

SA.19 POLICY ~ PLAGIARISM

APPROVED BY	ACADEMIC BOARD	VERSION	2020 (v1)
REVIEW STAKEHOLDERS	▪ CEO AND DEAN	Last reviewed	2017
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		Next review	2023
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In academic and professional presentations, plagiarism is a serious ethical offence. It offends such Christian principles as honesty, integrity and respect for others. Plagiarism occurs when another person's published or unpublished work is used as if it were one's own. It involves (without clear acknowledgment) direct copying, quoting, paraphrasing of material, or downloading from the internet, another person's ideas. Plagiarism also includes copying from another student's assignments and copying from one's own work previously submitted for academic credit.

The institute is committed to uphold standards within the academic community, as well as to encourage the academic growth of students in a tertiary context. Consequently, it will endeavour to support and instruct students in the appropriate process of academic writing, particularly with reference to the conventions of referencing. This is the responsibility of all academic educators as well as a focus within the Academic Support and the online orientation programme.

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POLICY

- The Academic Support team will provide students with access to published material as well as face-to-face tutorials/online tutorials on correct academic conventions. Students will be made aware of the nature and seriousness of plagiarism.
- All students will be required to sign an assignment cover sheet certifying that the submitted work is their own and has not previously been submitted for academic credit.
- In order to uphold academic integrity, BTI has made available plagiarism detection software (Turnitin) which all written student assignments are subject to.
- If it becomes apparent that a student has unintentionally plagiarised a small part of a text (more than a phrase, sentence or paragraph), for example, has not correctly referenced an author's idea, the educator may use this example for teaching purposes and, writing on the assignment, will draw the student's attention to the need to reference more carefully.
- In cases where there is evidence or indications of more serious plagiarism, the educator will consult with the Course Coordinator (or equivalent) in the first instance. The student will be called to participate in a meeting with their educator/s (in the first instance) and in more serious cases, with the Programme Lead. Depending on the seriousness of the plagiarism, the outcome of such a meeting may be:
 - 1 The student is required to rework the assessment task to demonstrate acknowledgment of source material. The resubmitted work must be at a passing grade and the student will be allocated a passing grade of CP.
 - 2 The assessment will receive a failed grade without the opportunity to resubmit. Where less than 50% of the assessment has been plagiarised and there is some evidence of own thinking a grade of up to 29% may be given. Where over 50% of the assessment has been plagiarised and there is no evidence of own thinking a grade of 0% (F) will be given.
 - 3 A review of studentship will be initiated (refer General Academic Regulations).