



# PLAGIARISM POLICY

EFFECTIVE DATE: 20 FEBRUARY 2025

---

SK Academy promotes a culture of academic honesty and expects all learners to submit original work. Plagiarism is a serious academic offence and may lead to disciplinary action, including suspension or expulsion.

## 1. Definition of Plagiarism

- **1.1** Plagiarism is presenting someone else's work, ideas, or words as your own without proper acknowledgment.
- **1.2** Plagiarism applies to all forms of work including assignments, projects, assessments, research tasks, portfolios, and online submissions.
- **1.3** Plagiarism includes copying from the internet, books, classmates, AI-generated content without attribution, or submitting purchased work.

## 2. Types of Plagiarism

- **2.1 Direct Plagiarism:** Copying text word-for-word without quotation marks or referencing.
- **2.2 Paraphrasing Plagiarism:** Rewriting someone's work in your own words without crediting the source.
- **2.3 Self-Plagiarism:** Submitting your own previous work for a new assessment without approval.
- **2.4 Collusion:** Working with others where individual work is required and submitting shared content as separate work.
- **2.5 Uncredited AI Use:** Submitting AI-generated content as your own without acknowledgment and permission where required.

## 3. Learner Responsibilities

- **3.1** Learners must ensure their work is original and properly referenced where sources are used.
- **3.2** Learners must use quotation marks for direct quotes and include correct citations.
- **3.3** Learners should not share their assessments or allow others to copy their work.
- **3.4** Learners must ask facilitators for guidance if uncertain about referencing or originality expectations.

## 4. Detection and Monitoring

- 4.1 Softkings Academy may use plagiarism detection tools and manual review to evaluate submissions.
- 4.2 Facilitators and assessors may request oral verification or additional evidence to confirm authorship.
- 4.3 Submissions that appear inconsistent with the learner's previous work may be flagged for review.

## 5. Consequences of Plagiarism

- 5.1 Minor or first offences may result in a warning and requirement to resubmit the work.
- 5.2 Serious offences may result in a mark of zero, failed assessment, or disciplinary action.
- 5.3 Repeat offences may lead to suspension or expulsion without refund.
- 5.4 Learners may be reported to relevant stakeholders where required for quality assurance purposes.

## 6. Appeal Process

- 6.1 Learners may appeal a plagiarism decision by submitting a written request within 7 days of receiving the outcome.
- 6.2 The appeal must include supporting justification and evidence where applicable.
- 6.3 Appeals will be reviewed by management and the final outcome will be communicated in writing.

## 7. Contact Information

Email: [info@softkingsacademy.co.za](mailto:info@softkingsacademy.co.za)

Phone: +27 12 004 3732

Address: 58 Columbia Road, Clubview Forum, Clubview, Centurion, South Africa

For Attention: Mr Daniel Mahlaule