



TYPE: POLICY and PROCEDURE
SUBJECT: ACADEMIC INTEGRITY REFERENCE: LWPO8
DATE OF POLICY: 1 st October 2020
LAST REVIEWED: 20 th February 2025
APPROVED BY: The Board of Directors
<p>1. Policy Statement</p> <p>Learning Works upholds a high standard of academic integrity and will adopt a zero-tolerance policy towards plagiarism and cheating both during the submission of assignments done at home and in examinations and tests as defined in the sections below.</p> <p>This policy applies mainly to all students enrolled in a programme at Learning Works. All students are to be informed of this policy before entry in any programme. Lecturers too, however, need to be aware of this particularly in view of clause 6.</p>
<p>2. Intellectual Property</p> <p>The institution considers the issue of intellectual property as being of fundamental importance in an academic setting. In the case of students resorting to plagiarism the measures envisaged to cover this are indicated in clause 4 below. Lecturers who do not practice academic honesty and who do not respect intellectual property are liable to receive verbal warnings and possibly dismissal.</p> <p>The institution strongly upholds ethical principles as indicated in Learning Works Policy number 26 and it commits itself to take active steps to curb creative theft and commercialisation of ideas developed by staff and students.</p>
<p>3. Cheating during Examination and Tests</p>

Learning Works believes that it is imperative that it conducts fair and transparent examinations and tests. Cheating during examinations and tests is not tolerated with students facing the consequences indicated in clause 6 below which include being liable to having the examination annulled and having to repeat the module or even being dismissed from a course if the student repeats the offence.

Cheating in examinations and tests includes but is not limited to:

- a. Having unauthorised material in one's possession including notes or any other documents or information.
- b. Communication with others during the examination or test.

4. Plagiarism

Learning Works believes that 'Plagiarism is a form of academic dishonesty that is considered a serious offence and carries severe penalties ranging from a verbal warning, failing an assignment to suspension from the programme/qualification they are following. Students are guilty of plagiarism any time they attempt to obtain academic credit by presenting someone else's ideas as their own without appropriately documenting the original source'. Plagiarism includes but is not limited to:

- Copying any portion from books, journals, and electronic sources without acknowledgment;
- Paraphrasing material from another source without proper acknowledgment or citation;
- Using any part of a previously marked work in a new assignment;
- Obtaining an assignment from an internet research service and handing it in as your own;
- Indiscriminate use of Artificial Intelligence or AI as it is commonly termed.

5. Process

Learning Works places the responsibility of avoiding plagiarism on the students. Work produced by students needs to be authentic and is checked by the respective tutor. In addition, this is also checked by the respective internal verifier. To assist in this process, LW has introduced an anti-plagiarism software, Turnitin, to ensure a high-quality standard for student work is achieved. As a guideline, the similarity percentage should not exceed 21%.

6. Commercialisation of ideas developed by teaching staff and students

Students are to refrain from commercialising ideas developed by their peers or by their lecturers unless they are given permission to do this in writing. The same applies to lecturers who commercialise ideas developed by their students. Transgression of this clause can lead to legal action being taken against those involved.

7. Consequences

Once it is believed that a student has been guilty of plagiarism or examination/test cheating, the student will be subject to the following consequences, according to the gravity of the case:

- a. A verbal warning;
- b. A 'Fail' grade for the students' work;
- c. Cancellation of the examination/test;
- d. Suspension from the course, temporary or permanent .

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