



INTERNATIONAL
AGRICULTURAL
ACADEMY
FOR AFRICA



POLICY ON PLAGIARISM, ASSESSMENTS & CERTIFICATION

Document Number	03/VER002/23
Responsible Department	Training Department
Responsible Person	Head of Training
Approved by	Board of International Agricultural Academy for Africa (Pty) Ltd
First Publication	24 April 2023
Date of Approval (reviewed)	26 January 2024
Implementation Date	12 February 2024
Review Date	October 2025

Background

The International Agricultural Academy for Africa (i3A) was established on 21 July 2015 and accreditation was awarded by the Agricultural Sector Education Training Authority: Education Training Quality Assurance (AgriSETA ETQA) which falls under the South African Qualifications Authority (SAQA).

The role of AgriSETA facilitates the implementation of learning through Learnerships, Skills Programmes, Adult Education and Training, and tertiary studies or in-service training. To ensure the quality provision of education and training, AgriSETA is also responsible for accrediting sector-specific training providers and for monitoring the standards of training presented. Each qualification registered with the South African Qualifications Authority (SAQA) has Qualification Rules which outline the minimum credits necessary to complete a qualification. The credits are awarded by successful completion of the Unit Standards for each qualification given by SAQA. Each Unit Standard has a set of Specific Outcomes and Assessment Criteria. The Specific Outcomes and Assessment Criteria are used to compile the Learning Material (Content and Assessments), this ensures that after successful completion of all the assessments in a particular qualification, a student will be found competent for the qualification.

Purpose

This policy aims to prescribe:

- that plagiarism is not allowed at The International Agricultural Academy for Africa.
- the guidelines and rules for assessments.
- the certification of qualifications.

Scope

This policy applies to all e-learn and campus (academies) students at The International Agricultural Academy for Africa which is registered on the online platform, Agri-Pedia.

Policy/Procedure

Objectives

Ensures that all work submitted by students is their own. Gives guidelines on the successful completion of assessments. Gives guidelines according to which The International Agricultural Academy for Africa exercises its rights to issue a certificate or diploma to a student.

Plagiarism

Introduction

Plagiarism is the practice of taking someone else's work or ideas and passing them off as one's own. 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 avoid it. There are basic guidelines for students on avoiding plagiarism in the submission of assessments and practical reports in the Induction module.

Plagiarism Policy

According to the International Agricultural Academy for Africa's Plagiarism Policy every student:

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

Consequences of Plagiarism

- By committing plagiarism, you will get a zero for the plagiarised work and may fail the assessment/report. You will be obliged to take a scheduled arranged course at your own cost on plagiarism. In addition, the matter must be referred to the i3A Board for possible disciplinary action.
- In a second case of plagiarism, you will get a zero for the plagiarised work and be expelled from the module. In addition, the matter must be referred to the Board for possible disciplinary action.
- In a third case of plagiarism, you will be expelled from the programme and the institution. In addition, the matter must be referred to the Board for possible disciplinary action.

Assessments

Introduction

The International Agricultural Academy for Africa makes use of different types of assessments namely: Formative Assessments, Summative Assessments, Practical Logbooks and Practical Reports and any other task that need to be submitted.

Grade to Pass

At The International Agricultural Academy for Africa the grade to pass or to be found competent for a specific assessment is 80% and/or above. The International Agricultural Academy for Africa exercises the right to amend where necessary. To pass a module the student must pass all assessments on their own. The highest grade will count towards the student's Academic Report.

Attempts

At The International Agricultural Academy for Africa, a student gets three attempts to pass an assessment. More than three attempts can be granted by the Head of the Training Department if a student improves their grade from each previous attempt to the next. The average marks of increase will be calculated and added to the last attempt, if this is more than 80% the student will be granted a fourth attempt. Under specific circumstances where the student failed the fourth attempt, the Head of the Training Department will decide if the student can be granted a fifth attempt. Refer to the POLICY ON LANGUAGE, TEACHING AND LEARNING AND ACADEMIC PROGRAMMES section Appeals and/or Redo of Modules/Assessments.

Appeals

A student can appeal against a grade received for an assessment if the student feels they have failed unfairly. An appeal form must be completed and the Head of the Training Department will discuss the problem with the involved department and/or board where necessary and give the student feedback. Refer to the POLICY ON LANGUAGE, TEACHING AND LEARNING AND ACADEMIC PROGRAMMES section Appeals and/or Redo of Modules/Assessments.

Submissions

All assessments must be submitted on the Agri-Pedia Platform. No email or any other way of sending an assessment will be seen as a submission. It remains the responsibility of the student to submit on time according to the Academic Programme.

Assessors and Moderators

All Assessors and Moderators are appointed/contracted by The International Agricultural Academy for Africa.

Certification of Qualifications

On successful completion of a qualification or skills course, a certificate will be awarded to the student. The certificate must contain the following:

- The accredited provider logo is the main logo on the top of the certificate and other logos are at the bottom of the certificate.

- Full Names and Surname of the student.
- Identification Number of the student.
- Certificate Category with relevant details.
- Issue Date of certificate.
- Registered Unit Standards/Qualification achieved by the student.
- Certificate Reference Number.

For the accredited provider, the certification process can take up to 21 days and for AgriSETA it is undefined.
