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# ANTIPLAGIARISM POLICY

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## IBS COLLEGE OF TVET

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## **1. INTRODUCTION**

Integrity and respect are core values of IBS College of TVET. It is imperative for our academics and instructors to uphold these values via ensuring that the students consistently demonstrate a high level of integrity in their work. Plagiarism is a serious academic offense that undermines the values of integrity, originality and intellectual growth. IBS College of TVET is committed to maintain the highest academic standards and promote a culture of academic honesty.

## **3. SCOPE**

This policy applies to all units offered by IBS College. It encompasses all forms of assessments including assignments, examinations, projects and any other evaluation methods.

## **2. OBJECTIVES**

The overall purpose of this policy is to establish a framework in order to address the cases of plagiarism within IBS College. This policy aims to emphasize the importance of academic honesty and the avoidance of plagiarism. The objectives of having a separate policy on antiplagiarism are to:

- 2.1. define what plagiarism is;
- 2.2. set out the penalties for copying other's work without proper reference or citations; and
- 2.3. set out the process to deal with the cases when plagiarism occurs.

## **4. RELATED LEGAL AND REGULATORY STANDARDS**

### **4.1 The Higher Education (General Provisions) Act 2014**

This legislation provides the legal framework for higher education institutions in Papua New Guinea and includes provisions related to academic integrity, quality assurance, and student conduct.

### **4.2 Papua New Guinea National Qualifications Framework (PNGNQF)**

The PNGNQF is a system of ten levels used to describe and map qualifications in Papua New Guinea. It provides guidelines for the recognition and comparability of qualifications, including standards for academic integrity.

### **4.3 The IBS College of TVET Academic Integrity policy**

IBS College of TVET has developed an academic integrity policy which prescribes the acceptable conducts and behaviors of students in the academic aspects and the same shall be complied in conjunction with this policy. In order to ensure the high quality of outcome

and its value addition to the community, we strictly follow these policies as mandatory regulations.

#### **4.4 National Code of Ethics for Higher Education in Papua New Guinea**

This code sets out the ethical principles and standards expected of higher education institutions, including principles related to academic integrity, honesty and responsible conduct.

#### **4.5 International best practices, guidelines and standards on academic integrity, plagiarism prevention, and student conduct issued by reputable Colleges of TVET s in the field of education.**

As our vision encompasses to provide a world class education, we strive towards the excellence via adopting international practices time to time.

## **5. DEFINITIONS**

<b>Plagiarism</b>	The act of presenting someone else's work or ideas as one's own without appropriate acknowledgment or citation. Ideas and work include published creative work such images, performances, designs and any form of intellectual originality.
<b>Assessment</b>	the process of evaluating learning outcomes, as reflected in the quality of a student's assignments, examination responses, and other kinds of assessment tasks, relative to the standard expected.
<b>Examination</b>	A timed assessment task where a student is required to complete a specified academic task within a predetermined period. Access to external assistance and resource material may be restricted during closed-book examinations.
<b>Special Consideration</b>	Grounds on which a student may request an extension, deadline variation, special examination, or consideration related to a completed assessment task.
<b>Special Examination</b>	An examination offered as an alternative to the regular examination at a different time.

**Subject Area** A term used to refer to the knowledge and skills associated with an art, science, branch of applied technology, or specific activity (e.g., Accounting, Business, Economics, Information Technology).

**Unit** A self-contained part of teaching, learning, and assessment that encompasses a collection of topics with defined academic credit values, learning outcomes, modes of delivery, and assessment schemes. It forms a discrete part of the requirements for an award offered by the college.

## 6. ROLES AND RESPONSIBILITIES

- **Head of College** is directly responsible to ensure these policies are adhered to and achieve its objectives. He or she is also responsible for ensuring that these policies are updated on a regular basis and made aware to the executors of the policy.
- **Lecturers/Instructors** are expected to know what the policies entails in order to implement them accordingly to accomplish the objective of this policy manual.
- **Academic Board** is responsible for liaising closely with the Head of College in making recommendation for any changes to the policy for consideration and incorporation.

## 7. CONTENT

### 7.1. Policy Procedures

#### ***7.1.1. Acts of Plagiarism***

For the purpose of this rule, any of the following acts constitute a plagiarism unless the work is acknowledged adequate referencing and citations:

7.1.1.1 copying the work of another student;

7.1.1.2 directly copying any part of other's work;

7.1.1.3 summarizing the work of another or others;

7.1.1.4 using or developing an idea or thesis derived from another person's work; and

7.1.1.5 using experimental results obtained by others.

Any person who knowingly or negligently aids another person to commit an act of plagiarism shall be dealt with under this rule as if they themselves had committed the act

of plagiarism. Plagiarism does not include poor referencing or poor presentation of cited material.

### **7.1.2. Consequences and Penalties**

Students who engage in plagiarism may face the following consequences and penalties as determined by the Student Misconduct Committee:

- 8.1.2.1 a mark of zero for the item of assessment in which 100% plagiarism occurred at the discretion of the Student Misconducts Committee.
- 8.1.2.2 A failure or cancellation or refusal of grade for the unit in which the plagiarism occurred;
- 8.1.2.3 suspension from the College for a specified period;
- 8.1.2.4 expulsion from the College for repeated plagiarism.

## **7.2. Re-enrolment of Expelled Students**

A student who has been expelled from IBS College may be re-enrolled with the permission of the Academic Board only.

## **7.3. Powers of Academic Coordinator**

In cases where plagiarism is suspected, the matter shall be reported to the Academic Coordinator responsible for the unit in which the student is enrolled. The Academic Coordinator shall investigate the alleged offense and, if satisfied that plagiarism has occurred, must report to Head of College and the matter will be referred to the Student Misconduct Committee for investigation and action.

## **7.4. Report to the Head of College**


Any action taken on plagiarism by the Student Misconduct Committee must be promptly reported to the Head of College for information and call for Student Misconduct Committee.

## **7.5. Appeal**

Students have the right to appeal against a penalty imposed on them in accordance with this policy. The appeal must be lodged in writing with the Head of College within 14 days after the decision has been notified to the student. Any failure to exercise the right of appeal within the specified period will result in the lapse of the right to appeal.

Upon the receipt of an appeal, the Head of College shall refer it to the Quality Assurance Manager to validate the decision taken by the Student Misconduct Committee regarding

the matter specified in the appeal. The findings and recommendations will then be submitted to the Head of College, who will make a final decision.

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