

## A Student Guide to Plagiarism Sanctions

### 1. Introduction

The aim of the IMM Graduate School plagiarism prevention process is to create a learning environment where academic integrity is upheld and where students are continuously educated on the skills required to produce authentic work. Students who plagiarised will be further educated on the academic skills required to avoid plagiarism. The occurrence of plagiarism will also have an impact on the mark of the assessment.

### 2. Compulsory Academic Skills Development module

It is compulsory for any IMM Graduate School student who committed plagiarism to complete or repeat the Academic Skills Development (ASD) module. This module provides students with further education on the academic skills required to identify and avoid plagiarism. Students who completed the module in the past will be offered the opportunity to repeat the module at no additional cost.

### 3. Sanctions applicable to the different types of plagiarism

#### 3.1. Undergraduate students: An eActivity quiz or online timed assessments

eActivities and online assessments must be completed independently without third party assistance. Students are allowed to use the internet, textbooks and the study guide. However, all answers provided must be in the own words and writing style of the student. If an answer or any section thereof is copied from another source, it will be regarded as plagiarism. No in-text referencing or reference list is required.

The following sanctions will apply when these instructions were not adhered to:

Description of the occurrence	Plagiarism type	Sanction
An answer or any section thereof is identical to a textbook or an online source.	Copying	Awarded 80% of the mark
An answer or any section thereof is identical between students. The students insist that they completed the assessment independently.	Copying	Awarded 80% of the mark
An answer or any section thereof is identical between students. The students admit to having collaborated.	Syndication	Awarded 80% of the mark
Students had the same incorrect answers and unanswered questions, or they applied the question to the same example but insist that they worked independently. No other proof of syndication is presented.	Not Guilty	

#### 3.2. Undergraduate students: Assignments, projects and reports uploaded for grading via eLearn or Turnitin.

Students must follow the IMM Graduate School Student Guide to Harvard referencing to acknowledge the sources used in the completion of assessments. The following sanctions will apply when the requirements of the IMM Graduate School Student Guide to Harvard referencing were not applied:

Description of the occurrence	Plagiarism type	First offence	Second offence	Third offence
The assessment does not have a reference list.	<b>Incorrect Harvard Referencing</b>	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.	<b>Incorrect Harvard Referencing</b>	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.	<b>Copy-paste plagiarism</b>	Awarded 80% of the mark	Awarded 50% of the mark.	Awarded 0%.
The student repurposed content that was previously submitted for grading	<b>Copy-paste plagiarism</b>	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	<b>Copy-paste plagiarism</b>	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.	<b>Paraphrasing plagiarism</b>	Awarded 80% of the mark	Awarded 50% of the mark.	Awarded 0%.
The student altered someone else's work somewhat without citing the source	<b>Paraphrasing plagiarism</b>	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	<b>Voluntary Syndication</b>	Awarded 80% of the mark	Awarded 50% of the mark.	Awarded 0%.
A student admits to appropriating the work of an unsuspecting student	<b>Involuntary Syndication</b>	Awarded 80% of the mark	Awarded 50% of the mark.	Awarded 0%.

An undergraduate student who plagiarised content for the fourth time will be suspended for 3 semesters. With the fifth occurrence of plagiarism, the student will be disenrolled.

### 3.3. Postgraduate students: An eActivity quiz or online timed assessment

eActivities and online assessments must be completed independently without third party assistance. Students are allowed to use the internet, textbooks and the study guide. However, all answers provided must be in the own words and writing style of the student. If an answer or any section thereof is copied from another source it will be regarded as plagiarism. No in-text referencing or reference list is required. The following sanctions will apply when these instructions were not adhered to:

Description of the occurrence	Plagiarism type	First offence
An answer or any section thereof is identical to a textbook or an online source	<b>Copying</b>	Awarded 50% of the mark
An answer or any section thereof is identical between students. The students insist that they completed the assessment independently.	<b>Copying</b>	Awarded 50% of the mark
An answer or any section thereof is identical between students. The students admit to having collaborated	<b>Syndication</b>	Awarded 50% of the mark
Students had the same incorrect answers, unanswered questions, or applied the question to the same example but insist that they worked independently. No other proof of syndication is presented.	<b>Not Guilty</b>	

### 3.4. Postgraduate students: Assignments, projects and reports uploaded for grading via eLearn or Turnitin.

Students must follow the IMM Graduate School Student Guide to Harvard referencing to acknowledge the sources used in the completion of the assessment

The following sanctions will apply when the requirements of the IMM Graduate School Student Guide to Harvard referencing were not applied:

Description of the occurrence	Plagiarism type	First offence	Second offence	Third offence
The assessment does not have a reference list	<b>Incorrect Harvard Referencing</b>	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.	<b>Incorrect Harvard Referencing</b>	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	<b>Copy-paste plagiarism</b>	Awarded 50% of the mark	Awarded 0%	Suspended for three semesters
The student repurposed content that was previously submitted for grading.	<b>Copy-paste plagiarism</b>	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	<b>Copy-paste plagiarism</b>	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	<b>Paraphrasing plagiarism</b>	Awarded 50% of the mark	Awarded 0%	Suspended for three semesters
The student altered someone else's work somewhat without citing the source.	<b>Paraphrasing plagiarism</b>	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	<b>Voluntary Syndication</b>	Awarded 50% of the mark	Awarded 0%	Suspended for three semesters
A student admits to appropriating the work of an unsuspecting student.	<b>Involuntary Syndication</b>	Awarded 50% of the mark	Awarded 0%	Suspended for three semesters

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