

Student Guide to Sanctions for Academic and Non-Academic Transgressions

Sanctions

Transgressions of rules, regulations, policies and procedures may result in penalties ranging from mark deductions to enrolment cancellations. Conduct during assessments that contravene the assessment rules and regulations can result in a three-semester suspension for the first offence or expulsion for the second offence.

The IMM Graduate School acknowledges that not all contraventions of rules, regulations, policies and procedures are done intentionally. Therefore, the aim of an investigation of, and response to alleged transgressions – including an alleged contravention of academic integrity rules and regulations – is to impose corrective measures and not to defame the character of students.

The following sanctions apply to students contravening the IMM Graduate School rules, regulations, policies and procedures.

- **Sanctions for failure to adhere to proctoring and invigilation requirements**

Students who do not comply with the proctoring and invigilation requirements during online, timed assessments will receive a detailed report outlining their transgression.

Students who fail to use the proctoring application or do not pass the required video recording, voice recording, screenshot, GPS location, or selfie tests will be subject to the applicable sanctions for academic and non-academic misconduct.

- Naïve transgressions: These apply to undergraduate students and are minor, first-time errors caused by ignorance or inexperience. Naïve transgressions may result in a deduction of 20% from the assessment mark.
- Moderate transgressions: These involve repeat offences or first-time violations at a more advanced level of study, such as at the Postgraduate Diploma or Honours Degree level. They may lead to a deduction of 50% from the assessment mark.
- Severe transgressions: These are serious violations committed intentionally or negligently by students, including first-time offences at Master's or PhD levels. Such transgressions may result in the assessment being invalidated.

- **Sanctions for the unauthorised use of Artificial Intelligence**

The institution reserves the right to examine assessments for any indications that the submitted work may not accurately reflect the student's understanding and insight.

If there is any concern regarding the ethical use of Artificial Intelligence in an assessment, applicable sanctions for academic and non-academic misconduct will be enforced:

- Naïve transgressions: These apply to undergraduate students and are minor, first-time errors caused by ignorance or inexperience. Naïve transgressions may result in a deduction of 20% from the assessment mark.
- Moderate transgressions: These involve repeat offences or first-time violations at a more advanced level of study, such as at the Postgraduate Diploma or Honours Degree level. They may lead to a deduction of 50% from the assessment mark.
- Severe transgressions: These are serious violations committed intentionally or negligently by students, including first-time offences at Master's or PhD levels. Such transgressions may result in the assessment being invalidated.

Students must accurately complete any required AI usage declarations. When completing online, timed assessments, they must ensure that all unnecessary internet tabs, programs, and applications are closed. This is to prevent allegations of unauthorised AI use, including paraphrasing tools, translation software, and grammar-checking features. Screenshots showing open AI-related browser tabs will lead to the assessment being invalidated.

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Sanctions for Undergraduate students for Incorrect Harvard Referencing, Copy-paste Plagiarism, Paraphrasing Plagiarism and Syndication

Description of the occurrence	The type of plagiarism	First offence	Second offence	Third offence
The assessment does not have a reference list.	Incorrect Harvard Referencing	Awarded 80% of the mark.	Awarded 50% of the mark.	Awarded 0%.
Referencing was done, but not according to all the guidelines in the Student Guide to Harvard Referencing.	Incorrect Harvard Referencing	Awarded 80% of the mark.	Awarded 50% of the mark.	Awarded 0%.
The student copied and pasted content without using inverted commas, block quotations, or references to the source.	Copy-paste plagiarism	Awarded 80% of the mark.	Awarded 50% of the mark.	Awarded 0%.
The student repurposed content that was previously submitted for grading.	Copy-paste plagiarism	Awarded 80% of the mark.	Awarded 50% of the mark.	Awarded 0%.
Students insist that they worked independently, but their work is identical to other students.	Copy-paste plagiarism	Awarded 80% of the mark.	Awarded 50% of the mark.	Awarded 0%.
The student used someone else's work without summarising it in his/her own writing style, sentence structures and words, although the source was cited.	Paraphrasing plagiarism	Awarded 80% of the mark.	Awarded 50% of the mark.	Awarded 0%.
The student altered someone else's work somewhat without citing the source.	Paraphrasing plagiarism	Awarded 80% of the mark.	Awarded 50% of the mark.	Awarded 0%.
Students willingly worked together without submitting their own, unique version of the assessment	Voluntary Syndication	Awarded 80% of the mark.	Awarded 50% of the mark.	Awarded 0%.
A student admits to appropriating the work of an unsuspecting student.	Involuntary Syndication	Awarded 80% of the mark.	Awarded 50% of the mark.	Awarded 0%.

Students who plagiarise for the fourth time will be suspended for 3 semesters. With the fifth occurrence of plagiarism, the student will be disenrolled.

Sanctions for Postgraduate Students for Incorrect Harvard Referencing, Copy-paste Plagiarism, Paraphrasing Plagiarism and Syndication

Description of the occurrence	The type of plagiarism	First offence	Second offence	Third offence
The assessment does not have a reference list.	Incorrect Harvard Referencing	Awarded 50% of the mark.	Awarded 0%	Suspended for three semesters
Referencing was done, but not according to the guidelines in the Student Guide to Harvard Referencing.	Incorrect Harvard Referencing	Awarded 50% of the mark.	Awarded 0%	Suspended for three semesters
The student copied and pasted content without using inverted commas, block quotations, or references to the source.	Copy-paste plagiarism	Awarded 50% of the mark.	Awarded 0%	Suspended for three semesters
The student repurposed content that was previously submitted for grading.	Copy-paste plagiarism	Awarded 50% of the mark.	Awarded 0%	Suspended for three semesters
Students insist that they worked independently, but their work is identical to other students.	Copy-paste plagiarism	Awarded 50% of the mark.	Awarded 0%	Suspended for three semesters
The student used someone else's work without summarising it in his/her own writing style, sentence structures and words, although the source was cited.	Paraphrasing plagiarism	Awarded 50% of the mark.	Awarded 0%	Suspended for three semesters
The student altered someone else's work somewhat without citing the source.	Paraphrasing plagiarism	Awarded 50% of the mark.	Awarded 0%	Suspended for three semesters
Students willingly worked together and failed to submit their own, unique version of the assessment.	Voluntary Syndication	Awarded 50% of the mark.	Awarded 0%	Suspended for three semesters
A student admits to appropriating the work of an unsuspecting student.	Involuntary Syndication	Awarded 50% of the mark.	Awarded 0%	Suspended for three semesters

A postgraduate student who plagiarised for the fourth time will be disenrolled.