



## POLICY DEVELOPMENT FRAMEWORK

### PLAGIARISM

### POLICY

Policy Number	<b>Version 1.0</b>
Date of Approval	<b>November 2023</b>
Policy Sponsor	<b>DVC: Learning and Teaching</b>
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Approver	<b>Council</b>
Department/Unit	<b>Research Development Directorate</b>

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## 1. PURPOSE

- 1.1. The Cape Peninsula University of Technology (CPUT) is committed to upholding academic integrity, operational integrity, research excellence, and the highest level of professionalism across the whole institution. Therefore, using someone else's work or ideas without proper acknowledgment or consent is referred to as plagiarism (see definition in section 4), which is regarded as an act of dishonesty, and stealing and is considered a serious offence at CPUT.
- 1.2. The goal and objective of this policy is to provide a common understanding of what plagiarism is, including the various types of plagiarism, as well as a comprehensive process to detect and manage plagiarism that should be applied consistently across the institution.

## 2. SCOPE

### 2.1. Institutional Scope

- 2.1.1. When dealing with alleged cases of plagiarism, all University Divisions, Faculties, Departments, Entities and Units, as well as all University student structure(s), must be aware of this policy, what plagiarism is, and how to apply this policy.

### 2.2. Individual Scope

- 2.2.1. The Policy applies to the entire University, including Staff/employees, Management, Council members, Interns and fellows, Registered students (undergraduate and postgraduates, diploma), all Structures within CPUT and Affiliates.

## 3. OBJECTIVE(S)

- 3.1. To provide a comprehensive definition of plagiarism and to identify the different types of plagiarism.
- 3.2. To provide clarity on the difference between plagiarism, similarity, and copyright infringement.
- 3.3. To provide a procedural framework for the fair, independent, rigorous, and structured approach across CPUT to detect and manage suspected acts of plagiarism.

## 4. POLICY PRINCIPLE

### Preamble:

**4.1.** All forms of plagiarism are unacceptable at CPUT, and two levels of plagiarism have been identified based on the extent of the misconduct. In this section, each level of plagiarism will consist of a description, procedure penalty, and appeal process.

**4.2.** Any CPUT staff, registered student, and/or CPUT affiliate can and should report plagiarism. After identifying the seriousness level (see section 5.2) and the type of plagiarism (see section 4) the matter can be reported to the various entities responsible for handling cases of plagiarism. The initial process can be carried out in consultation with others such as subject-matter experts in the alleged plagiarised material/work. All incidences of suspected plagiarism should be procedurally evaluated in a lawful, fair, independent, and equitable manner at CPUT. All allegations, investigations, and recommendations should be based on substantiated evidence that should include similarity or originality reports, physical or electronic/digital documents/evidence, testimonies and statements of the respondent/s and witnesses, etc. During the investigations, the nature (type) of the plagiarism should be identified and where possible the extent, whether it was intentional or unintentional plagiarism. Factors that should be considered when investigating and providing recommendations include but are not limited to:

4.2.1. the respondent/s study or career level,

4.2.2. prior knowledge and understanding of academic, scientific, or professional writing literacy,

4.2.3. lack of proof of having any awareness or utilising any available plagiarism training and education tools/programs at CPUT,

4.2.4. evidence of previous plagiarism misconduct.

### **4.3. Level one plagiarism (unintentional):**

4.3.1. Level one plagiarism is a first, or a minor offence related to behaviour/conduct due to limited knowledge of plagiarism and/or limited academic, scientific, or professional literacy skills and a lack of understanding of general academic conventions. For example:

4.3.1.1. The omission of references, inaccurate or incomplete referencing.

4.3.1.2. Inadequate paraphrasing: e.g., rewording or summarising without citing or acknowledging the original source and using direct speech or text without quotation marks.

4.3.2. Reporting and investigative procedures:

4.3.2.1. Once a level one plagiarism offence has been identified based on substantiated available evidence, the following CPUT entities should be informed in writing with details of the respondent/s, the level and type of plagiarism, witnesses, and factual evidence.

(a). The Faculty Teaching and Learning Committee and CPUT Legal Services Department should be notified, and the Student Rules and Regulations process should be followed for undergraduate and postgraduate, diploma students including postdoctoral fellows.

4.3.2.2. This refers to the information provided in the CPUT General Handbook, Academic and Student Rules and Regulations (2022 or newer).

4.3.2.2.1. Section 15 Student disciplinary structures.

4.3.2.2.2. Section S2 Disciplinary procedures.

4.3.2.2.3. Section S3 Grievance procedures.

(a). The Unit of Research Integrity (URI) should be informed about all instances involving CPUT research and academic staff, interns, research associates, honorary research associates, visiting scholars, CPUT staff on sabbatical leave or on leave without remuneration, and adjunct staff. The URI will proceed with the CPUT Investigation of Research Misconduct Standard Operating Procedures (2023).

4.3.2.3. Penalties for level one plagiarism can include:

4.3.2.3.1. Remedial: attending a plagiarism workshop/training and providing evidence that it was attended,

4.3.2.3.2. Issue a letter of reprimand and caution to the CPUT student or staff member,

4.3.2.3.3. Resubmission of the material and where applicable resubmission to a similarity software.

4.3.2.4. Appeal Process:

4.3.2.4.1. The respondent and complainant will be given time to review/challenge the outcome/recommendations of the various CPUT entities responsible for plagiarism

#### **4.4. Level two plagiarism (intentional)**

4.4.1. A serious or reckless act of academic dishonesty, including repeat offences, and/or after a final warning notice/s have been issued previously for either a level one offence (or where relevant level two offence):

4.4.1.1. Copying directly from source/s and using others' work without their permission.

4.4.1.2. Paraphrasing without referencing.

4.4.1.3. Using, re-suing, or presenting any work or material without proper referencing and/or permission.

4.4.1.4. Using work or inputs from contributors as one's own.

4.4.1.5. Receiving assistance with research, that is, data collection, analyses, programming database managing without proper acknowledgment.

4.4.1.6. Self-plagiarism.

4.4.2. Reporting and investigative procedures:

4.4.2.1. The Faculty Teaching and Learning Committee and CPUT Legal Services Department should be notified, and the Student Rules and Regulations process should be followed for undergraduate and postgraduate, diploma students including postdoctoral fellows.

4.4.2.2. This refers to the information provided in the CPUT General Handbook, Academic and Student Rules and Regulations (2022 or newer).

4.4.2.2.1. Section 15 Student disciplinary structures.

4.4.2.2.2. Section S2 Disciplinary procedures.

4.4.2.2.3. Section S3 Grievance procedures

4.4.2.3. The Unit of Research Integrity (URI) should be informed about all instances involving CPUT research and academic staff, interns, research associates, honorary research associates, visiting scholars, CPUT staff on sabbatical leave or on leave without remuneration, and adjunct staff. The URI will proceed with the CPUT Investigation of Research Misconduct Standard Operating Procedures (2023).

4.4.2.4. Penalties for level two plagiarism can include:

4.4.2.4.1. For students: grade penalty such as withdrawal of a grade or an automatic zero

4.4.2.4.2. Adding a notation of plagiarism to the CPUT staff /student's transcript or personal record.

4.4.2.4.3. Academic prohibition or suspension of enrolment for a specified period (please specify how long).

4.4.2.4.4. Termination of enrolment and expulsion from CPUT (please provide a motivation).

4.4.2.4.5. CPUT staff: escalated to Human Capital for disciplinary and legal action and possible dismissal of the staff member/s.

4.4.2.5. Appeal Process:

4.4.2.5.1. The respondent and complainant will be given time to review/challenge the outcome/recommendations of the various CPUT entities responsible for plagiarism (see section 4.4.2).

## **4.5. Policy Approver**

4.5.1. Council;

## **4.6. Policy Approver Powers:**

4.6.1. Council to approve all Policy Types and Policy instruments.

# **5. COMMONLY USED TERMS & DEFINITIONS**

## **5.1. Academic and Institutional/Operational Integrity at CPUT:**

At CPUT, integrity at all levels is the dedicated and consistent act of moral behaviour that is characterised by values such as honesty, respect, trust, honour, fairness, professionalism, transparency, accountability, social responsibility, authenticity, and compliance with regulations/policy in all academic, research and institutional operational activities.

## **5.2. Postdoctoral, Research, Innovation, and Teaching Fellows:**

Postdoctoral fellows appointed to a specific CPUT host(s) can be defined as PhD graduates assigned by the Institution on a contract basis to mainly conduct research as well as to engage in other academic activities such as lecturing, and co-supervision of postgraduate students. Postdoctoral fellows are mentored and supervised by an Institutional host who is a staff member in the relevant department, centre, or entity. (Council on Higher Education, 2022; Policy on Appointment of Postdoctoral, Research, Innovation and Teaching Fellows, 2021).

Research Fellows are individuals with an applicable qualification, normally from outside CPUT, who can make a significant research contribution to a department/faculty/entity, or CPUT as a whole through research, community engagement, industry-linked projects, other scholarly activity at CPUT, or a combination of these activities. (Policy on Appointment of Postdoctoral, Research, Innovation and Teaching Fellows, 2021).

Innovation Fellows are co-hosted by a university staff member and the Technology Transfer Office (TTO) to contribute to innovation outputs (Policy on Appointment of Postdoctoral, Research, Innovation and Teaching Fellows, 2021).

Teaching Fellows are individuals with preferably a doctoral qualification as well as specialist expertise in a specific discipline that is not readily available within the Institution. They are appointed to engage in teaching-related activities related to a particular profession in the academic programme. (Policy on Appointment of Postdoctoral, Research, Innovation and Teaching Fellows, 2021).

## **5.3. Plagiarism**

Plagiarism is defined as the use, duplication, or representation of another person's or a group of people's words, published or unpublished intellectual property, ideas, opinions, innovations, discoveries, research, writings, artworks, images, recordings, expressions, designs, artifacts,

computer codes, computer-generated work (printed, digital or internet based, open-access or open licensed) including using one's own work without proper acknowledgment of and/or permission from the source.

### **5.3.1. Types of plagiarism include:**

**5.3.1.1.** Complete or global (direct copying, downloading, buying of the entirety of the work).

5.3.1.2. Direct or verbatim (copy and paste of words and sentences etc. without citation or permission).

5.3.1.3. Self or auto (reusing your own work that is already submitted/published).

5.3.1.4. Inappropriate paraphrasing (rephrasing someone's work without citation or permission).

5.3.1.5. Inaccurate authorship or invented sources.

5.3.1.6. Mosaic or patch-work (combining, rearranging, or substituting sentences or words from different sources with or without citation).

5.3.1.7. Collusion (relevant to students, e.g., group assignments, etc.) is where two or more students actively deceive examiners/lecturers/supervisors by using someone else's work and submitting it as their own and/or willingly giving/providing their own work to be submitted as somebody else's.

5.3.1.8. CPUT staff/employees at any level including CPUT affiliates committing any of the above-mentioned types of plagiarism when producing any institutional proposal, survey, research, report, operational procedure, policy, guideline, regulation, strategic planning, advertising, quality review, etc.

### **5.4. Similarity/Similarity Index/score**

Refers to the extent/percentage/volume/quantity/number of overlapping or commonality or matching there exists between what has been plagiarised and the original source. In instances where similarity software is applied a similarity index report and a percentage (%) of similarity will be provided depending on the threshold of similar words (e.g., detecting five consecutive words from a source).

### **5.5. The use of similarity reports:**

Special care must be taken when interpreting similarity/originality reports from a specialised software platform such as Turnitin. Plagiarism software provides a percentage (%) similarity index meaning the percentage of your work that matches known electronic resources that have been stored in the software's comparative database. On its own, it cannot prove plagiarism and even a zero or higher percentage can be misleading. For instance, not all electronic content is available for similarity matching e.g., password-protected, and very new web content. Also, reference/bibliography, common phrases, and topic-specific words may be highlighted as matching



and adding to a high similarity index. Therefore, a topic/subject expert should assist with the interpretation of the similarity report and the evaluation of any alleged plagiarism and provide input.

### **5.6. Copyright infringement:**

This is defined as using any copyright-protected material without formal consent from the copyright holder who holds exclusive rights to the material. The copyright holder should have proof of being a valid owner of the copyright-protected material. It should also be noted that an allegation of copyright infringement, where an infringer obtains access to the copyrighted work/material and duplication of the protected work/material must be proved beyond exception. The relevant act responsible for regulating copyrighted material is the Copyright Act No. 98 of 1978. A copyright infringement may lead to legal action and possible penalties.

### **5.7. Differences and similarities between plagiarism and copyright infringement:**

In suspected cases of copyright infringement, there is normally a violation of the copyright holder's rights with legal implications whereas plagiarism is the violation of integrity, ethics, and good literacy skills.

### **5.8. The similarity between Plagiarism and Copyright infringement:**

Firstly, all material/work that can be plagiarised can also be subjected to copyright. When any material/work is copyright-protected and is plagiarised then both plagiarism and copyright infringement can occur. However, in this instance, the misconduct will be addressed from a legal perspective (e.g., a lawsuit).

It is noteworthy that when plagiarism occurs it does not automatically imply a copyright infringement and an infringement is not always plagiarism. The fundamental difference between copyright infringement and plagiarism is that an infringement happens even if full credit and/or adequate references are given to the original source, whereas plagiarism is the lack of credit/referencing and so much more. Moreover, even if copyright permission has been granted, plagiarism can still occur. In cases of copyright infringement, there is only one victim, the copyright holder whereas in plagiarism there are two, the copyright holder and the one who has been deceived.

### **5.9. Intentional plagiarism (cheating)**

Knowingly and deliberately taking, using, copying other's work, and claiming it as one's own. Alternatively, this can also be described as an active attempt to deceive or to be dishonest. For example:

Complete or global plagiarism (direct copying, downloading, buying of the entirety of the work).

Direct or verbatim plagiarism (copying and pasting of words and sentences etc. without citation or permission).

Self or auto-plagiarism (reusing your own work already submitted/published).

Inappropriate paraphrasing (rephrasing someone's work without citation or permission).

### 5.10. Unintentional plagiarism

Unintentional plagiarism can be described as the misuse of sources or accidental use of another's work due to a lack of knowledge or understanding (experience in) citation and paraphrasing formats and conventions. It may also be related to a lack of understanding of ownership of others' work, laziness, or ignorance without the intention of wanting to cheat or be dishonest. For example:

Incorrect or accidentally failing to cite a source.

Incorrect paraphrasing.

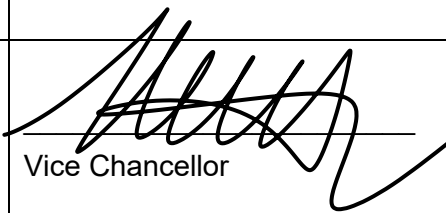
## RESPONSIBILITY

Accountability and Authority:	
Implementation:	Research Directorate and Quality Management Directorate.
Compliance:	All Students and Staff.
Monitoring and Evaluation:	Academic departments, Heads of Units, Senate; Quality Management Directorate and Compliance Management Function.
Development/Review:	Research Directorate and Compliance Management Function.
Approval Authority:	Council.
Interpretation and Advice:	Research Directorate and Compliance Management Function.

Policy Development Framework				
Policy Type(s):	A: Institutional Governance Policy			
	B: Academic Policy			
Type:	Policy	√	Guideline	Manual
Tick document category	Procedure		Regulation	Plan

<b>CPUT Statute and/or Regulation Reference no. and date:</b>	<ul style="list-style-type: none"> <li>• Cape Peninsula University of Technology Statute, Government Notice No 46382 of 20 May 2022.</li> </ul>
<b>Relevant Legislation and/or Policy, Codes of practice, Professional authorities:</b>	<ul style="list-style-type: none"> <li>• Higher Education Act, 1997 (Act No. 101 of 1997) as amended.</li> <li>• Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).</li> <li>• Protection of Personal Information Act, 2013 (Act No. 4 of 2013).</li> <li>• Electronic Communications and Transactions Act, 2002 (Act No. 25 of 2002).</li> <li>• National Archives and Records Services of South Africa Act, 1996 (Act No. 43 of 1996).</li> <li>• National Qualifications Framework (NQF).</li> <li>• Copyright Act No. 98 of 1978.</li> <li>• Patents Act 57 of 1978, Regulations (GG 6247 of 15/01/1978).</li> <li>• Trademarks Act 194 of 1993, Regulations (No. R578 of April 1995).</li> <li>• Designs Act 195 of 1993, Regulations (GG 20256 of 2/07/1999)</li> <li>• Intellectual Property Rights from Publicly Financed Research and Development Act, 2008 (Act 51 of 2008).</li> </ul>

<b>Relevant Institutional Policies/ documents/manuals/ handbooks</b>	<ul style="list-style-type: none"> <li>• CPUT Statute, Government Gazette No. 46382, 20 May 2010.</li> <li>• Delegation of Authority Document and Matrix, November 2013.</li> <li>• Language Policy.</li> <li>• Employment Relations Policy (2007).</li> <li>• Information Literacy Policy.</li> <li>• Policy on intellectual property and innovations.</li> <li>• Research Data Management Policy (2021)</li> <li>• Policy on Postgraduate Education and Research NQF levels 8, 9 and 10.</li> <li>• Policy on Appointment of Postdoctoral, Research, Innovation, and Teaching Fellows.</li> <li>• Research Policy 2018.</li> <li>• Cape Peninsula University of Technology Strategic Plan: Vision 2030.</li> <li>• CPUT Records and Archives Management Policy.</li> <li>• CPUT Promotion of Access to Information Act Manual.</li> <li>• CPUT Electronic Communication Policy.</li> <li>• CPUT Information Security Policy.</li> <li>• CPUT Academic Rules and Regulations.</li> <li>• CPUT Code of Conduct for Staff.</li> <li>• CPUT General Handbook: Academic and Student Rules and Regulations.</li> <li>• CPUT Code of Conduct for Council Members.</li> <li>• CPUT Faculty/Department Rules and Regulations.</li> <li>• CPUT Whistle-Blowing Policy.</li> <li>• CPUT Privacy Policy.</li> <li>• CPUT ERM Policy Draft.</li> </ul>
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<b>Policy Reference and Version no.:</b>					
<b>Consultation Process</b> To be verified and signed off before approval					
<b>Policy Owner/Sponsor</b>		DVC: Learning and Teaching			
<b>Compliance Officers</b>		Office of the DVC: Learning and Teaching.			
<b>Certification of Due process:</b> To be verified and signed once approved by the relevant authority		<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">   Vice Chancellor </div> <div style="text-align: right;"> 06.12.2023  Date </div> </div>			
<b>Approval Date</b>		<b>Commencement Date</b>		<b>Review Date</b>	

REVISION HISTORY: Only applicable to amended or reviewed Policies. Record details of amendments/revision.					
Version No.	Approved/ Rescinded	Date	Approving Authority	Resolution Number/ (Minute number)	Date for next review (start date for review process)

<b>For office use only</b>	
<b>Policy Group</b> (Broad Policy field)	Governance and Administration
<b>Subject</b> (Policy sub-field)	Policies
<b>Reference Number</b>	
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