



PLAGIARISM POLICY

1. Background

Academic work in institutions of higher learning is based on the principles of exchanging, using and critically evaluating ideas and creative works of other colleagues and scholars to develop skills and build new knowledge. During this process, all sources used have to be acknowledged.

The basis of academic work is unfortunately undermined from time to time by plagiarism and cheating by some staff and students. Plagiarism is a problem that has been exacerbated by the advent of the internet and the resultant ease of and instant access to information on almost every topic. The rampant plagiarism prompted institutions of higher learning to introduce measures to bring this practice under control and promote a culture of learning with integrity. Such measures include policy and procedures / guidelines on plagiarism.

Due to a lack of such measures to prevent plagiarism at UL during the audit process, the Higher Education Quality Committee (HEQC) made a recommendation for the UL “to disseminate, implement, monitor” and support the introduction of a plagiarism policy. The University developed the Copyright and Plagiarism Policy which was approved by the university Council in 2011. The implementation of this policy presented some problems. Plagiarism information seems obscured by copyright information as some users complain of the unavailability of a plagiarism policy. Some complain of the scanty plagiarism information covered in the policy and lack of guidelines in addressing plagiarism cases. Combining copyright and plagiarism in one policy also seems to exacerbate the problem of distinguishing between the two concepts.

These concerns necessitated the split of this policy into two separate policies. Two proposed policies viz. Plagiarism Policy and Copyright Policy were submitted to the Senate Library and Information Services Committee. This committee found the Plagiarism Policy lacking in detailed information and proper organisation. The Executive Director (Library Information Services - LIS),

in consultation with the Director (Research Development and Administration), was given the responsibility of developing a well organised and a comprehensive plagiarism policy. In reworking this policy it was found appropriate to include guidelines / procedures in handling plagiarism cases.



POLICY STATEMENT

1. Introduction

The University of Limpopo (UL) subscribes to high standards of accountability, transparency, integrity, academic freedom and excellence and professionalism in its quest for truth and knowledge. UL regards plagiarism as:

- intolerable and unacceptable and requires staff and students to adopt behaviour that lead to its elimination
- equivalent to dishonest academic conduct and fraud
- resulting in unfair academic advantage over others
- undermining its values and eroding the quality and integrity of its education and the credibility of its qualifications
- denying its staff and students opportunity for academic development and acquisition of necessary skills of becoming responsible citizens and lifelong learners
- adversely affecting its reputation and undermining its chances of beneficial relations with prospective donors and potential employers of its graduates
- impeding and hindering it from achieving its mission of becoming a leading African university
- a hindrance in its quest to epitomise excellence and global competitiveness
- a hindrance that prevents its staff and students from upholding and furthering its standards
- illegal, unethical and immoral acts constituting punishable academic offences
- well known and understood by its students and staff who have the responsibility of refraining from such acts
- a developmental matter for undergraduate students but treated as a serious offence when repeated and committed by senior (2nd, 3rd & 4th years) undergraduate students, postgraduate students and staff
- detectable and requires its staff and students to accept the upholding of academic integrity as a fundamental obligation

2. Purpose

The purpose of this policy is to define plagiarism so that it is known and understood similarly and consistently throughout the University. It attempts to clarify the UL's position on plagiarism. It aims to raise awareness of and to help in deterring, preventing and discouraging UL staff and students from committing plagiarism and similar acts.

3. Definitions

3.1. Plagiarism

The Concise Oxford Dictionary defines plagiarise as "taking and using another person's (thoughts, writings, inventions or abs) as one's own. This may be done intentionally or unintentionally. In the academic sense this means taking someone's work or idea and pretending as if it is one's own original work or idea. It is thus tantamount to dishonesty and fraud aimed at misleading and misrepresenting facts. Plagiarism is thus an unethical act that results in an unfair advantage over others.

Acts of plagiarism include but are not limited to the following:-

1. Copying, presenting or using of words, ideas, opinions, sentences or paragraphs from work(s) of another person(s) without adequate attribution of sources.
2. Copying and presenting tables, formulae, diagrams, graphics, maps, pictures, illustrations, figures, statistics, drawings, images, models computer codes and musical notation without acknowledgement of the source.
3. Paraphrasing or summarising ideas or works of others and presenting them as one's own.
4. Cutting and pasting from the Internet and presenting as one's own.
5. Verbatim quoting of another person's work or ideas without using quotation marks and source acknowledgement.
6. Submitting a work in part or in whole (draft, final, published or unpublished) by another person as one's own.
7. Submitting as one's own material written by another student with or without their consent.
8. Submitting a work (in part or in whole) which was previously submitted for another course at UL or elsewhere without crediting the source, or without permission.
9. Buying a pre-written paper and presenting it as one's own.
10. Paying, or asking another person to write you a paper or using work prepared in whole in or

part by another person and then submitting or presenting it as one's own.

11. Paying professional agents to write the work and submit it as one's own for assessment.
12. Colluding, i.e. submitting work that was done in collaboration with others as if it was done independently and failing to cite the assistance received.
13. Translating from one language to another and presenting the translated work as one's own original work.
14. Citing a source from which the information was not obtained.
15. Submitting false records, information or data in writing or orally.
16. Plagiarising unintentionally, i.e. doing any of the abovementioned without realising or knowing it.

4. Policy Objectives

This policy aims to:-

- 4.1. make the UL community aware of plagiarism and cheating and appropriate mechanisms to detect it
- 4.2. ensure that the UL community is intolerable of plagiarism and cheating
- 4.3. make the UL Community aware of education opportunities available in the University to prevent occurrences of plagiarism
- 4.4. encourage all academic staff to ensure that all their students are educated in plagiarism and its prevention
- 4.5. put in place procedures for handling incidences of plagiarism
- 4.6. encourage academic staff to educate students in the conventions of presenting academic work
- 4.7. create an environment that inculcates the culture of plagiarism avoidance amongst staff and students
- 4.8. create a framework within which plagiarism can be eliminated

5. Scope

This policy is applicable to UL staff and students. It is to be read in conjunction with the Student Code of Conduct, Student Disciplinary Procedures, Staff Grievance Policy and Procedure, Staff Disciplinary Policy and other related policies and guidelines.

6. Plagiarism Prevention

The UL management and senior staff have the responsibility of ensuring that ethical academic conduct and integrity are inculcated in all UL staff and students. They have to ensure that the UL Policy on Plagiarism is coherently and consistently understood across the University.

Academic staff must make it their responsibility to ensure that they are well conversant with the plagiarism policy and that students are made aware of, informed, educated and trained in avoiding plagiarism. The mechanisms to be employed will include:-

- UL LIS information literacy training that covers plagiarism, Turnitin, citation, referencing and referencing techniques.
- a warning message in respect of plagiarism in all study guides, course reserves, etc.
- inclusion of a clause in all module outlines that discourages plagiarism
- a signed “Plagiarism Declaration of Originality” as in *Addendum 1* - statement accompanying all works in which the student declares that the submitted work is her/his own original work.
- each student submitting their work to Turnitin software to check for similarities.
- staff member also ensuring that they use Turnitin software.
- staff members, as employees, also required to submit declaration of originality.
- creation of awareness of the intolerability of plagiarism at UL during orientation and induction of new students and staff.
- a pop-up message with links to the UL LIS webpage on plagiarism that warns against plagiarism to appear whenever a student visits the UL website.
- an online tutorial including guidelines on plagiarism in UL LIS webpage.
- Turnitin training offered by UL LIS for users outside of Blackboard and by ICT for Blackboard users.

7. Plagiarism Detection

UL uses the Turnitin plagiarism detection software to detect and discourage plagiarism. Turnitin is used to match the submitted work/paper in hand with other works in its database to identify similarities and find sources of information used. The system generates “Originality Reports” that indicate the percentage of text that matches the information already available.

It should be noted that only the text is matched and the onus is on the instructor / supervisor / examiner to take further steps to determine and confirm or refute plagiarism. Staff and students are encouraged to use the Turnitin software to check plagiarism in their work / papers / assignments etc., before submission for assessment or publication.

8. Reporting Plagiarism

Every staff or student has a responsibility of reporting (including anonymously) allegations or incidents or plagiarism as soon as it comes to their attention. The University is obligated to treat all information with confidentiality and not victimise reporters who act in good faith.

9. Responding to Alleged Act of Plagiarism

When a reasonable ground for suspicion exists an investigation is undertaken. If confirmed, the offence will be handled by the Faculty Student Disciplinary Committee depending on the nature of the offence.

Faculties will adjust their Plagiarism procedures to align them with this Policy so as to ensure consistency and fairness in the application. The Committee may exonerate the student or find the student guilty. When the case is finalised with a guilt verdict the case is recorded in the Plagiarism Register. In the case of offences by staff, the Staff Disciplinary Procedures will be followed.

10. Plagiarism Register

The University will keep a central register of plagiarists as a monitoring record and to ensure consistent penalisation. This Register will also serve to indicate the scale or extent of plagiarism within UL and be kept by the Registrar, who will annually submit a consolidated report to the UL Council. On the advice of the Council, the name of the student may be given to other Universities.

11. Authority

The Plagiarism Policy will be approved by the UL Council before implementation.

GUIDELINES AND PROCEDURES FOR DEALING WITH ALLEGATIONS OF PLAGIARISM

1. Introduction

These are guidelines to help in determining the nature of plagiarism and the type of sanction to impose. Procedures to follow when plagiarism is suspected are defined. The purpose is to have consistency and fairness in dealing with allegations of plagiarism.

Suspects should always be presumed innocent until proven otherwise. Once an offence is suspected, the onus rests on the University to produce evidence and prove guilt beyond reasonable doubt.

These guidelines and procedures are to be used in conjunction with and not meant to replace the related sections in the current Student Code of Conduct, Staff Grievance Policy and Procedures and Staff Disciplinary Policy. They apply to the current and former students and staff of the University of Limpopo.

2. Responsibility for the Detection and Prevention of Plagiarism

All staff and students have the responsibility of ensuring that the UL Plagiarism Policy is implemented and adhered to. The responsibilities of different role players are outlined below.

2.1 Executive Deans

Executive Deans and senior administrators have a responsibility to ensure that:

- 2.1.1. staff and students are sensitive to and are meticulous in preventing and detecting plagiarism.
- 2.1.2. staff and students are aware of the firm stand taken by UL against plagiarism.
- 2.1.3. staff and students are aware of and are trained and educated on this Policy.
- 2.1.4. information and educational opportunities regarding plagiarism are created in their faculties.
- 2.1.5. a quarterly report is submitted to Senate on incidents of and penalties imposed regarding plagiarism.

2.2. Instructors / Supervisors

Each Instructor / Supervisor has a responsibility of ensuring that:

- 2.2.1 S/he is conversant with the Plagiarism Policy.
- 2.2.2 S/he is vigilant and rigorous in avoiding plagiarism in own papers/works.
- 2.2.3. at the beginning of each programme all students are informed, guided and educated on plagiarism, its unpleasant consequences and how it can be prevented.
- 2.2.4. all first-year students go through the information literacy training that includes plagiarism, referencing and referencing techniques and copyright offered by UL LIS staff.
- 2.2.5. students at higher levels than first year are offered this training as a form of reinforcement.
- 2.2.6. module outlines have a clause discouraging plagiarism and cheating and refer students to this Policy.
- 2.2.7. warning messages against plagiarism and cheating with links to the UL LIS webpage and online tutorial on plagiarism are placed in all study materials.
- 2.2.8. a statement signed by the student, declaring the work is one's own effort or original accompanies all assignments / papers being submitted.
- 2.2.9. s/he does not set and repeat assignments and assessment questions year after year as students may copy or get answers from students who took the module previously.
- 2.2.10 students attend Turnitin training offered by UL LIS in order to have good knowledge of how the plagiarism detection software viz. Turnitin works.
- 2.2.11 students make use of Turnitin software to check their own work for plagiarism.
- 2.2.12 attach a signed Plagiarism Report produced to the work being submitted.
- 2.2.13 s/he is vigilant when marking student work (irrespective of the accompanying Plagiarism Report or Declaration of Originality) so as to discover incidents of Plagiarism.
- 2.2.14 allegations of plagiarism are investigated and reported with proof of evidence.
- 2.2.15 s/he is procedural in handling allegations of plagiarism.
- 2.2.16 s/he reports any suspected incidences of plagiarism as soon as possible.

2.3. Marketing and Communication

The UL Marketing and Communications Department has a responsibility of ensuring that a warning message against plagiarism and cheating with links to LIS webpage and Online tutorial on plagiarism pops up whenever staff and students sign on the UL website.

2.4. Library and Information Services (LIS)

LIS has to ensure that:

- 2.4.1. a warning message against plagiarism pops up whenever the LIS webpage is accessed.
- 2.4.2. the online tutorial and guidelines on plagiarism is mounted on its webpage.
- 2.4.3. all first-year students are trained on plagiarism as part of the credit-bearing Information Literacy module.
- 2.4.4. plagiarism including referencing and referencing techniques and copyright is included
 - its Bibliographic Instruction offered on request from academics for senior students
 - induction of new staff and
 - Information literacy

2.5. Students and Researchers

Students have the responsibility to:

- 2.5.1. ensure that they are trained, educated and knowledgeable in plagiarism and cheating and the consequences thereof.
- 2.5.2. attend information literacy training that includes citing, referencing and referencing techniques offered by UL LIS.
- 2.5.3. have a thorough understanding of the UL Plagiarism Policy and Guidelines.
- 2.5.4. avoid intentional and unintentional plagiarising and cheating and observe conventions of citing, referencing and referencing technologies.
- 2.5.5. ensure that they understand plagiarism as unethical and as a punishable offence in the University.
- 2.5.6. contribute towards enhancing the reputation of UL as a world-class African University by engaging in honest academic conduct.
- 2.5.7. fully understand how the plagiarism detection software works and use it in checking their work before submitting it as part of the learning process.
- 2.5.8. to understand that should an incident of plagiarism be detected after graduation, the

University will investigate and penalties including the retraction of a qualification as per UL disciplinary rules may be imposed.

2.5.9. be accountable and submit non-plagiarised work.

2.5.10. attach a signed Plagiarism Declaration of Originality Form and Turnitin Plagiarism Originality Report with all works that they submit.

2.5.11. not to allow their work to be copied and do not copy their own work or work of others.

2.5.12. acknowledge assistance given through group discussions in developing their work.

3. Use of Turnitin

UL has acquired the licence for and uses Turnitin.

Turnitin is a plagiarism detection and prevention system owned by Turnitin Com Inc. It is used to check unoriginal content in the submitted documents by thousands of institutions around the world. It is a web-based service that encourages best practice in using and citing works of others. It compares the text (not images, graphs formulae, audio or software coding) of the submitted paper or document to its database that consists of a vast amount of documents including the Internet content (both current and archived), websites, professional and academic publications, books, journals and students work that have previously been submitted to Turnitin. The database keeps on growing as new content is added.

Originality checking is done by matching the text of the submitted paper with text of papers in the Turnitin database. The matching text will be detected, if any, and plagiarism occurrence can then be determined. Turnitin helps in identifying similarities in the submitted documents and sources in the Turnitin database irrespective of whether proper quotations or citations are used. The system points only at similarities and does not therefore determine plagiarism.

For each submitted work Turnitin will produce:

1. Similarity Index indicating the percentage of the content of the submitted work that matches the content of any other source.
2. Originality Report giving details of each match including the location of the match within a source.

The submitter uses her/his professional judgement to determine the existence of plagiarism in the submitted work.

In addition to being a plagiarism detection system, Turnitin is used as a learning tool as well. Students become more aware of the importance of academic integrity and academic conventions. In the process of using Turnitin students get a chance for making changes and following the correct ways of presenting academic work. It should be noted that learning academic conventions can take time and students may need more than one lecture or the whole semester “working and reworking with their papers to make their understanding and skill automatic in practice”.

It is recommended that every student – undergraduate and postgraduate be required to submit her/his work to the Turnitin system and get an Originality Report. This will give her/him an opportunity to investigate and determine if her/his citing, paraphrasing, summarising or quoting needs to be improved upon. This is an opportunity for learning how to use sources appropriately.

Implementation

When a reasonable ground for suspicion exists an investigation is warranted. This will include finding the original sources and comparing them with the submitted work. This may include the use of the Turnitin system.

Once the offence is confirmed:

- The student file is examined to check if a similar offence had been committed previously.
- If no record is found it means the student is a first-time offender.
- If a first time offender is also a first year student, the offence is regarded as minor and processed as outlined under minor offences below.
- If a minor offence is a repeat by a 1st year student or is a first offence by a higher level student it is regarded as either medium or serious depending on its nature and is handled by the Faculty Student Disciplinary Committee (FSDC) in accordance with the Student Disciplinary Procedure (SDP).
- If the student admits guilt s/he signs the Plagiarism Admission and Reporting Letter (PGA).
- In the case of a first offence by a first year student, the PGA and offence details are recorded in the student file.

- The student and offence details are recorded in the Plagiarism Register.
- Penalty/penalties will be imposed as per category or nature of the offence.

4. Category of offences

Offences are categorised as indicated below:

4.1. Minor offences

A minor offence is a first time offence committed by a first year student. This type includes

Non-acknowledgement of sources which may be due to:

- negligence or inaccuracy in citing sources
- ignorance or poor/lack of understanding of plagiarism
- unattributed quotations
- inappropriate paraphrasing
- wrong citations

4.2. Medium offences

Medium offences are:

- Repeated minor offences by 1st year students where one Plagiarism Admission Letter has already been signed.
- Minor offence as in 4.1. committed by undergraduate students other than 1st year students.

4.3. Serious offences

Serious or obvious offences occur where there is no doubt and unlikelihood that the student may have misunderstood or mistaken the offence. Examples of such offences include:-

- 4.3.1. some work is submitted for more than one module/qualification without acknowledgement of the source or permission.
- 4.3.2. purchased work is submitted (whole or part thereof) as one's own.
- 4.3.3. another student's work is submitted as one's own with or without their consent.
- 4.3.4. allowing another student to submit own work as their own.
- 4.3.5. downloading or cutting and pasting from the Internet and submitting as one's own.

5. Handling of offences

The procedure of handling plagiarism offences is informed by the category in which the offence is classified

5.1. Minor Offences

Once the offence of this nature is established, the instructor will invite the student to discuss the problem to get her/his version. This will require the instructor to show the student the plagiarised source(s) and to compare it with the student submitted work.

Penalties to be issued include the following:

If the student admits guilt:

- 5.1.1. A written reprimand is issued to the student.
- 5.1.2. The instructor uses the occasion as a developmental, educational and awareness creating opportunity.
- 5.1.3. The instructor offers counselling including explaining the problem and consequences of plagiarism and referring the student to the Plagiarism Policy.
- 5.1.4 The student is instructed to attend LIS IL training as it covers plagiarism and Turnitin.
- 5.1.5 The instructor allocates a lower mark to the work if the plagiarised part does not form a major part of the work.
- 5.1.6 The student is made to re-do the work to ensure that learning has occurred in the case where the plagiarised part of the work constitutes a major part of the submitted work.
- 5.1.7 The student signs a letter admitting to the offence.
- 5.1.8 The Plagiarism Admission and Reporting Letter is kept in the student file for future reference.

If the student does not admit guilt:

The matter including all the evidence is referred to the Faculty Student Disciplinary Committee.

Disciplinary measures are the same as that of a student who admits guilt for a minor offence with the exception that the offence is recorded in the Plagiarism Register.

5.2. Medium Offences

When suspicion is confirmed the matter is referred to the Faculty Student Disciplinary Committee via the HoD and the Director of the School. Penalties to be imposed in addition to those in 5.1. include:

- a warning letter
- allocation of a zero mark
- recording of the offence in the Plagiarism register

5.3. Serious Offences

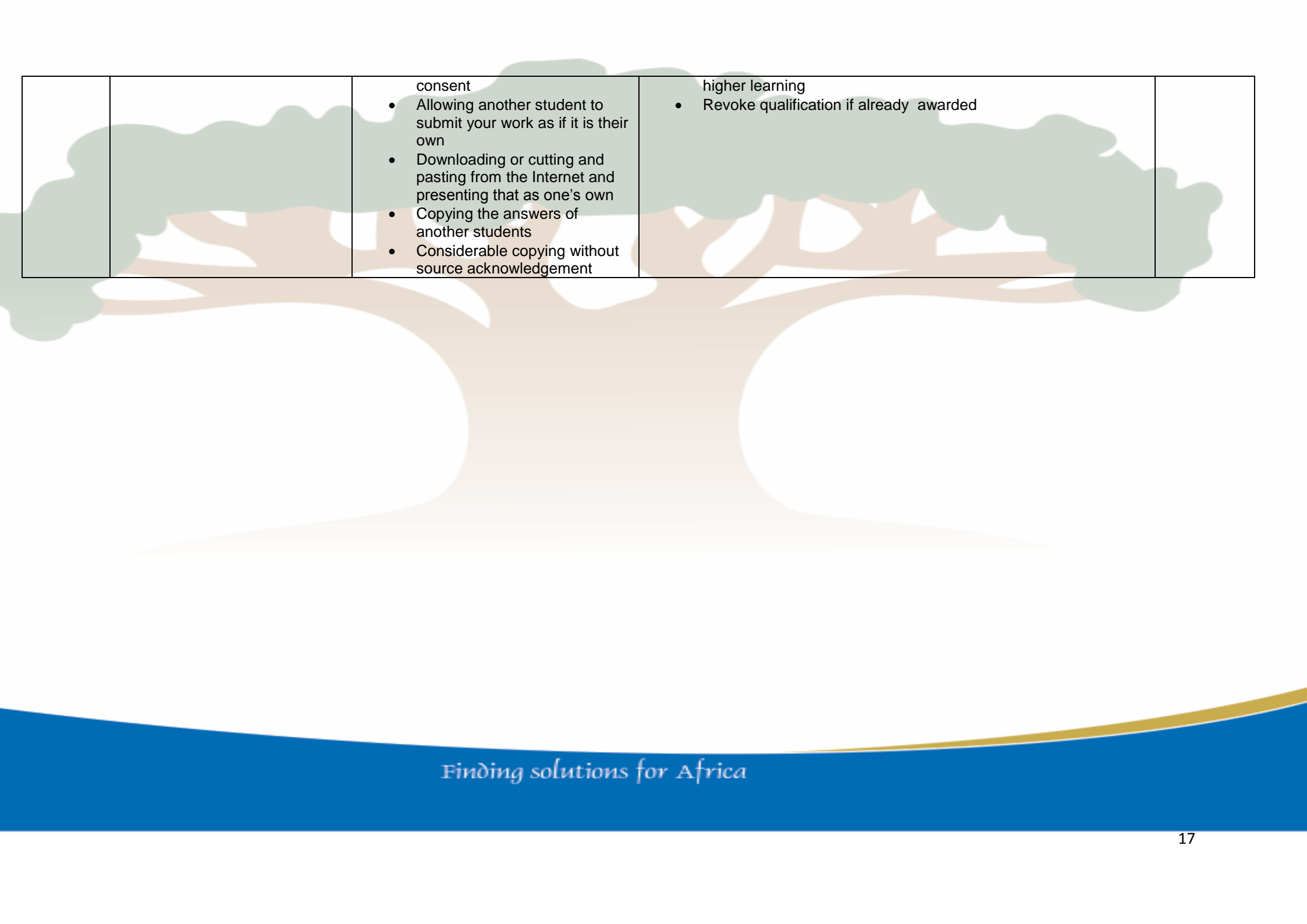
This is reported to the Director of the School via the HoD, and is attended to by the Faculty Students Disciplinary Committee.

Possible penalties to be imposed include:

- 5.3.1. a written warning to the student
- 5.3.2. a resubmission of the work if 1st offence
- 5.3.3. a zero mark is given as a minimum penalty
- 5.3.4. terminate registration and exclude from UL if not 1st offence
- 5.3.5. submit to the Plagiarism Register
- 5.3.6. revoke qualification if already awarded
- 5.3.7. blacklist and give student name and offence type to all institutions of higher learning in SA on the advice of the University Council.

The following depicts in tabular form offence types and related penalties as indicated above:

Category of Offence	Offender	Offence Type	Suggested Penalties	Remarks
Minor	1 st year student 1 st Offence	Non-acknowledgement of sources that may be due to: <ul style="list-style-type: none"> • negligence • ignorance or lack of understanding of plagiarism • small amount of unattributed quotations • inappropriate paraphrasing • wrong or inaccurate citations • several direct copying or cut and paste portions without acknowledging the sources 	Where there is admission of guilt the instructor: <ul style="list-style-type: none"> • explain the problem and consequences of plagiarism • make the student aware of plagiarism educational opportunities in the University • send the student to UL LIS training • instruct the student to re-do the work so as to ensure that learning has occurred • allocate a lower mark to work or allocate a mark to only part to the work that has not been plagiarised ONLY if the plagiarism part does not form a major part (<i>i.e.</i> less than 20%) of the work • reprimand and require the student to sign the Plagiarism Admission Reporting Letter • file the Plagiarism Admission and Reporting Letter in the Student's file. 	
Minor			Where the student does not admit guilt the instructor <ul style="list-style-type: none"> • refer the matter to the FSDC <i>via</i> HoD and Director of the School • the FSDC impose penalties as above and in addition • issue a warning letter • record the incident in the Plagiarism Register 	
Medium	<ul style="list-style-type: none"> • 1st year student Repeat of minor offence • Undergraduate student other than 1st year commit 1st offence that is regarded as minor 	As with Minor offence stated above	<ul style="list-style-type: none"> • As with minor offence by a 1st year student who does not admit guilt and with the exception that a ZERO mark is allocated to the submitted work • The student is required to re-do the work for a ZERO mark just to ensure that learning takes place. • Recording of the offence in the Plagiarism Register 	
Serious	1 st year student, undergraduate student and postgraduate student	<ul style="list-style-type: none"> • Submitting a paper for more than one module/qualification without acknowledgement or permission • Submitting purchased or downloaded (part or whole) as one's own • Submitting another student work (part or whole) as one's own with or without her/his 	<ul style="list-style-type: none"> • A written warning to the student • A resubmission of the work if 1st offence • A zero mark is allocated • Demand a Plagiarism Admission and Reporting Letter from the student • Terminate registration and suspend student from UL. If 1st offence = one year. If repeated offence = 5 years • Record the offence and offender in the Plagiarism Register and in the student's file • Blacklist and give the name of the student to other institutions of 	



		<p>consent</p> <ul style="list-style-type: none">• Allowing another student to submit your work as if it is their own• Downloading or cutting and pasting from the Internet and presenting that as one's own• Copying the answers of another students• Considerable copying without source acknowledgement	<p>higher learning</p> <ul style="list-style-type: none">• Revoke qualification if already awarded	
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5.4. Theses and Dissertations

When plagiarism is detected before a thesis or a dissertation is submitted the student is interviewed and evidence of plagiarism presented. The supervisor will require the student to go through UL LIS IL training that covers plagiarism and Turnitin and to correct and modify her/his work. S/He signs the Plagiarism Admission Letter that is recorded in the Plagiarism Register. In the case where there is repeated plagiarism in a thesis or dissertation and still before submission, the FSDC upon the request of the supervisor reviews the student status and decides if continued registration is advisable. Whatever decision is arrived at s/he signs the Plagiarism Admission and Reporting Letter and his/her name is included in the Plagiarism Register.

If plagiarism is discovered after the qualification has been awarded and the student has already left UL, the extent or degree of plagiarism determines the penalty to be imposed. The advice of the supervisor and examiners is sought and the student may be required to correct the plagiarised portion if plagiarism is found to be minor. Major plagiarism may result in the awarded degree being withdrawn and the student's name being blacklisted, excluded from future registration with UL and her/his name and offence being distributed to all institutions of higher learning in South Africa.

A thesis or dissertation being investigated will be removed from the UL Institutional Repository and can be uploaded again only after plagiarism allegations have been cleared.

5.5. Appeals

A student has the right to appeal any penalty under each offence on grounds of irregular procedures or extenuating circumstances. The appeal is dealt with as per Student Disciplinary Procedure.

6. Staff

Plagiarism committed by staff will be dealt with in accordance with the Staff Disciplinary Policy.

PLAGIARISM DECLARATION OF ORIGINALITY FORM

I _____ Student No.: _____

understand that:

- plagiarism is taking and presenting a person's ideas or works as my own
- plagiarism is using another person's ideas without acknowledgement
- translating another person's ideas or work and presenting them as my own constitutes plagiarism
- reproduction of ideas or sentences without quotation marks and acknowledgement of sources is plagiarism
- plagiarism is not tolerable and acceptable at UL
- plagiarism is a punishable offence
- rules and conventions of presenting academic work must be followed
- no other person has been allowed or will be allowed to submit this work as her or his own work
- the content of this assignment / paper / thesis / dissertation / mini dissertation / essay titled _____ is my own original work
- I may not be awarded marks for plagiarised work / assignment / paper

Signed: _____

Date: _____

Plagiarism and Cheating Allegation Form

Name(s) & Surname of Student: _____

Student No.: _____

Module Registered for: _____

Year of Registration: _____

Title of Work Submitted: _____

Please note that Plagiarism has been detected in parts of the work that you submitted for assessment. The report on the investigation including supporting documents is attached for your convenience.

You are invited to appear before the Faculty Student Disciplinary Committee where the allegation against you will be considered. The hearing will take place as follows:

Date: _____

Venue: _____

Time: _____

Please contact (Prof., Dr, Mr, Ms) _____ indicating your availability/unavailability on this date.

You have the right to be accompanied by a fellow student. The committee will accord you the opportunity to state your case or to bring witnesses whose statements will be considered.

Prof. / Dr/ Mr/ Ms/ _____ will chair the hearing
(Investigator)

Surname & Initial(s) and Position

Signature

Date

Plagiarism Admission and Reporting Letter

Please note that student _____ student number _____

has committed plagiarism.

Programme Registered for _____

Year of Registered _____

Module Code and Name _____ in the department

of _____ for the assignment titled: _____

on _____ (date).

The transgression was discovered on _____ and the case was handled

on _____

The transgression was found to be

Minor	<input type="checkbox"/>	Medium	<input type="checkbox"/>	Serious	<input type="checkbox"/>
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(Tick applicable box)

And the penalty/penalties imposed is/are as follows:

The procedure and outcomes of the process have been accepted by the student.

Name(s) & Surname of student _____

Signature of Student _____

Date: _____

The transgression was submitted to the Registrar Office on (Date) _____

by Name(s) & Surname: _____

FSDC Chair

Signature : _____

FSDC Chair

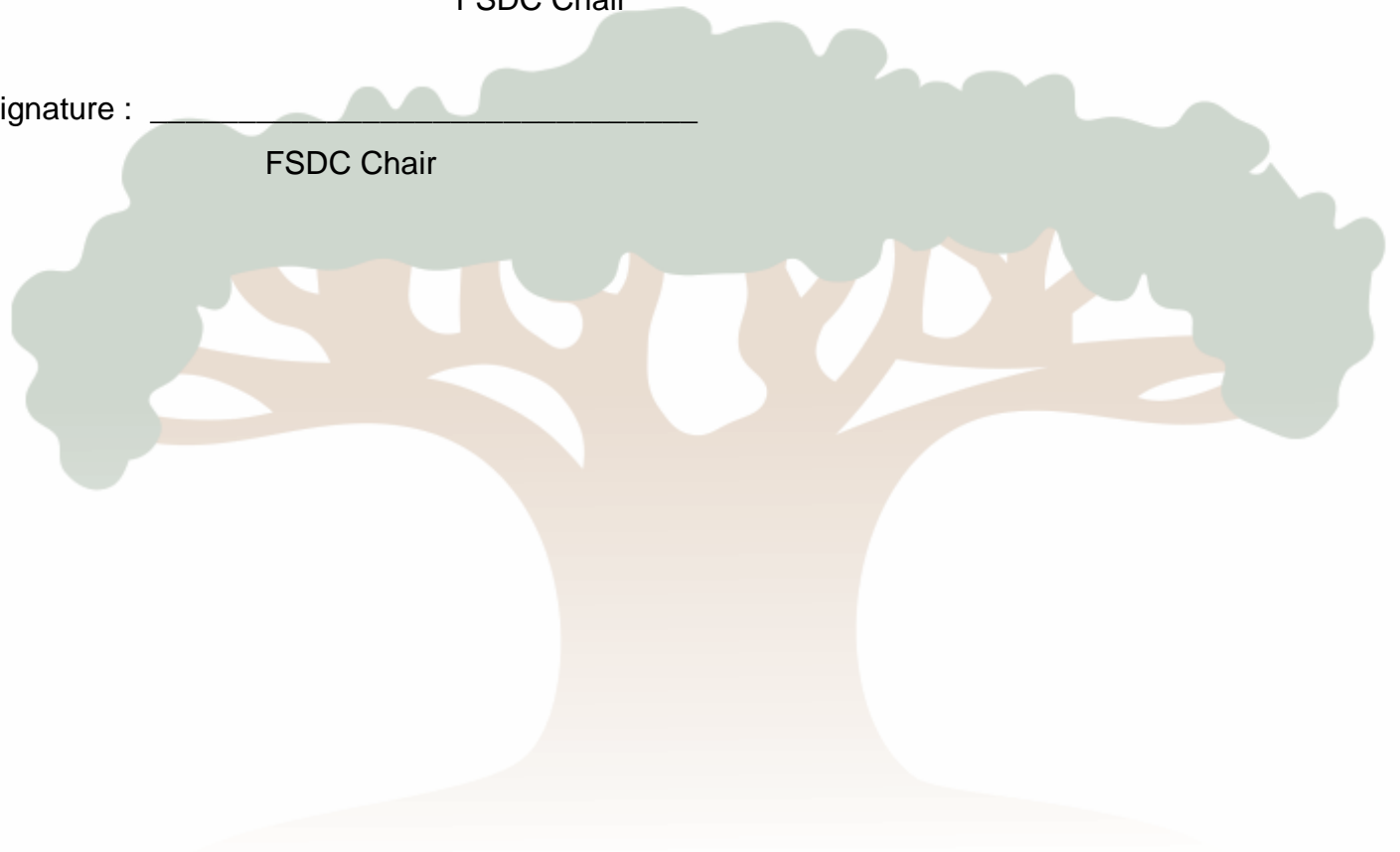


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