# *MANCOSA Academic Honesty and Plagiarism Policy*

| | |
|---|---|
| **Version** | 3.0 |
| **Managed by** | Teaching and Learning Department |
| **Approved/Recommended by** | Teaching and Learning Committee |
| **Approval date** | 31 July 2025 |
| **Ratified by** | SPQMC |
| **Ratification date** | 18 August 2025 |
| **Implementation date** | 18 August 2025 |
| **Review date** | 18 August 2028 |

# Contents

1. ACRONYMS ..... 2
2. PREAMBLE AND LEGAL FRAMEWORK ..... 3
3. PURPOSE AND OBJECTIVES ..... 4
4. SCOPE AND APPLICATION ..... 4
5. DEFINITIONS ..... 6
6. STUDENT RESPONSIBILITIES AND OBLIGATIONS ..... 7
7. FACULTY RESPONSIBILITIES AND OBLIGATIONS ..... 8
8. ACCEPTABLE AND UNACCEPTABLE USES OF AI ..... 9
9. ACADEMIC MISCONDUCT CATEGORIES ..... 10
10. COMPLIANCE AND ENFORCEMENT MECHANISMS ..... 11
11. DISCIPLINARY PROCESS AND PROCEDURES ..... 12
12. SANCTIONS AND PENALTIES ..... 13
13. APPEALS PROCESS AND CRITERIA ..... 14
14. EDUCATION AND PREVENTION PROGRAMMES ..... 15
15. PRIVACY, DATA SECURITY AND POPIA COMPLIANCE ..... 17
16. MONITORING AND REVIEW MECHANISMS ..... 18
17. EXTERNAL REGULATORY COMPLIANCE ..... 19
18. REFERENCES AND LEGAL AUTHORITIES ..... 20
19. DOCUMENT CONTROL AND APPROVAL ..... 21

## 1. ACRONYMS

AI - Artificial Intelligence
CAT - Credit Accumulation Transfer
CHE - Council on Higher Education
DHET - Department of Higher Education and Training
GAC - Grievances and Appeals Committee
HE - Higher Education
HEI - Higher Education Institution
HEQC - Higher Education Quality Committee
HEQSF - Higher Education Qualifications Sub Framework
NQF - National Qualifications Framework
OSA - Online Summative Assessment
PAJA - Promotion of Administrative Justice Act
POPIA - Protection of Personal Information Act
RPL - Recognition of Prior Learning
SACE - South African Council for Educators
SAQA - South African Qualifications Authority
SDC - Student Disciplinary Committee
WIL - Work Integrated Learning

## 2. PREAMBLE AND LEGAL FRAMEWORK

2.1 MANCOSA upholds the principles of academic honesty and integrity as fundamental cornerstones for maintaining excellence in higher education. This policy establishes comprehensive institutional expectations for students regarding academic honesty, plagiarism prevention and the responsible use of Artificial Intelligence (AI) tools in academic work.

2.2 This policy is underpinned by and ensures compliance with:

- Republic of South Africa. (1997). *Higher Education Act 101 of 1997*, as amended. Pretoria: Government Printer.
- Council on Higher Education (CHE). (2014). *Framework for institutional quality assurance in higher education in South Africa*. Pretoria: CHE.
  *(Note: Check the exact title on the CHE website if needed; 2014 is the latest framework publication year.)*
- Council on Higher Education (CHE). (2021). *Good practice guide on academic integrity*. Pretoria: CHE. Retrieved from https://www.che.ac.za/
- Republic of South Africa. (2013). *Protection of Personal Information Act 4 of 2013 (POPIA)*. Pretoria: Government Printer.
- Republic of South Africa. (2000). *Promotion of Administrative Justice Act 3 of 2000 (PAJA)*. Pretoria: Government Printer.
- South African Qualifications Authority (SAQA). (2001–2013). *Policies and criteria for recognising learning and ensuring learning integrity*. Pretoria: SAQA.
- Republic of South Africa. (1996). *The Constitution of the Republic of South Africa*. Pretoria: Government Printer

2.3 This policy incorporates provisions from the MANCOSA Institutional AI and Emerging Technologies Framework, AI Guidelines for Students, Student Code of Conduct and relevant disciplinary policies to create a comprehensive framework for academic integrity.

2.4 The policy protects institutional credibility and ensures statutory compliance while

fostering a transparent, ethical academic environment aligned with MANCOSA's strategic pillars of Academic Excellence, Student-Centric Transformation and Sustainability.

## 3. PURPOSE AND OBJECTIVES

### 3.1 PRIMARY PURPOSE

This policy aims to promote academic integrity by defining academic misconduct, clarifying responsibilities related to plagiarism and AI usage and outlining comprehensive disciplinary processes that ensure legal compliance and institutional protection.

### 3.2OBJECTIVES

The specific objectives are to:

3.2.1Establish clear, standards for academic honesty and integrity;

3.2.2 Ensure compliance with statutory obligations under the CHE's Higher Education Quality Assurance Framework;

3.2.3 Protect institutional credibility and reputation in accordance with the Higher Education Act;

3.2.4 Provide transparent, fair and legally compliant disciplinary procedures;

3.2.5 Educate and support students in maintaining academic integrity;

3.2.6 Establish clear consequences for academic misconduct that can withstand legal scrutiny;

3.2.7 Integrate responsible AI usage within academic integrity frameworks; and

3.2.8 Ensure POPIA compliance in all academic integrity processes.

## 4. SCOPE AND APPLICATION

4.1 This policy applies to all students enrolled at MANCOSA and any persons engaged in academic activities under the auspices of MANCOSA, including research and collaborative projects, in accordance with the Council on Higher Education (CHE). (2013). *The higher education qualifications sub-framework (HEQSF)*. Pretoria: CHE.

4.2 The policy covers all academic activities including but not limited to:

- Assessments, assignments and examinations
- Research projects and dissertations
- Online Summative Assessments (OSA)
- Work Integrated Learning (WIL) activities
- Collaborative academic projects
- Use of AI tools in academic work
- All forms of academic communication and submission

4.3 This policy applies across all MANCOSA learning centres, online platforms and other venues where MANCOSA academic activities occur.

4.4 The policy remains in effect throughout a student's enrolment and extends to post-graduation matters involving academic work completed during enrolment.

## 5. DEFINITIONS

5.1 **ACADEMIC INTEGRITY**: Ethical standards in academic work that ensure honesty, fairness, responsibility and respect for intellectual property, as defined by the Council on Higher Education's Good Practice Guide on Academic Integrity (2021).

5.2 **PLAGIARISM:** According to the Council on Higher Education (CHE, 2021), the presentation of another person's intellectual output, ideas, words or work without appropriate acknowledgment, including but not limited to:

- Direct copying without citation
- Paraphrasing without acknowledgment
- Self-plagiarism (resubmitting one's own previous work)
- Mosaic plagiarism (combining multiple sources without attribution)

5.3 **COLLABORATION:** Engaging in joint academic work without explicit permission from the facilitator or beyond what is permitted by assessment instructions (e.g., sharing answers in an individual assessment, unauthorised group work).

5.4 **COLLUSION:** Deliberate deceit by students to present collaborative work as individual work, including unauthorised assistance or cooperation in assessments meant to be completed independently.

5.5 **AI TOOLS**: Software applications using artificial intelligence for data analysis, content generation, research assistance or academic support, including but not limited to Large Language Models, Grammarly and other generative AI platforms.

5.6 **GENERATIVE AI**: Artificial intelligence systems capable of generating original content, text, images, other materials based on trained data and user prompts.

5.7 **ACADEMIC MISCONDUCT**: Any action that violates academic integrity principles, including plagiarism, cheating, falsification, unauthorised collaboration or misuse of AI tools.

5.8 **FABRICATION**: The creation of false information, data, citations or sources in academic work.

5.9 **FALSIFICATION:** The deliberate alteration, manipulation or misrepresentation of academic work, data or documentation.

## 6. STUDENT RESPONSIBILITIES AND OBLIGATIONS

### 6.1 FUNDAMENTAL OBLIGATIONS

Students must:

6.1.1 Adhere to all principles of academic honesty and integrity as outlined in this policy

6.1.2 Properly acknowledge all sources through appropriate citation using Harvard Referencing Style as per the MANCOSA Referencing Guide

6.1.3 Use AI tools responsibly and ethically as outlined in the AI Guidelines for Students

6.1.4 Explicitly acknowledge AI contributions in all forms of submitted work where AI assistance is used

6.1.5 Maintain data privacy and security in AI interactions as specified in the Student Undertaking regarding the Use of AI Tools

6.1.6 Comply with POPIA requirements when handling personal data in academic work

### 6.2 SPECIFIC ACADEMIC CONDUCT REQUIREMENTS

6.2.1 Submit only original work that represents their own intellectual effort

6.2.2 Seek clarification from faculty when uncertain about academic integrity requirements

6.2.3 Report suspected academic misconduct through appropriate channels

6.2.4 Participate in academic integrity education programs as required

6.2.5 Maintain confidentiality of assessment materials and examination content

6.2.6 Comply with all Online Summative Assessment (OSA) rules and procedures

### 6.3 AI USAGE OBLIGATIONS

6.3.1 Use AI tools only in accordance with specific assignment guidelines

6.3.2 Provide transparent disclosure of all AI assistance used

6.3.3 Ensure AI usage enhances rather than replaces critical thinking and learning

6.3.4 Protect personal and institutional data when using AI platforms

6.3.5 Verify accuracy of AI-generated content and take responsibility for all submitted work

### 6.4 LEGAL AND REGULATORY COMPLIANCE

6.4.1 Comply with all applicable South African laws and regulations

6.4.2 Respect intellectual property rights and copyright laws

6.4.3 Adhere to POPIA requirements in all academic activities

6.4.4 Follow institutional policies and procedures without exception

## 7. FACULTY RESPONSIBILITIES AND OBLIGATIONS

### 7.1 MONITORING AND DETECTION

Faculty members must:

7.1.1 Vigilantly review student work for signs of plagiarism, collusion or misuse of AI tools

7.1.2 Utilise available detection software and professional judgment in assessment review

7.1.3 Maintain current knowledge of academic integrity detection methods and technologies

7.1.4 Document and report suspected cases of academic misconduct promptly

### 7.2 EDUCATION AND GUIDANCE

7.2.1 Provide clear guidance on acceptable and unacceptable uses of AI in academic work

7.2.2 Educate students on proper citation and referencing requirements

7.2.3 Integrate discussions about AI ethics and academic integrity into course content

7.2.4 Offer support and clarification on academic integrity requirement

### 7.3 ENFORCEMENT AND REPORTING

7.3.1 Report suspected cases of academic dishonesty to the Student Disciplinary Committee within 5 working days of discovery

7.3.2 Provide detailed documentation and evidence to support misconduct allegations

7.3.3 Cooperate fully with disciplinary investigations and proceedings

7.3.4 Maintain confidentiality throughout the disciplinary process

### 7.4 PROFESSIONAL DEVELOPMENT

7.4.1Engage in continuous professional development related to academic integrity

7.4.2 Stay informed of best practices in AI technology and academic integrity

7.4.3 Participate in institutional training programs on academic misconduct detection

7.4.4 Contribute to the development and review of academic integrity policies

## 8. ACCEPTABLE AND UNACCEPTABLE USES OF AI

### 8.1 ACCEPTABLE AI USAGE

The following uses of AI tools are permitted when properly acknowledged:

8.1.1 Generating initial outlines and brainstorming ideas for assignments

8.1.2 Synthesizing information from multiple sources for research purposes

8.1.3 Rephrasing complex concepts for better understanding

8.1.4 Grammar and language checking

8.1.5 Formatting assistance and citation checking

8.1.6 Research assistance for identifying relevant sources

8.1.7 Translation assistance for multilingual research

### 8.2 MANDATORY ACKNOWLEDGMENT REQUIREMENTS

8.2.1 All AI assistance must be explicitly acknowledged in submitted work

8.2.2 Students must specify which AI tools were used and for what purpose

8.2.3 The extent of AI assistance must be clearly documented

8.2.4 AI-generated content must be clearly distinguished from original work

### 8.3 UNACCEPTABLE AI USAGE

The following constitutes academic misconduct and may result in Level III infringement:

8.3.1 Using AI to complete entire assessments without explicit permission from the academic

8.3.2 Submitting AI-generated content as original work without acknowledgment

8.3.3 Using AI during examinations or summative assessments

8.3.4 Fabricating references or citations using AI tools

8.3.5 Using AI to impersonate academic writing style without disclosure

8.3.6 Compromising privacy or data security through AI interactions

8.3.7 Using AI to complete work that should demonstrate individual learning outcomes

### 8.4 CONSEQUENCES FOR AI MISUSE

8.4.1 Violations of AI usage guidelines will be subject to disciplinary action under the Student Disciplinary Policy

8.4.2 Cases may be referred directly to the Student Disciplinary Committee

8.4.3 Sanctions may include assessment penalties, suspension, or expulsion

8.4.4 Repeated violations will result in escalated disciplinary measures

## 9. ACADEMIC MISCONDUCT CATEGORIES

### 9.1 LEVEL I INFRACTIONS: MINOR (ACCIDENTAL)

9.1.1 First-time minor citation errors or formatting mistakes

9.1.2 Inadvertent failure to acknowledge AI assistance

9.1.3 Minor collaboration beyond permitted scope

9.1.4 Unintentional self-plagiarism of limited scope

### 9.2 LEVEL II INFRACTIONS: MODERATE (NEGLIGENT)

9.2.1 Repeated minor infringements after educational intervention

9.2.2 Significant negligence in citation and referencing

9.2.3 Moderate unauthorised collaboration

9.2.4 Failure to properly acknowledge sources in substantial portions of work

9.2.5 Negligent misuse of AI tools

**9.3 LEVEL III INFRACTIONS: SERIOUS (INTENTIONAL)**

9.3.1 Deliberate plagiarism of substantial portions of work

9.3.2 Intentional collusion or unauthorised collaboration

9.3.3 Fabrication of data, source or references

9.3.4 Falsification of academic records or documentation

9.3.5 Significant misuse of AI tools to complete assessments

9.3.6 Contract cheating or outsourcing academic work

9.3.7 Multiple instances of Level II infractions

9.3.8 Any misconduct that undermines the integrity of the assessment process

**9.4 DETERMINATION OF INFRINGEMENT LEVEL**

Minor infringements such as first-time instances of plagiarism are managed by the relevant departments, including the Postgraduate Research Department or the Assessment Department which may issue plagiarism warning letters where applicable. The escalation of more serious violations is at the discretion of these departments and/or the relevant Academic Programme Leader (APL), School Manager or Academic Manager. If deemed necessary, such cases are referred to the Student Disciplinary Committee via the Student Bureau, in accordance with the Student Disciplinary Policy and Standard Operating Procedure (SOP). Once formally escalated, these cases will follow the procedures set out in the Student Disciplinary Standard Operating Procedures (SOP).

## 10. COMPLIANCE AND ENFORCEMENT MECHANISMS

**10.1 MANDATORY COMPLIANCE REQUIREMENTS**

10.1.1 All students must electronically acknowledge and adhere to the Student Undertaking regarding AI Tools annually

10.1.2 Compliance with this policy is mandatory for all academic activities

10.1.3 Violations will invoke disciplinary actions as per the Student Disciplinary Policy

10.1.4 Non-compliance may result in academic penalties, suspension or expulsion

**10.2 MONITORING AND DETECTION SYSTEMS**

10.2.1MANCOSA may employ plagiarism detection software for all or any submitted work

10.2.2 AI detection tools are utilised to identify unauthorised AI usage

10.2.3 Random audits of student work may be conducted

10.2.4 Online Summative Assessments may include proctoring and monitoring systems

**10.3 REPORTING MECHANISMS**

10.3.1 Suspected violations must be reported

10.3.2 Reports must be submitted to student.disciplinary@mancosa.co.za within 5 working days

10.3.3 Anonymous reporting is not accepted without substantial evidence

10.3.4 Confidential reporting channels are available for students and staff. An email should be sent to student.bureau@mancosa.co.za or student.disciplinary@mancosa.co.za with supporting evidence.

**10.4 INVESTIGATION PROCEDURES**

10.4.1 All reports will be investigated promptly and thoroughly

10.4.2 Investigations will be conducted in accordance with PAJA requirements

10.4.3 Students will be notified of investigations and given opportunity to respond

10.4.4 Evidence will be collected and preserved according to legal standards

## 11. DISCIPLINARY PROCESS AND PROCEDURES

Consult the documents listed below, which detail the relevant processes and procedures:

- Student Disciplinary Policy
- Student Disciplinary Standard Operating Procedures (SOP)
- Institutional Rules

- Student Code of conduct (2025)

## 12. SANCTIONS AND PENALTIES

### 12.1 LEVEL I INFRACTION SANCTIONS

12.1.1Educational intervention and counselling

12.1.2 Requirement to complete academic integrity training

12.1.3 Written warning placed on student record

12.1.4 Resubmission of work with proper citations

### 12.2 LEVEL II INFRACTION SANCTIONS

12.2.1Formal written warning

12.2.2 Requirement to rewrite assessment or assignment

12.2.3 A reduction in marks for the affected assessment may be applied, depending on the extent of the misconduct identified.

12.2.4 Mandatory completion of academic integrity course

12.2.5 Academic probation for specified period

### 12.3 LEVEL III INFRACTION SANCTIONS

12.3.1Mark of 0% for the affected assessment or module

12.3.2 Nullification of results for assessment(s) or module(s)

12.3.3 Suspension from MANCOSA for one or two semesters

12.3.4 Expulsion from MANCOSA with permanent exclusion

12.3.5 Revocation of previously conferred qualifications

12.3.6 Prohibition from re-registration at MANCOSA

### 12.4 ADDITIONAL CONSEQUENCES

12.4.1 Restitution for damages suffered by MANCOSA

12.4.2 Legal action where criminal conduct is suspected

12.4.3 Notification to professional bodies where applicable

12.4.4 Notification to bursary providers for funded students

12.4.5 Permanent notation on academic transcript for serious violations

### 12.5 RESTORATIVE JUSTICE MEASURES

12.5.1 Reflective essays analysing misconduct and lessons learned

12.5.2 Formal written apologies to affected parties

12.5.3 Community service within the academic environment

12.5.4 Participation in academic integrity education programs

12.5.5 Mentoring of other students on academic integrity

### 12.6 SUSPENSION AND IMPLEMENTATION OF SANCTIONS

12.6.1 Sanctions may be suspended pending appeal (maximum 10 calendar days)

12.6.2 Suspension may be subject to terms and conditions

12.6.3 Immediate implementation for serious violations affecting safety or integrity

12.6.4 All sanctions are final and binding subject to appeal rights

## 13. APPEALS PROCESS AND CRITERIA

### 13.1 GROUNDS FOR APPEAL

Appeals may be lodged on the following grounds:

13.1.1 Procedural irregularities or failure to follow due process

13.1.2 New evidence not previously available during the hearing

13.1.3 Disproportionate sanctions relative to the misconduct

13.1.4 Perceived bias or conflict of interest in the disciplinary process

13.1.5 Misinterpretation or misapplication of policy provisions

### 13.2 APPEAL SUBMISSION REQUIREMENTS

13.2.1 Appeals must be submitted within 10 working days of receiving the written verdict

13.2.2 Appeals must be submitted using the standard Appeals Form available on MANCOSAConnect

13.2.3 Appeals must clearly state the grounds and provide supporting documentation

13.2.4 Late submissions will not be considered unless exceptional circumstances are demonstrated

### 13.3 APPEALS PROCESS PROCEDURES

13.3.1 Appeals will be conducted in accordance with the Grievances and Appeals Policy

13.3.2 The Grievances and Appeals Committee (GAC) will acknowledge receipt within 2 working days

13.3.3 An independent review panel will be appointed within 5 working days

13.3.4 Appeal hearings will be scheduled within 15 working days of submission

### 13.4 APPEAL HEARING PROCEDURES

13.4.1 Students will receive at least 5 working days' notice of appeal hearings

13.4.2 Students may be represented by a fellow student or MANCOSA staff member

13.4.3 The appeal panel will review all documentation and hear oral submissions

13.4.4 The original disciplinary panel may be required to provide statements

### 13.5 APPEAL OUTCOMES

13.5.1 Dismissal of the appeal with original decision upheld

13.5.2 Modification of the sanction or conditions

13.5.3 Overturning of the decision due to procedural or substantive irregularities

13.5.4 Remand for rehearing by a different panel

### 13.6 FINALITY AND EXTERNAL RECOURSE

13.6.1 GAC decisions are final and binding within MANCOSA

13.6.2 Students may escalate to external bodies including DHET, CHE, or relevant ombudsman

13.6.3 All appeal records will be securely stored for compliance purposes

13.6.4 Appeals decisions will be communicated in writing within 3 working days of determination

## 14. EDUCATION AND PREVENTION PROGRAMMES

### 14.1 INSTITUTIONAL COMMITMENTS

MANCOSA commits to comprehensive education and prevention through:

14.1.1 Mandatory orientation sessions on academic integrity for all new students

14.1.2 Regular training workshops on responsible AI use and plagiarism prevention

14.1.3 Integration of academic integrity principles into curriculum design

14.1.4 Accessible resources available through MANCOSAConnect and institutional platforms

**14.2 SPECIFIC PROGRAMME COMPONENTS**

14.2.1 The Teaching and Learning Department will host biannual workshops on AI ethics and plagiarism

14.2.2 Online Workshops covering citation, referencing, and academic writing skills

14.2.3 Discipline-specific guidance on academic integrity requirements

14.2.4 Regular communication campaigns on policy updates and requirements

**14.3 RESOURCE PROVISION**

14.3.1 Comprehensive academic integrity guides and handbooks

14.3.2 Online tutorials and interactive learning modules

14.3.3 Faculty support materials for teaching academic integrity

14.3.4 Clear reporting mechanisms for students to seek guidance confidentially

**14.4 MONITORING AND EVALUATION**

14.4.1 Regular assessment of programme effectiveness through student feedback

14.4.2 Analysis of misconduct trends to identify prevention opportunities

14.4.3 Continuous improvement of educational materials and methods

14.4.4 Collaboration with external experts and institutions for best practices

**14.5 SUPPORT SERVICES**

14.5.1 Academic writing, referencing and plagiarism workshops and tutoring services

14.5.2 Counselling services for students struggling with academic integrity issues

14.5.3 Peer mentoring programmes on academic integrity

14.5.4 Faculty development programmes on detecting and preventing misconduct

## 15. PRIVACY, DATA SECURITY AND POPIA COMPLIANCE

### 15.1 POPIA COMPLIANCE REQUIREMENTS

15.1.1 All academic integrity processes must comply with the Protection of Personal Information Act (POPIA)

15.1.2 Students must provide informed consent for data processing related to academic integrity

15.1.3 Personal data will be processed only for legitimate educational and disciplinary purposes

15.1.4 Data retention periods will comply with POPIA and institutional policy requirements

### 15.2 AI TOOL DATA PROTECTION

15.2.1 Students must protect personal data when using AI tools for academic work

15.2.2 All AI usage involving student data must comply with POPIA provisions on cross-border data flows

15.2.3 Students must obtain consent before including personal information of others in AI interactions

15.2.4 Institutional data must not be shared with external AI platforms without authorisation

### 15.3 DISCIPLINARY RECORD CONFIDENTIALITY

15.3.1 All disciplinary records will be stored securely with restricted access

15.3.2 Information will be shared only with authorised personnel on a need-to-know basis

15.3.3 Students have the right to access their disciplinary records subject to POPIA provisions

15.3.4 Records will be retained according to institutional policy and legal requirements

### 15.4 DATA BREACH PROCEDURES

15.4.1 Data breaches must be reported immediately as per the MANCOSA Data Protection and Privacy Policy

15.4.2 Affected students will be notified within 72 hours of breach discovery

15.4.3 Remedial measures will be implemented to prevent further breaches

15.4.4 Breach incidents will be reported to the Information Regulator as required by POPIA

## 16. MONITORING AND REVIEW MECHANISMS

### 16.1 REGULAR POLICY REVIEW

16.1.1 This policy will be reviewed every three years or earlier if necessitated by:

- Changes to national legislation or CHE frameworks
- Technological advancements in AI and detection systems
- Significant changes to institutional structure or processes
- Recommendations from external audits or reviews

### 16.2 CONTINUOUS MONITORING

16.2.1 Annual analysis of academic misconduct trends and patterns

16.2.2 Regular assessment of policy effectiveness and implementation

16.2.3 Monitoring of technological developments affecting academic integrity

16.2.4 Evaluation of prevention and education programme outcomes

### 16.3 STAKEHOLDER CONSULTATION

16.3.1 Regular consultation with students, faculty and external experts

16.3.2 Feedback collection through surveys and focus groups

16.3.3 Collaboration with other HEIs on best practices

16.3.4 Engagement with professional bodies and regulatory authorities

### 16.4 IMPLEMENTATION MONITORING

16.4.1 Regular training for staff on policy updates and procedures

16.4.2 Monitoring of disciplinary case outcomes and consistency

16.4.3 Assessment of resource adequacy for policy implementation

16.4.4 Evaluation of technology systems supporting academic integrity

**16.5 REPORTING AND ACCOUNTABILITY**

16.5.1 Regular updates to the Teaching and Learning committee on policy effectiveness

16.5.2 Transparent reporting of misconduct statistics and trends

16.5.3 External reporting to regulatory bodies as required

## 17. EXTERNAL REGULATORY COMPLIANCE

### 17.1 HIGHER EDUCATION ACT COMPLIANCE

17.1.1 Full compliance with the Higher Education Act (No. 101 of 1997) as amended

17.1.2 Adherence to CHE quality assurance standards and frameworks

17.1.3 Implementation of HEQSF requirements for academic integrity

17.1.4 Compliance with DHET policies and guidelines

### 17.2 PROFESSIONAL BODY REQUIREMENTS

17.2.1 Compliance with SACE requirements for education programs

17.2.2 Adherence to professional body codes of conduct where applicable

17.2.3 Reporting of serious misconduct to relevant professional bodies

17.2.4 Integration of professional ethics into academic integrity frameworks

### 17.3 INTERNATIONAL STANDARDS

17.3.1 Alignment with UNESCO 2023 Guidance on AI in Education

17.3.2 Consideration of international best practices in academic integrity

17.3.3 Compliance with international accreditation requirements

17.3.4 Participation in global academic integrity initiatives

### 17.4 LEGAL COMPLIANCE MONITORING

17.4.1 Regular legal review of policy provisions and procedures

17.4.2 Monitoring of legislative changes affecting academic integrity

17.4.3 Legal risk assessment of disciplinary procedures

17.4.4 Compliance audits by external legal experts

### 17.5 EXTERNAL REPORTING OBLIGATIONS

17.5.1 Reporting to DHET on serious academic misconduct cases

17.5.2 Notification to CHE of systemic integrity issues

17.5.3 Cooperation with external investigations and audits

17.5.4 Transparency in external quality assurance processes

## 18. REFERENCES AND LEGAL AUTHORITIES

### 18.1 PRIMARY LEGISLATION

- Constitution of the Republic of South Africa, 1996
- Higher Education Act, 1997 (Act No. 101 of 1997) as amended
- Protection of Personal Information Act, 2013 (Act No. 4 of 2013)
- Promotion of Administrative Justice Act, 2000 (Act No. 3 of 2000)
- Occupational Health and Safety Act, 1993 (Act No. 85 of 1993)

### 18.2 REGULATORY FRAMEWORKS

- Council on Higher Education (CHE) Quality Assurance Framework
- CHE Good Practice Guide on Academic Integrity (2021)
- Higher Education Qualifications Sub-Framework (HEQSF)
- SAQA Policies and Criteria for Assessment
- DHET Policies on Higher Education Quality

### 18.3 INSTITUTIONAL POLICIES

- MANCOSA Institutional Artificial Intelligence (AI) and Emerging Technologies Framework
- MANCOSA Institutional Rules
- MANCOSA AI Guidelines for Students
- Student Undertaking regarding the Use of AI Tools in Assessments
- MANCOSA Student Disciplinary Policy and Standard Operating Procedures
- MANCOSA Grievances and Appeals Policy

- MANCOSA Student Code of Conduct (2025)
- MANCOSA Data Protection and Privacy Policy
- MANCOSA Referencing Guide

**18.4 PROFESSIONAL STANDARDS**

• South African Council for Educators (SACE) Code of Professional Ethics (2022)
• UNESCO Guidance on AI in Education (2023)
• International Centre for Academic Integrity Fundamental Values

**18.5 EXTERNAL RESOURCES**

• Council on Higher Education publications on academic integrity
• South African Qualifications Authority guidelines
• Department of Higher Education and Training circulars and policies
• Information Regulator guidance on POPIA compliance

## 19. DOCUMENT CONTROL AND APPROVAL

This policy has been developed to ensure compliance and institutional protection while maintaining the highest standards of academic integrity. All provisions have been designed to withstand legal scrutiny and provide clear, enforceable standards for academic conduct.

Approved by: [To be completed upon approval]
Date: [To be completed upon approval]
Next Review Date: [Three years from implementation date]