

KWALITEITSBESTUURSTELSEL / QUALITY MANAGEMENT SYSTEM

D.10

**TITEL / TITLE: BELEID: ONREËLMATIGHEID
POLICY: IRREGULARITY**

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1. PURPOSE

The College believes that the development of self-discipline and adherence to acceptable standards of academic honesty are important aspects of the learning process. The Academic Irregularity Policy is designed to establish guidelines and procedures for addressing and managing instances of academic irregularities within Hugenote Kollege. This policy ensures the integrity, fairness, and credibility of the academic evaluation process

2. SCOPE

This policy applies to all students and staff members involved in academic activities within Hugenote Kollege.

3. RELATED POLICIES

- Disciplinary Policy
- Student Code of Conduct
- Appeals Policy
- Grievance Policy
- Assessment Policy

4. DEFINITIONS

4.1 Academic Irregularity: An academic irregularity refers to any act or behaviour that undermines the fairness and integrity of the academic evaluation process. It includes but is not limited to, plagiarism, cheating, unauthorized collaboration, fabrication of information, misrepresentation, and any other form of academic dishonesty.

4.2 Plagiarism: Plagiarism is the act of using someone else's work, ideas, or words without giving appropriate credit or citation. It includes, but is not limited to, the following:

- Copying and pasting text from a source without proper citation.
- Paraphrasing or rewording someone else's work without proper attribution.
- Using images, graphs, or charts without appropriate acknowledgement.
- Presenting someone else's ideas or theories as your own.
- Collaborating on assignments or projects without acknowledging the contribution of others.

4.3 Cheating: Cheating refers to any attempt to gain an unfair advantage in an assessment or examination, including the use of unauthorized materials, copying from another student, or seeking assistance from unauthorized sources.

4.4 Unauthorized Collaboration: Unauthorized collaboration refers to working together on an assignment, project, or examination when such collaboration is expressly prohibited or not authorized by the lecturer/study leader.

4.5 Fabrication of Information: Fabrication of information involves the invention, alteration, or falsification of data, research findings, sources, or any other form of academic information.

4.6 Misrepresentation: Misrepresentation refers to providing false information, documents, or identification for the purpose of gaining academic advantage or eligibility.

5. PRINCIPLES

- 5.1 All learners and staff are entitled to know in advance what their ethical and moral attitudes must be when studying at the Hugonote Kollege. For students, this is spelled out in the Student Code of Conduct which is available to every student.
- 5.2 The educational institution will promote awareness of academic irregularities through orientation programs, informational materials, and regular communication with students, and staff members. This will include discussions on academic integrity, proper citation practices, and the consequences of academic irregularities.
- 5.3 Lecturers are required to clearly define academic integrity expectations, including guidelines for assignments, examinations, and any restrictions or permissions for collaboration.
- 5.4 Any individual who suspects or witnesses an academic irregularity must report the incident to the appropriate authority, such as the lecturer, academic department, or academic committee.
- 5.5 The Disciplinary Committee will be responsible for investigating reported academic irregularities. The committee will gather evidence, interview relevant parties, and ensure a fair and impartial investigation is conducted.
- 5.6 Learners who commit acts of academic dishonesty will be subject to disciplinary action.
- 5.7 If an academic irregularity is confirmed following an investigation, disciplinary actions will be imposed based on the severity of the offence and in accordance with the institution's established procedures. Disciplinary measures for academic irregularities may include, but are not limited to, the following:
 - a. Warning or reprimand
 - b. Resubmission of the assignment or examination for reduced credit

- c. Reduction of grade or failure in the affected assignment, examination, or course
- d. Academic probation
- e. Suspension from the institution for a specified period
- f. Expulsion from the institution

5.8 Students found responsible for academic irregularities have the right to appeal the decision.

5.9 The institution will maintain records of all reported cases of academic irregularities, including investigation details, outcomes, and imposed disciplinary measures. These records will be kept confidential and used for reference in future instances, if necessary.

6. GUIDELINES TO AVOID PLAGIARISM

- 6.1 Proper Citations: When using external sources, such as text, photographs, statistics, or ideas, make sure to offer appropriate citations using the Harvard citation style. Include in-text citations as well as a thorough reference list or bibliography.
- 6.2 Paraphrasing: If paraphrasing someone else's work, ensure that the content is rephrased in own words, maintaining the original meaning. Additionally, include a proper citation to acknowledge the original source.
- 6.3 Research Integrity: When conducting research, maintain a high level of integrity by accurately attributing all sources used. This includes citing both primary and secondary sources.
- 6.4 Collaboration and Group Work: While collaboration is encouraged, it is important to acknowledge the contributions of all team members. Clearly identify the work contributed by each individual and provide appropriate citations when incorporating external sources.
- 6.5 Self-Plagiarism: Do not submit own work, in part or in full, for multiple assignments without prior consent from the lecturer/study leader or relevant authority. If there is a need to reuse previous work, seek permission and provide appropriate citations to avoid self-plagiarism.

7. CONSEQUENCES OF PLAGIARISM

Plagiarism is a serious offence with disciplinary actions which may vary based on the severity and frequency of the offence. The consequences may include, but are not limited to:

- Academic Penalties: For students, plagiarism may lead to grade deductions, failure on assignments or exams, course failure, academic probation, or even expulsion. Specific penalties will be determined by the institution's academic policies.
- Professional Repercussions: Researchers and staff members found guilty of plagiarism may face disciplinary actions, such as reprimand, suspension or loss of employment.

8. RESPONSIBILITIES AND AUTHORITY

It is the responsibility of the Management of the College to implement the Policy.