



## **DIE AFRIKAANSE PROTESTANTSE AKADEMIE NPC**

Registration number: 2002/031756/08

Registered with the Department of Higher Education and Training as a private higher education institution under the Higher Education Act, 1997

**Registration Certificate No. 1999/HE08/001**

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### **INSTITUTIONAL POLICY**

**ON**

### **AVOIDING PLAGIARISM**

Policy Owner	Board of The APA
Responsibility	Quality Commissioner and Quality Committee
Status	Approved
Dates of amendments	15 November 2012
Review date	2016

## BASIC GUIDELINES ON AVOIDING PLAGIARISM

### Introduction

Plagiarism is very common at tertiary institutions globally. In order to protect the intellectual rights of authors as well as the integrity of our institution, every student must be aware of the occurrence of plagiarism, what it is, as well as how to go about avoiding plagiarism.

This document serves as a basic guideline for students on avoiding plagiarism in the submission of any written assignment and/or dissertation in any department at *Die Afrikaanse Protestantse Akademie* (Registered with the Department of Education as a private higher education institution under the Higher Education Act, 1997). The form attached must be completed and signed by the student and attached to any assignment and/or dissertation. Whenever you do written work you must differentiate between your own ideas and those, which you did not think of yourself, but which you have read or heard elsewhere. In particular you must distinguish from what you have read in an official publication and/or webpage and that which is only communicated via a closed group, for example an e-mail. In order to distinguish between what to quote and what work to recognise in the bibliography, you must sign this document in order to submit an assignment or dissertation at this institution.

### What is Plagiarism?

A common perception among students is that plagiarism only occurs when someone takes the words of someone else without acknowledging the source. However, you commit plagiarism in written work when you use another person's words, ideas or opinions without acknowledging them as being from that other person. You do this when you copy the work word-by-word or submit someone else's work in a slightly altered form (such as changing a word with one meaning to another word with the same meaning); and you do not acknowledge the borrowing in a way that shows from whom or where you took the words, ideas or reasoning.

You must provide references whenever you quote (use the exact words), paraphrase (use the ideas of another person, in your own words) or summarise (use the main points of another's opinions theories or data).

It does not matter how **much** of the other person's work you use (whether it is one sentence or a whole paragraph), or whether you do it unintentionally or on purpose; if you present the work as your own without acknowledging that source, you are committing plagiarism. Because this is a serious felony, plagiarism is regarded as a very serious offence and carries heavy penalties.

Furthermore, you are not allowed to hand in any assignment or dissertation (even if altered slightly) which was previously submitted to any other tertiary institution, including *Die Afrikaanse Protestantse Akademie* and was awarded a final symbol. It is also illegal to hand in one of a friend's past assignments or to copy this and hand it in as your own. It is another form of plagiarism.

While academic staff will teach you about systems of referencing, and how to avoid plagiarising, you too need to take responsibility for your own academic career. *Die Afrikaanse Protestantse Akademie* will not be held liable for any financial-, career- or academic losses you may suffer as a result of plagiarism.

### Senate Policy regarding plagiarism

According to senate policy every student,

a. must refrain from dishonest conduct in any examination, test or in respect of completion and/or submission of any other form of academic assessment. Dishonest conduct includes but is not limited to plagiarism.

b. may not submit the work of any other person in any examination, test or in respect of the completion and/or submission of any other form of academic assessment without full and proper acknowledgement of the source. In order to meet this criteria, every student must complete and

sign a “handing-in form (I.H.1)” when submitting any written work for assessment. All under- and post-graduate students are required to include this declaration each time they submit written work for assessment.

c. Dishonesty, including plagiarism or the submission by a student of other people's work.



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(Association incorporated under Section 21)

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## **DECLARATION REGARDING PLAGIARISM**

(MUST BE COMPLETED BY THE STUDENT AND ATTACHED TO ANY WRITTEN WORK  
SUBMITTED FOR ASSESSMENT – PLEASE USE BLACK PEN)

Full names: .....

Student number: .....

Course: .....

Year: .....

Title of dissertation / assignment

.....  
.....  
.....

### **Declaration**

1. I have been informed about the senate's policy on plagiarism and dishonesty.
2. I have read and understand this institution's policy document on plagiarism.
3. I know what plagiarism is and that it is wrong. Plagiarism is to use another's work and pretend that it is one's own.
4. This assignment/dissertation has never been submitted by me or by any other person for assessment.

Signature: ..... Date: .....

### **Consequences of plagiarism**

By committing plagiarism you will get zero for the plagiarised work, and may fail the course. In addition, the matter must be referred to the senate for possible disciplinary action in terms of the rules on disciplinary procedures stated in the statute of Die Afrikaanse Protestantse Akademie.

