report after each submission.

3.5 Turnitin report submission:

Students will be required to submit their final Turnitin reports with previous Turnitin reports to lecturers/supervisors in order to control if all sections with a high similarity index have been corrected.

3.6 Turnitin inbox setting for multiple submission:

The inbox will be set-up for multiple submission to prevent checking for similarities in previous submissions.

4. Parameters at higher degree levels

The following parameters will be applied to check for similarity in research proposals, dissertations and theses submitted by masters and doctoral students:

4.1 Text appearing in the quotation marks:

Excluded from checking for matches of similarity. Students would be advised not to use too many direct quotes.

4.2 Cover page, heading, table of contents and reference section:

Excluded from checking for matches of similarity.

4.3 Re-submission by students:

Students will be allowed to re-submit multiple times up to the due date through Turnitin until the similarity index is not exceeding the threshold in Table 1 below.

4.4 Access to Turnitin report:

Except the final Turnitin report, students and supervisors will be allowed to access the Turnitin report after each submission. School / University will be responsible to generate final Turnitin reports for dissertations and theses.

4.5 Turnitin report submission:

Students will be required to submit their final Turnitin reports with previous Turnitin reports to supervisors in order to control if all sections with a high similarity index have been corrected.

4.6 Turnitin inbox setting for multiple submission:

The inbox will be set-up for multiple submission to prevent checking for similarities in previous submissions.

Table 1: Threshold Similarity Index:

Level	Proposed threshold similarity index
All assignment (under- and postgraduate)	20%
PGDip/Honours research projects	20%
Masters dissertation	15%
Doctoral thesis	15%
Number of words or percentage in a sentence: small matches (03 words or 01%)	

Annexure E

School of Education Turnitin Guidelines and Parameters

Guidelines

1. Preamble/Introduction

The guidelines in this document have been designed to promote the consistent use of Turnitin and the Originality Report in the School of Education, as well as across modules within programmes, whenever applicable. The policy on the guidelines will contribute to providing students with a consistent experience of assessment and will support students' development of academic writing, referencing styles, plagiarism awareness and academic integrity.

Turnitin and the Originality Report are a learning and assessment tool, and not a plagiarism detection tool. When used as part of a formative approach to assessment, Turnitin can support students' development of sound academic practice and assessment literacy. One aspect of this is that students must always get to see the Turnitin Originality Report. The use of Turnitin should, wherever applicable and possible, be introduced as part of formative and summative assessment activities where students can familiarise themselves with the platform before using the service on summative assessments.

2. Purpose

To provide a consistent student experience for the use of Turnitin for both formative and summative assessment, this document sets clear requirements for the use of Turnitin, provision of student induction and the different requirements for each stage of the study.

This document has been drafted with particular consideration being given to the following objectives:

- to ensure student equity
- to ensure consistency across modules and programmes
- To ensure adequate opportunities for training on how to use the software effectively
- to avoid a policing approach to the improvement of student academic writing and assessment literacy
- to ensure that students have a clear understanding of the issues and procedures involved in the use of Turnitin

- to ensure the Turnitin Originality Report is perceived and used as a learning tool rather than a plagiarism detection

Appendices

Guidelines for using Turnitin

1. Using Turnitin: Users that set up the assignment should ensure that:

- all information is up to date
- all module(s) documentation is valid and up to date
- they are familiar with the Turnitin service
- whenever possible, use Turnitin for formative assessment tasks
- they familiarise themselves with the University Plagiarism Policy as well as Academic Misconduct Procedures
- when setting up Turnitin inboxes, clear and consistent naming conventions are applied, for instance, "2,000-word essay (draft submission) and 2,000-word essay (final submission)"
- Guideline document needs to upload onto Moodle platform.

2. Requirements for different stages of study – set up of Turnitin Stage 1 – multiple re-submissions allowed [First and Second Year students]

- Students may resubmit multiple times up to the due date and access the originality report after every submission
- In Stage 1, students will be allowed to familiarise themselves with and understand academic integrity and good practice.
- If lecturers want students to submit a draft, they may encourage students to do so and then request the submission of a final document.
- Turnitin assignment settings: One Turnitin inbox allowing multiple submissions up until the due date will be set up for every piece of assessment, whenever applicable

Stage 2 and Stage 3 – one re-submission allowed [Third and Fourth Year students]

- Students may submit a draft version for each Turnitin assignment and access the originality report once. Stage 2 and 3 students should also have the opportunity to use Turnitin as a learning tool.

- Turnitin assignment settings: Two Turnitin inboxes should be set up for every piece of assessment, whenever applicable. Each Turnitin inbox should allow one submission only: one for draft submission and the second for the final version of the assessment.

Postgraduate Taught – one re-submission allowed

- Stages 1 and 2 are applicable for the first assignment.
- For additional submission the guidelines below are applicable.
- Students may submit a draft version for each Turnitin assignment and access the originality report once. This is left to the discretion of individual lecturers
- At postgraduate level, students will be able to access the originality report once before submitting the final version of their assessment.
- Turnitin assignment settings: Two Turnitin inboxes should be set up for every piece of assessment, whenever applicable. Each Turnitin assignment will allow one submission only: one for draft submission and the second for the final version of the assessment.

Parameters

1. Preamble/Introduction

The parameters in this document have been designed to promote the consistent use of Turnitin and the Originality Report in the School of Education, as well as across modules within programmes, whenever applicable. The policy on the parameters will contribute to providing students with a consistent experience of assessment and will support students' development of academic writing, referencing styles, plagiarism awareness and academic integrity.

Turnitin and the Originality Report are a learning and assessment tool, and not a plagiarism detection tool. When used as part of a formative approach to assessment, Turnitin can support students' development of sound academic practice and assessment literacy. One aspect of this is that students must always get to see the Turnitin Originality Report. The use of Turnitin should, wherever applicable and possible, be introduced as part of formative and summative assessment activities where students can familiarise themselves with the platform before using the service on summative assessments.

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To provide a consistent student experience for the use of Turnitin for both formative and summative assessment, this document sets clear requirements for the use of Turnitin, provision of student induction and the different requirements for each stage of the study.

This document has been drafted with particular consideration being given to the following objectives:

- to ensure student equity
- to ensure consistency across modules and programmes
- To ensure adequate opportunities for training on how to use the software effectively
- to avoid a policing approach to the improvement of student academic writing and assessment literacy
- to ensure that students have a clear understanding of the issues and procedures involved the use of Turnitin
- to ensure the Turnitin Originality Report is perceived and used as a learning tool rather than for plagiarism detection
- The indicated stages should be strictly adhered to, but are subjected to the discretion of lectures in a particular department.

Dealing with Suspected Plagiarism

- **Accepted plagiarism: 10% with the following exclusions: small matches (03 words/01%), limited in-text quotations and the Reference list or Bibliography,** (A similarity match of 10% may be perfectly **acceptable**, so long as students' work is presented and referenced correctly).
- The Turnitin Originality Report or its percentage value is not per se an indicator of plagiarism. Academic judgement should be used when determining an incidence of plagiarism after careful consideration of the originality report and sources of the matched text. For clarity, lecturers are advised to ensure the University Plagiarism Policy procedures are followed [Ref: REG/006/2019].

Requirements for Turnitin reports per phase submission

- All Undergraduate, Hons and Post Graduate Diploma students will need to generate their own Turnitin reports
- Dissertation and Thesis (PhD and Masters) Turnitin reports should be run at the level of the University, independent of the student.

Technical Help and support

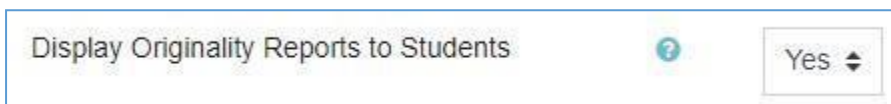
- How-to guidelines on setting up Turnitin inboxes aligned with these parameters are available in the Appendix of this policy, and on the E-Learning website.
- For the effective implementation of the Turnitin guidelines in practice, a training session should be implemented for all staff and students

Appendix A - Creating Turnitin inboxes in line with the Turnitin Policy

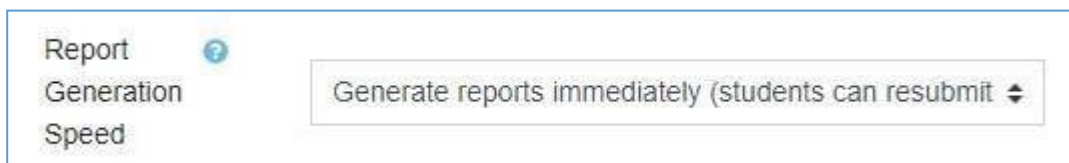
Stage 1

Turnitin assignment settings: *One Turnitin inbox allowing multiple submissions up until the due date will be set up for every piece of assessment, whenever applicable.*

1. In your Moodle module, turn editing on and choose 'Assignment: Turnitin' from the 'Add an Activity' dropdown menu.
2. On the page that follows, enter a meaningful assignment name and include a description.
3. For 'Display Originality Report to Students', choose 'yes'.



4. Set the assignment start, due and post-dates accordingly.
5. In the 'Originality Report Options' set the Report Generation Speed to 'Generate reports immediately (students can resubmit until due date)'².



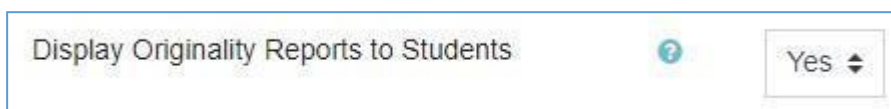
6. Set all other inbox settings according to local processes.
7. Click 'Save and Display' at the bottom of the page.

Stage 2, Stage 3 and Postgraduate

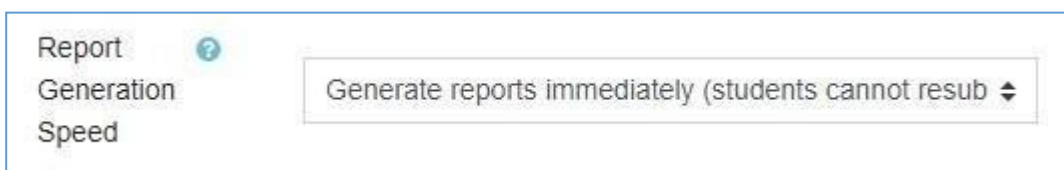
- **Turnitin assignment settings:**
- *Two Turnitin inboxes should be set up for every piece of assessment, whenever applicable.*
- *Each Turnitin inbox should allow one submission only: one for draft submission and the second for the final version of the assessment.*

Draft inbox

1. In your Moodle module, turn editing on and choose 'Assignment: Turnitin' from the 'Add an Activity' dropdown menu.
2. On the page that follows, enter a meaningful assignment name and include a description (i.e. *2,000-word essay – draft submission*).
3. For 'Display Originality Report to Students', choose 'yes'.

A screenshot of a Moodle form element. It consists of a text label 'Display Originality Reports to Students' followed by a blue question mark icon. To the right is a dropdown menu currently showing 'Yes' with a small upward and downward arrow icon.

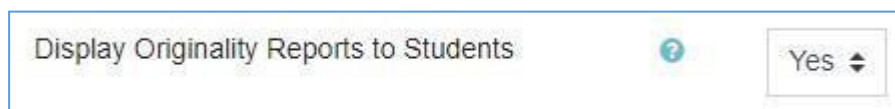
4. Set the assignment start, due and post-dates accordingly.
5. In the 'Originality Report Options' set the Report Generation Speed to 'Generate reports immediately (students cannot resubmit)'.

A screenshot of a Moodle form element. On the left, the text 'Report Generation Speed' is displayed with a blue question mark icon. To the right is a dropdown menu showing the selected option: 'Generate reports immediately (students cannot resubmit)' with a small upward and downward arrow icon.

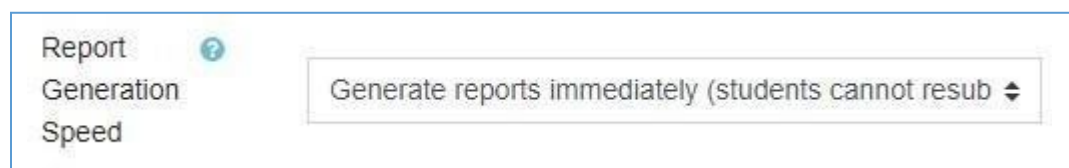
6. Set all other inbox settings according to local processes.
7. Click 'Save and Display' at the bottom of the page.

Final submission inbox

1. In your Moodle module, turn editing on and choose 'Assignment: Turnitin' from the 'Add an Activity' dropdown menu.
2. On the page that follows, enter a meaningful assignment name and include a description (e.g. *2,000-word essay – final submission*).
3. For 'Display Originality Report to Students', choose 'yes'.

A screenshot of a Moodle form element. It consists of a text label 'Display Originality Reports to Students' followed by a blue question mark icon. To the right is a dropdown menu currently showing 'Yes' with a small upward and downward arrow icon.

4. Set the assignment start, due and post-dates accordingly.
5. In the 'Originality Report Options' set the Report Generation Speed to 'Generate reports immediately (students cannot resubmit)'.

A screenshot of a Moodle form element. On the left, the text 'Report Generation Speed' is displayed with a blue question mark icon. To the right is a dropdown menu showing the selected option: 'Generate reports immediately (students cannot resubmit)' with a small upward and downward arrow icon.

6. Set all other inbox settings according to local processes.
7. Click 'Save and Display' at the bottom of the page.

School of Humanities Turnitin Guidelines and Parameters

These guidelines seek to provide students with consistent experience of assessment and to aid the development of their academic writing, referencing techniques, academic integrity and plagiarism awareness.

The use of Turnitin as an assessment tool in the School of Humanities is mandated:

- to ensure consistency across modules and programmes
- to ensure student equity
- to safeguard the quality of the School's learning programme [in line with SPU's assessment policy] – guarantee quality assurance

Staff members are thus required to use Turnitin and all students should submit work through Turnitin for assessment unless there are valid pedagogic reasons for not being able to do so.

1. Guidelines (generic)

The following guidelines are generic and align with all schools at SPU:

1.1 Undergraduate

- **Module guide**

The module study guide should inform students that Turnitin will be used to monitor academic integrity of work submitted for assessment in the course

- **Academic Literacy and Writing Guide**

Students should be provided with a copy of the School of Humanities Academic Literacy and Writing Guide as well as copies of the SPU policies on plagiarism and assessment

- **Phased approach**

A phased approach should be considered for all assignments (e.g. 1st year, 2nd year; 3rd year, etc.)

- **Re-submissions**

- Students may resubmit multiple drafts of their work through Turnitin up to the due date and access the originality report after each submission

- In case of draft essays, lecturers should put the settings on 'no repository' to prevent similarities in the final submission. Thereafter 'student repository' can be set to pick up similarities

- **Turnitin reports**
- All students (Undergraduate, Honours and Postgraduate Diplomas) will generate their own Turnitin reports.

1.2 **Postgraduate level**

- **Module study guide**

The module study guide should inform students that Turnitin will be used to monitor academic integrity of work submitted for assessment in the course

- **Referencing and writing requirements**

- Students should be provided with a copy of the disciplines' referencing and writing requirements, as well as
- Copies of the SPU policies on plagiarism and assessment

- **Turnitin reports**

- Turnitin reports for assignments in a structured Masters programme will be the responsibility of the student.
- Dissertations and thesis (Masters and PhD) – Turnitin report should be run at the level of the University, independent of the student

- **Submissions and Re-submissions**

Students may resubmit multiple drafts of their work through Turnitin up to the due date and access the originality report after each submission

- **Research proposals**

Research proposals should be submitted to Turnitin by the student. Lecturers should put the settings on 'no repository' to prevent similarities in the final submission or where research proposal should be resubmitted. Thereafter 'student repository' can be set to pick up similarities.

- **Draft essays/assignments**

In case of draft essays, lecturers should put the settings on 'no repository' to prevent similarities in the final submission. Thereafter 'student repository' can be set to pick up similarities

2. Parameters (specific)

2.1 Undergraduate

- **Phased approach**

In using a phased approach in considering what action to take against academic misconduct, the lecturer should be guided by the relevant SPU policies, irrespective of students' year of study.

- **Formative assessment**

All students should be allowed to submit multiple versions of their draft work before the final due date.

- **Summative assessment**

An exception to this rule might be if students submit summative assessment through Turnitin, where only one upload to Turnitin should be allowed.

- **Similarity index**

Lecturers should explain to students that there is no defined percentage match that indicates that their work is plagiarised or not, however the final report should aim to not have a combined similarity index exceeding 15% and the similarity for any single source should be below 5%.

- **Exclusions from similarity**

Lecturers can decide whether text appearing in the bibliography, works cited, or reference section should be excluded from being checked for matches similarity

- **Quotation marks**

Lecturers can decide whether text appearing in quotation marks should be excluded from being checked for matches of similarity

- **Exclusion percentage**

Lecturers can decide the percentage or words to exclude matches that are not of sufficient length

- **Academic judgement**

As the report is an indication of non-originality and not a percentage of plagiarism, the concerned lecturer should use academic judgement to interpret every report

- **Similarity due to reasons other than plagiarism**

Lecturers need to take note of similarity due to poor paraphrasing, poor referencing and similarities that arise due to similar information in the cover page, bibliography, attachments, etc.

- **Blatant plagiarism**

- Lecturers should use the similarity percentage as a guide to check for blatant plagiarism

- Lecturers should note that even if the work has a 15% similarity index or less there could still be blatant plagiarism present in the submission

- **Academic misconduct**

If academic misconduct is suspected, procedures as stipulated in the SPU policy in plagiarism must be followed

2.2 **Postgraduate**

- **Similarity index**

Lecturers should explain to students that there is no defined percentage match that indicates that their work is plagiarised or not, however the final report should aim to not have a combined similarity index exceeding 15% and the similarity for any single source should be below 5%.

- **Exclusions from similarity**

Lecturers can decide whether text appearing in the bibliography, works cited, or reference section should be excluded from being checked for matches similarity

- **Quotation marks**

Lecturers can decide whether text appearing in quotation marks should be excluded from being checked for matches of similarity

- **Exclusion percentage**

Lecturers can decide the percentage or words to exclude matches that are not of sufficient length

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As the report is an indication of non-originality and not a percentage of plagiarism, the concerned lecturer should use academic judgement to interpret every report.

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Lecturers need to take note of similarity due to poor paraphrasing, poor referencing and similarities that arise due to similar information in the cover page, bibliography, attachments, etc.

- **Blatant plagiarism**

- Lecturers should use the similarity percentage as a guide to check for blatant plagiarism
- Lecturers should note that even if the work has a 15% similarity index or less there could still be blatant plagiarism present in the submission

- **Academic misconduct**

If academic misconduct is suspected, procedures as stipulated in the SPU policy in plagiarism must be followed.

Annexure G

School of Natural and Applied Sciences Turnitin Guidelines

1. Introduction

The purpose of this Turnitin guidelines is to provide students in the School of Natural and Applied Sciences with the development opportunity in both assessment, academic writing, referencing, academic integrity and plagiarism awareness. Turnitin is a plagiarism detection and prevention system. It is a tool to check the originality of the written work and it is a web-based service that encourages best practice in using and citing works of others. Staff members are thus required to use Turnitin and all students should submit their work through Turnitin for assessment unless there are valid pedagogic reasons for not doing so.

These guidelines must be read in conjunction with the Sol Plaatje University Policy on Plagiarism.

2. How does Turnitin work?

- 2.1 Papers submitted to Turnitin can be compared to internet documents, archived internet data available on the live web, a local repository of previously submitted papers and subscription repository of periodicals, journals and publications.
- 2.2 For each submitted work Turnitin will produce:
 - 2.2.1 Similarity Index indicating the percentage content of the submitted work that matches the content of any source.
 - 2.2.2 Originality report giving details of each match including the location of the match within a source.
- 2.3 The higher the percentage, the greater is the amount of text in the submission that came up as matching against information in Turnitin's repositories.
- 2.4 Turnitin also compares the student's assignment to the assignments of all the students in the class – the later the assignment is submitted, the higher the percentage is likely to be.

3. General Guidelines

- 3.1 Staff members are required to use Turnitin and all students should submit their work through Turnitin for assessment. This will give students opportunity to investigate and determine if their citing, paraphrasing, summarizing or quoting needs to be improved upon.
- 3.2 All undergraduate and postgraduate students will generate and submit Turnitin reports for assignments / essays.
- 3.3 All postgraduate students will generate and submit Turnitin reports for research proposals.
- 3.4 Honours and Postgraduate Diploma students will submit Turnitin reports for their mini-dissertations and research reports.

4. Threshold Similarity Index

- 4.1 Table 1 below indicates the recommended threshold similarity index, which will depend on the parameters that are set when the Turnitin report is drawn. The following parts should not be subjected to Turnitin: such as cover page, table of contents, references, text appearing in the quotation marks, appendices and other sections that come before Chapter 1 in dissertations.
- 4.2 A threshold similarity index is not strictly set for undergraduate (non-exit modules) assignments or essays (where this is part of continuous assessment). Each lecturer should set their own thresholds for each type of assignment as necessary and then these thresholds can be decreased as the lecturer sees fit throughout the assessment period of levels. The objective here is to use the Turnitin as an instrument for learning in the case for undergraduate.

Table 33

Type of Report	*Recommended threshold similarity index
Assignment / Essays (All exit years of study)	20%
Honours / PGDip research proposals	20%
Honours / PGDip research reports /mini-dissertations	20%
Masters dissertation	15%
Doctoral thesis	15%
Individual source contribution	3%

**The threshold similarity index has been benchmarked on eleven (11) universities (The Bench-Marking Report is available)*

5. Levels of Infringements

When a reasonable ground for suspicion exists, an investigation is warranted. This will include finding the original sources and comparing them with the submitted work. This may include the use of the Turnitin system.

Table 2:

Infringement Level	Offender	Offence Type	
1	Undergraduate students in their first year of study	<ul style="list-style-type: none"> • First time offence • Minor offence often associated with incorrect citation and referencing. <p>Usually stem from poor understanding of plagiarism or lack of academic maturity, and are often unintentional.</p>	
2	Senior undergraduate and postgraduate students	<ul style="list-style-type: none"> • Repeated Level 1 infringements • Relatively minor offences by students at a more senior academic level • More serious first-time offences, irrespective of a student's year of study • First-time minor offences perpetrated by postgraduate students 	
3	All levels of students	<ul style="list-style-type: none"> • Repeated Level 2 infringements • Major and serious infringements committed intentionally or negligently such as: <ul style="list-style-type: none"> ✓ Submission of another student's work ✓ Allowing another student to submit your work as if it is their own ✓ Downloading or cutting and pasting from the internet 	

		and presenting as one's own	
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These Guidelines were prepared with reference from the following sources:

- *SPU Policy on Plagiarism*
- *UL Plagiarism Policy*
- *SU Policy on Plagiarism*

6. Appendix

Addendum 1:

Plagiarism Declaration (for use by students)

1. I have read and understand the Sol Plaatje Policy on Plagiarism and the definitions of plagiarism.
2. Accordingly, all quotations and contributions from any source whatsoever (including the internet) have been cited fully. I understand that the reproduction of text without quotation marks (even when the source is cited) is plagiarism.
3. I declare that the work contained in this assignment is my own work and that I have not previously (in its entirety or in part) submitted it for grading in this module/assignment or another module/assignment.

Student Name: _____

Student Number: _____

Signature: _____ **Date:** _____

Addendum 2

Plagiarism and Cheating Allegation Form

Name(s) & Surname of Student: _____

Student No.: _____

Module Registered for: _____

Year of Registration: _____

Title of Work Submitted: _____

Please note that Plagiarism has been detected in parts of the work that you submitted for assessment. The report on the investigation including supporting documents is attached for your convenience.

You are invited to appear before the School Student Disciplinary Committee where the allegation against you will be considered. The hearing will take place as follows:

Date: _____

Venue: _____

Time: _____

Please contact (Prof., Dr., Mr., Ms.) _____
indicating your availability/unavailability on this date.

You have the right to be accompanied by a fellow student. The committee will accord you the opportunity to state your case or bring witnesses whose statements will be considered.

Prof. / Dr. / Mr. / Ms. _____ will chair the hearing

Investigator:

Surname & Initials: _____

Signature: _____ Date: _____

Addendum 3

Plagiarism Admission and Reporting Letter

Please note that student _____ Student number _____

has committed plagiarism.

Programme Registered for: _____

Year of Registration: _____

Module Code and Name: _____

in the Department of _____ for the assignment

titled: _____

The transgression was found to be

Infringement Level					
1		2		3	

(Tick applicable box)

The penalty(s) imposed is/are as follows:

The procedure and outcomes of the process have been accepted by the student.

Name(s) & Surname of student: _____

Signature of student: _____

Date: _____

The transgression was submitted to the office of the Registrar on **(Date)** _____

by (Name & Surname of **SSDC Chair**) _____

Signature (**SSDC Chair**): _____ Date: _____