



Common Faculty Policy and Procedures on Plagiarism

1. Policy Particulars

Policy Volume	A – Academic Faculty and Student Affairs
Policy Chapter	Teaching and Learning Policies
Responsible Committee/Unit/Division/Faculty	Senate Standing Committee on Plagiarism
Responsible Chairperson/Director/Manager	Chair of the Senate Standing Committee/Deputy Vice-Chancellor: Academic and Student Affairs
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Review Cycle (e.g. every 2/5/7 years etc.)	Every 5 years
Next Review Date	2026

2. POLICY STATEMENT

2.1 POLICY DECLARATION

In establishing this policy for Rhodes University, faculties should recognise that plagiarism by students in assignments, practical reports, research projects and examinations is a longstanding problem. Whilst in the past this problem was mainly due to the ease of access to information from the Internet and a lack of understanding on the part of our first time entering students about how to use the works of others in an academic context, recently the academic integrity of assessments and our academic offerings has been threatened by the unprecedented increase in incidents of academic dishonesty in online assessments, exacerbated by among other things, the sudden move from face-to-face to online teaching, learning and assessment of learning.

In pursuit of its vision, Rhodes University strives for excellence, promotion of quality in all its activities and producing outstanding graduates. The University measures itself against the highest international standards of academic and professional practice, and therefore makes a clear statement regarding what is and is not acceptable, which serves as a common policy across all faculties, departments, institutes, centres and units offering Rhodes University qualifications.

2.2 PURPOSE AND OBJECTIVES

Rhodes University considers any form of academic dishonesty as a serious offence and threat to the academic project. Not only does this undermine the notion of higher learning, but such practice further compromises the integrity of the University's qualifications.

The purpose of this policy is to achieve the following:

- Ensure that departments and students have a common understanding of what plagiarism entails, and all departments, institutes, centres and units offering Rhodes University qualifications operate on the basis of a similar understanding of plagiarism when dealing with identified plagiarism cases.
- Encourage faculties, departments, institutes, centres and units offering Rhodes University qualifications to commit themselves to educating all students thoroughly about the nature of plagiarism, as well as the conventions that apply to researching and presenting academic material in their respective disciplines.
- Provide for the use of plagiarism detection mechanisms to assist students and academics in both detecting and preventing incidences of plagiarism.
- Provide various procedures for dealing with students who do commit plagiarism in all forms of assessments at the various academic or National Qualifications Framework (NQF) levels of study (certificates, diplomas, degrees, including short courses).

2.3 POLICY DEFINITIONS

(Technical or Conceptual terms used in the policy)

Academic dishonesty: Intentional dishonesty relating to the academic project; conduct that involves a deliberate misrepresentation linked to any academic endeavour, for example plagiarism, cheating in tests and exams and falsifying data inputs or outputs of any research.

Aggravating factors: Those factors that relate to the circumstances of a specific act of academic dishonesty or to an alleged perpetrator that may warrant a higher penalty.

Cheating in assessments: Any act of academic dishonesty that could alter the outcome of an academic assessment, for example a mark or the award of a Duly Performed (DP) certificate.

Clemency: An act of lenience in a respect of a sanction.

Duly Performed (DP) Certificate: The certification that a student has performed the minimum requirements of a course, in terms of the quality and/or quantity of academic performance, that entitles the student to write an exam in a specific course.

Mitigating factors: Those factors regarding an alleged perpetrator or the circumstances of an alleged act of academic dishonesty that might result in reduced charge, for example the category of alleged plagiarism, or a lesser sanction.

Most serious cases of plagiarism: Plagiarism cases which would justify exclusion from Rhodes University for a number of years. Cases in which DPWP could be an inadequate sanction.

Plagiarism, in an academic, university context, may be defined as taking and using the ideas, writings, works or inventions of another, from any textual or internet-based source, as if they were one's own. This definition covers a wide range of misdemeanours such as: using the direct words of another without using quotation marks (even if the passage is referenced); the unacknowledged copying of a sentence or two of text; copying more extensive blocks of text; the syndication of a single piece of work by more than one student (unless the assignment task is a legitimate group assignment); the borrowing and using of another person's assignment (with or without their knowledge and permission); stealing an entire essay from another student or from the Internet; infringing copyright; or reusing one's own work which has been submitted in another assignment without proper referencing.

While plagiarism is most prevalent in academic writing (as in the examples above), students should note that any form of academic endeavour - including visual representations, creative works, media production, compositions and performances - could be regarded as plagiarised, where the ideas, writings, works or inventions of another are taken as if they are the student's own. Students should consult departmental guidelines in this regard.

For the purposes of this policy, the intention, negligence or innocence of the student is not relevant to the finding as to whether plagiarism, as a fact, has occurred. However, the state of mind of the student will be highly significant in determining how to deal with the case as far as taking remedial action or imposing a penalty is concerned. (For examples of plagiarism, see Annexure A below.)

Although the above definition could be construed to include the buying and submitting of essays prepared by a senior student or an outsider to the University or cooperation between two or more students during an online examination, it may be more appropriate to deal with such cases as a disciplinary offence of fraud or exam cheating in terms of the Student Disciplinary Code. It is recognised that the line between plagiarism and cheating or fraud is blurred in some cases. The course of action to take in such cases should be debated by the relevant Head of Department, the Chair of the Senate Standing Committee on Plagiarism, and the Senior Prosecutor for Student Discipline. As a general rule, the most serious cases should be dealt with in terms of the Student Disciplinary Code. In such cases the decision of the Chair of the Senate Standing Committee on Plagiarism whether to treat the case as one of plagiarism in terms of this policy, or to deal with it under the Student Disciplinary Code, shall be final and non-appealable.

Staff member: For the sake of convenience, this term is used throughout this document to refer to all those who undertake the responsibility of assessing student work at Rhodes University. This includes permanent staff members, part-time staff members and contract appointees, teaching assistants, graduate assistants, student tutors and demonstrators.

The rules of natural justice: The rules of natural justice, which are embodied in section 33 of the Constitution of the Republic of South Africa, 1996, stipulate that any administrative act must be lawful, reasonable and procedurally fair. A finding of plagiarism is an administrative decision, or a decision taken by an administrative tribunal after following a fair procedure. More specifically, where an allegation of plagiarism is made against a student, the student must be afforded an opportunity to see and hear the evidence against them and to state their case to an independent and impartial tribunal, before a decision is made.

2.4 SCOPE

This policy applies to all registered students of Rhodes University unless that student is also a full-time member of the university staff. Plagiarism committed by full-time members of staff should be dealt with in terms of the Staff Disciplinary Code.

2.5 RELATED DOCUMENTS FORMS AND TOOLS

(University Policies, Protocols and Documents (such as rules/policies/protocols/guidelines related to this policy))

2.5.1 Relevant Legislation (Legislation/Regulatory requirements/Organisational Reports)

- National Qualifications Framework Act (2008)
- The Higher Education Qualifications Sub-Framework (2013)

2.5.2 Related RU policies and frameworks

- Institutional Development Plan 2017-2022
- Teaching and Learning
- The Assessment of Student Learning
- External Examining
- Postgraduate Supervision
- Online Education
- Recognition of Prior Learning
- Student Disciplinary Code
- Staff Disciplinary Code
- Short Course Policy
- Quality Assurance Policy
- Rhodes University Rules
- Rhodes University Statute

2.5.3 Related frameworks

- RU Quality Promotion Framework for teaching and learning
- The CHE Quality Assurance Guidelines for Emergency Remote Teaching and Learning and Assessment During the COVID-19 Pandemic in 2020
- The CHE Quality Assurance Guidelines for the COVID-19 Pandemic. An Abbreviated Resource for 2020

2.5.4 Forms and Tools (documents to be completed in support of this policy implementation)

- Generic Plagiarism Declaration Form (Annexure B)

3. POLICY IMPLEMENTATION

Although the implementation of this policy is entrusted upon selected key stakeholders, it affects all students and academic staff responsible for teaching and learning, as well as assessment of student learning. Staff and students are therefore enjoined to acquaint themselves with its implementation and processes to be followed to prevent, detect and deal with plagiarism.

3.1 THE ACTIONS AND PROCESSES BY WHICH THE OBJECTIVES OF THE POLICY WILL BE ACHIEVED (ROLES AND RESPONSIBILITIES)

A. The Senate Standing Committee on Plagiarism

The Senate Standing Committee on Plagiarism is a Senate Sub-committee and consists of: the DVC: Academic and Student Affairs (Chair, *ex officio*); two members elected from the staff of the Faculty of Law; four additional members of the academic staff elected by Senate; and two students who have completed at least two years of full time attendance at the University, nominated by the Student Representative Council (SRC).

The Senate Standing Committee on Plagiarism monitors the extent of plagiarism at Rhodes University, reports to the Senate on matters concerning plagiarism, and should periodically review the content and the implementation of this policy. In addition, members of the Senate Standing Committee on Plagiarism may be called upon from time-to-time to act as a member of either a Senate Plagiarism Tribunal to adjudicate serious cases of plagiarism or a Review Panel to adjudicate reviews from individual departments concerning findings of plagiarism.

The Chairperson of the Senate Standing Committee on Plagiarism will have the power to set aside any activity or penalty which has been taken or imposed relating to plagiarism that does not conform to the procedures laid down in the rest of this document, and to order that these procedures should then be followed.

B. The University Plagiarism Officer (“UPO”)

The UPO is a full-time or part-time member of staff who reports to the DVC: Academic and Student Affairs. The UPO is responsible for: monitoring and keeping records of all cases of plagiarism (including category A plagiarism) in the university; providing guidance and administrative assistance to academic departments and to the Senate Standing Committee on Plagiarism in all cases involving plagiarism or other academic dishonesty; providing training to academic departments and to students on the avoidance and detection of plagiarism; ensuring to the greatest possible extent that processes and penalties for plagiarism are applied evenly and fairly by different academic departments across the university; providing guidance to students convicted of plagiarism who wish to appeal against their convictions; preparing and submitting an annual report on plagiarism in the university to the Senate Standing Committee on Plagiarism at the beginning of each academic year.

C. The responsibilities of Departments: educating students about appropriate practice and nurturing academic integrity

An educational reality is that many of the current generation of students are not familiar with the academic conventions that lecturers expect of the work that students submit for assessment. This includes presentation conventions, referencing conventions and the duty not to plagiarise the works of others.

Departments need to acknowledge the importance of their own role in students’ acquisition of academic discourse and are responsible for taking active steps to provide students with an explanation as to why, as well as how, sources may be used and cited in building academic knowledge. It must be recognised that these standards need to be taught to students and that students from all educational backgrounds may need time to become familiar with them. In addition, because the nature of referencing and plagiarism may be context specific, individual departments are responsible for ensuring that students fully understand the nature of legitimate academic practice, of what constitutes an illegitimate practice, and the potential consequences of such conduct, in that particular discipline.

In this regard, departments, institutes, centres and units offering Rhodes University qualifications should ensure that:

- The departmental handbook includes general information about the nature of citation in their field and also indicates what plagiarism is and why it is a threat to academic integrity, references to the University’s policy on plagiarism, and indicates that plagiarism is considered to be a serious academic transgression.
- The departmental handbook informs students as to how material from such sources as books, articles, the Internet and the work of other students, may and may not be used in the preparation of assignments.

This needs to articulate where and why we reference in the process of building and disseminating knowledge and not only the technicalities of referencing.

- Departments are encouraged to refer students and staff to the very useful guide to information literacy to be found on the Library website at: <https://www.ru.ac.za/library/coursesupport/informationliteracy/> and to the guide to copyright and plagiarism at: <https://www.ru.ac.za/library/coursesupport/copyrightandplagiarism/>
- Such information is referred to in the course material provided to students.
- Training is undertaken in the formal procedures to be followed in the acknowledgement and citation of the source of material. It is not enough to expect students simply to read and to understand a lengthy and complicated handout or handbook. Such training could occur either in lectures or during the regular tutorial programme or in specialised sessions designed for this purpose.
- Departments may call on the University Plagiarism Officer to undertake training sessions for both students and staff.
- Such training should not simply occur at the first year level, but must be reinforced at second and third year level, and also at the postgraduate level. There is a necessity to consistently demonstrate to students across all levels discipline specific ways in which citation is used to build knowledge. Since students enter Rhodes University at all academic levels, it cannot be taken for granted that such students will have received equivalent training, or will have experienced the usual first-year training that most departments offer.
- Students are alerted to the nature of citation and the important role it plays in knowledge creation and dissemination. They should also be alerted to the ways in which plagiarism causes a breach in academic integrity. They need to be, informed that it constitutes a serious offence, and about the disciplinary procedures that are in place for dealing with suspected cases.
- Where it is appropriate (usually where a student is new to the university, or where it is clear that the student does not know how to cite appropriately or understand plagiarism), cases of plagiarism are dealt with sensitively and by means of counselling and education, rather than simply by imposing sanctions.
- Guidelines as to the extent of the loss of marks and other penalties for plagiarism (where such are appropriate) are published by departments and are made available to the students in the departmental handbook. Such guidelines should be in accordance with the grid in Annexure D.
- Students include an appropriate declaration in work that they submit indicating that it is their own work. (For a generic template that may be adapted by departments to suit their specific needs, see Annexure B.)

In addition, and as part of the Orientation Week Programme, and perhaps throughout the year or whenever need arises, the Centre for Higher Education Research, Teaching and Learning (CHERTL) and the Centre for Postgraduate Studies (and CPGS) will provide presentations on academic integrity and how this relates to academic writing and plagiarism to students. However, given that the *where* and *why* of citation are discipline specific, it is incumbent on all academics to develop appropriate citation practices.

As far as the members of the academic staff are concerned, it is important that staff themselves have the opportunity to be trained about citation, academic integrity and plagiarism. CHERTL and CPGS will, where they are requested, provide assistance to departments with regard to understanding the role of citation in academic writing and concerns about breaches of academic integrity and plagiarism in the changing academic context, and will assist in preparing the presentations and material to be used by individual departments. Academic integrity including forms of dishonesty in assessments is also an important topic that should be dealt with in courses offered to staff by CHERTL and CPGS, such as the PGDHE and the MEd courses that are offered in conjunction with CHERTL on teaching and learning in a tertiary environment.

D. The Responsibilities of Academic Staff - Nurturing of academic integrity detection and prevention of plagiarism

Academic staff must be aware of the importance the university places on academic integrity, the detection and prevention of plagiarism and how plagiarism is a breach to that integrity. Members of staff are enjoined, in terms of their professional commitment to best academic practice, to be aware of the need to induct students into the citation practices of the field and be on the lookout for cases of plagiarism, and to deal with any such cases in accordance with this policy. The most valuable way of preventing plagiarism is for staff to spend sufficient time discussing how citations are central to the knowledge project and to demonstrate to students how they can use citations effectively to build their own knowledge claims in assessment tasks. It is also beneficial to set creative, innovative and original assessment tasks that are not repeated from year to year, and/or which are likely to be replicated at other universities around the world. The danger of setting standard or repeated tasks is that answers are readily available from more senior students, in texts or study guides, or are accessible on internet based sites which archive answers to common questions. Students are tempted to copy such material, especially if issues of academic integrity and the role of citation in the field have not been addressed. In their assessment practice, staff are enjoined, wherever possible, to try to set assignments that limit the potential for use of such sources.

To assist staff in detecting cases of plagiarism, as well as to provide a deterrent to students, the University reserves the right to purchase the rights to use acceptable and lawful text matching software, or to use an internet-based text-matching database. This can be used to cross-check assignments, and to identify situations where a student's work matches the text in a published source or a fellow student's work. However, departments must be aware that such a facility only matches text; it will be necessary for each flagged assignment to be checked by staff to determine whether the highlighted text is in fact plagiarised, or whether it has been properly used, quoted and referenced. All staff need to be aware that they may not set an acceptable percentage on the similarity index for student assignments. The similarity index is not an indication of levels of plagiarism and it is only through a thorough check of the report that plagiarism can be identified.

Academic departments are welcome, where they deem it appropriate, to use this facility as part of the educational practice of the submission of assignments to that department. Such departments must ensure that where the facility is used, its operations are properly explained to students. It is necessary to acquire the students' consent to submit work to the database. To prevent any potential infringements of copyright, departments must ensure that this consent is informed and positively acquired for each assignment that is submitted to the database. This can occur on the essay declaration. In addition, CHERTL will be responsible for ensuring that an electronic consent tick-box will appear on the relevant site, and which will have to be completed and its terms agreed to before the students can submit their assignment to the database. Students may not be coerced into submitting their assignments to the database, and may not be prejudiced if they decline to give their consent to do so. In such cases, staff will have to use alternative means (either manual or electronic searching) to investigate potential plagiarism. Staff also need to be aware that text-matching software only identifies matched text; much of which may be the appropriate use of discipline specific terms. Furthermore, the matching of text cannot identify plagiarism of ideas and concepts and so the software should be used with caution. Reliance on this software can lead to perverse consequences, such as students using other programs to 'beat the software'.

CHERTL will be in charge of supporting this text-matching detection software with assistance from I&TS Division, and will provide regular courses to interested members of the university on the workings and operations of the text-matching detection software and its database.

Academic departments are encouraged to use appropriate software to prevent, to the extent possible any acts of dishonesty in online tests and examinations. It is important that staff themselves have the opportunity to be trained about the use of such software. CHERTL will provide assistance to departments.

E. Cases of plagiarism at the undergraduate degree level, and where students are undertaking short courses, diplomas and certificates: categories and procedures

The various procedures applicable to dealing with suspected cases of plagiarism are as follows:

There are three graded categories of plagiarism – categories A, B and C. Where a member of staff is unsure (a) whether plagiarism has been committed at all, or (b) into which category a case of suspected plagiarism might fall, that staff member should consult the Head of Department for assistance. It must be remembered that many assessors of student work are students themselves, and/or may be inexperienced and unsure of what plagiarism is, and how it should be dealt with. In the case of tutors or teaching assistants, they should first seek the advice of the course or module coordinator.

Category A offences

Category A offences constitute first time, minor infringements, and are usually handled by the staff member who detects the offence. However, in circumstances where the assessor is a student tutor or demonstrator, it may be appropriate for the matter to be dealt with by the lecturer in charge of the course, or the course co-ordinator, to provide the necessary authority. In cases where the student is new to the University, and/or if it is apparent that the student has committed such plagiarism because of a lack of understanding of what is required, the student should usually be counselled by the staff member concerned: the problem should be explained, the correct practice should be encouraged, and the student should be warned of the serious consequences of committing plagiarism again. This practice would reflect the importance of our educative role as far as academic integrity and preventing plagiarism are concerned. In some cases it might be appropriate to ask the student to re-do the work to demonstrate that he or she has learnt from the experience. Additionally, if it is appropriate, a mark penalty could be imposed. If a penalty is imposed, the relevant staff member should indicate the amount of the penalty and the reasons for this penalty on the assignment or assessment form.

All staff members who impose a penalty for category A plagiarism should report that finding and penalty to their department secretary or administrator, who should record the name of the student, the name of the course or module, the penalty imposed, and the date on which the penalty was imposed. At the end of each term the department secretary or administrator should forward copies of all category A plagiarism reports for the department to the University Plagiarism Officer, who will maintain a central database of cases.

If a student wishes to challenge the finding and the penalty for a category A offence, the student is entitled to appeal to the Head of Department, who must refer the matter to the Departmental Plagiarism Committee for a hearing. (For the procedures to be followed at the hearing, see below.) The student should be informed that the Departmental Plagiarism Committee will hear the matter afresh, and is entitled, in the event of finding that plagiarism has been committed, to impose its own penalty, which may be more onerous than that imposed by the lecturer. As with other cases, the findings and decision of the Departmental Plagiarism Committee hearing the appeal should be reported to the department secretary or administrator and then to the University Plagiarism Officer.

Category B offences

Category B offences relate to repeated offences of a minor nature, or to relatively minor offences at a more senior academic level than first year, or to first time, more serious offences, where the offence would not attract a penalty of more than the loss of a Duly Performed (DP) certificate. Where a member of staff is uncertain as to whether an alleged case of plagiarism constitutes a category A or B offence, this question should be referred to the Head of Department, who should in turn seek guidance from the University Plagiarism Officer. The objective of a referral to the UPO is to ensure a uniformity of approaches, to the greatest possible extent, across different departments, in

the interest of fairness to students. In large departments, the Head of Department may delegate this role to a senior member of staff.

At the beginning of each academic year the Head of Department should identify three members of staff who will be available to sit as members of a Departmental Plagiarism Committee within each department from time-to-time, where category B cases of potential plagiarism are reported. (Departments with very large numbers may appoint a pool of more than three, if they wish. On the other hand, the extended definition of staff in this policy applies here, to assist smaller departments with smaller numbers of permanent staff. The School of Languages may be considered as one department for this purpose.)

When a potential category B case is reported, the Head of Department must appoint two of the pool of staff, on a rotational basis, to constitute a Departmental Plagiarism Committee to adjudicate the matter. This will accommodate situations where one of the identified members of staff is the complainant. The staff member who identifies the case may not, under any circumstances, sit in judgment as a member of the panel.

Procedure to be followed by Departmental Plagiarism Committees (for a diagrammatic representation, see Annexure C)

The investigation and hearing of category B offences must be completed within fifteen (15) working days from the day that the offence was reported, unless the Chair of the Senate Standing Committee on Plagiarism approves a change in the time frame. The member(s) of staff conducting the investigation and assembling the evidence of plagiarism (usually the academic staff member who discovered the plagiarism) must refer the matter to the University Plagiarism Officer, who will check whether the student has been convicted of plagiarism in any other department, and who will provide guidance on the preparation of evidence and the formulation of the charge against the student.

A student charged with a category B offence must be given full written particulars of the allegation against them, and copies of the evidence of the suspected plagiarism. The evidence should include the assignment or examination script (with the allegedly plagiarised passages suitably marked) and documentary evidence of the original source material (suitably marked). The student must be informed of the time and the place of the hearing in the written particulars. Hearings may be conducted virtually. The chair may, for good reasons decide whether hearings may be conducted virtually. The student may be assisted and/or represented by another student, or by a staff member. Where a student is alleged to have copied from another student, it may be necessary (if there are allegations and counter allegations) to require both students to attend the hearing, and to hear both versions, in order to assess the probabilities. If it is found that any one of the students/groups did not collude in the syndication/copying of the assignment, that student/group should receive no penalty.

The hearing will be conducted according to the requirements of natural justice. The hearing is an informal one, but there are some important procedural steps that should be followed. Under no circumstances may the hearing occur, and a decision be made, without the student having been afforded an opportunity to attend, and to state their case. If a student does not appear, the Committee should adjourn to ascertain where the student is, and why the student did not attend the hearing. Where the student has failed to attend a hearing without proper reason, the student may be reported to the University's Senior Prosecutor for failing to comply with a lawful instruction (an offence in terms of rule 13 of the Student Disciplinary Code). Students will not be able to put off the inevitable by non-attendance. If the student fails to attend for a second time without prior excuse, the matter may continue in their absence.

At the commencement of the hearing, the representative of the academic department who detected the alleged plagiarism will present the evidence, and the student (or their representative) will have the right to question the department's representative about the alleged plagiarism. In addition, the Committee members will have the right to ask questions of the departmental representative.

The student (or their representative) will then have the opportunity to make a statement or to present any evidence in support of their case. The Committee members will have the right to ask questions of the student or their representative.

The Committee should then adjourn to consider its decision. The standard of proof is on a balance of probabilities. Ordinarily, the question at issue is whether plagiarism (as defined above) has occurred; matters of intention, negligence or otherwise are to be considered at the stage of penalty, if plagiarism is found to have occurred.

If the Committee at any stage feels that the case is so serious that it falls into Category C, it should refer the matter to the Head of Department, in order that the matter might be referred to the Chair of Senate Standing Committee on Plagiarism.

If the Committee finds the student not to have committed plagiarism of any kind, the matter must be referred to the Head of Department to make arrangements for the re-assessment of the assignment. If the Committee finds that the student has committed plagiarism, the student must be re-called, this fact should be communicated to the student, and the student should be given an opportunity to make a statement in mitigation of penalty. The Committee will be entitled to ask questions of the student or their representative at this stage. The Committee should then adjourn to consider the penalty to be imposed.

The Committee should be guided by this policy's general guidelines on penalties instance, and should also seek guidance from the University Plagiarism Officer, who should advise on the range of penalty options in order as far as possible to ensure equality and fairness of penalties imposed across different departments. (For such guidelines, see Annexure D.) However, since each case of plagiarism has its own circumstances, Committees should be sensitive to its specific facts. Factors that may be taken into account are: the extent of the plagiarism; the academic level of study at which the plagiarism occurred; the training the student has received on plagiarism and proper referencing in the department, and in other departments; how much the assignment counts towards the final result; mitigating factors (e.g. educational deficiency in the student's understanding of plagiarism; academic and scholastic background; acknowledgement of wrongdoing; expression of remorse); aggravating factors (e.g. second offence; lying; falsely attempting to blame another student in a copying case).

As far as the educational issue is concerned, if it is found that there is some legitimate deficiency in the student's understanding of the concept of plagiarism and what was required in the compilation of the assignment, counselling and remedial action may be appropriate, either as an alternative to, or in conjunction with, other forms of penalty. For example, students may be required to re-do the work, or to do alternative work, to the satisfaction of the relevant lecturer or the Committee, either for a substitute mark or simply for DP purposes, in order to demonstrate that a lesson has been learnt. The Committee may order that this occur with or without a mark penalty, depending on the facts and circumstances of the case and the student involved. Committees should be aware that the experience of a hearing in its own right can be an intimidating experience and salutary lesson for students, and may take this into account in dealing with the student.

If the Departmental Committee decides to impose a penalty for plagiarism, the Departmental Committees may impose a mark penalty, order that no marks be awarded, and/or may revoke the student's DP certificate. The Committee may suspend any penalty, either wholly or in part, or may recommend such suspension.

Wherever possible, the student should immediately be re-called, and be informed of the penalty that he or she is to receive. If the committee deems it necessary to consult the UPO, the chair should adjourn the meeting for a suitable amount of time while they consult the UPO.

Once the hearing process is complete, the Departmental Plagiarism Committee must, in addition, provide the student with written reasons for its decision, both in regard to its finding and in regard to the penalty imposed. The document should also indicate to the student that if he or she is aggrieved with the finding or penalty, he or she is entitled to request that the decision of the Departmental Plagiarism Committee be reviewed, and should be referred to the procedures laid down for this in the University's Plagiarism Policy in this regard. The relevant academic

Head of Department and the complainant lecturer must also receive a copy of the findings, and such findings must be retained by the Head of Department or their nominee, for record-keeping purposes. Such findings must be made available within five (5) days of the hearing.

In order to assist in informing the general body of students about plagiarism, and to prevent students from being tempted to commit plagiarism, it is recommended that departments publish findings of the Departmental Plagiarism Committee prominently on noticeboards. However, the names and personal details of the students must be expunged from the notice to protect the privacy rights of the students.

Where a student has their DP removed for plagiarism, this fact should be communicated to the Registrar's Division. Such a removal of a DP should be indicated on the student's academic record by the letters DPWP (Duly Performed Certificate Withdrawn for Plagiarism), to distinguish it from the removal of a DP for other reasons.

If a student wishes to challenge the finding and/or the penalty for a category B offence, the student is entitled to submit a request for review following the procedure set out below. The student should be informed that the Chair of the Senate Standing Committee on Plagiarism will refer the matter to a Review Panel, and that that Review Panel is entitled, in the event of it confirming that plagiarism has been committed, to impose its own penalty, which may be more onerous than that imposed by the Departmental Committee.

Procedure to be followed by the Senate Standing Committee on Plagiarism in cases where decisions of Departmental Committees are taken on review

A student who has been found to have committed a category B offence by a Departmental Plagiarism Committee will be entitled to request that the decision of the Departmental Plagiarism Committee be reviewed by a Review Panel of the Senate Standing Committee on Plagiarism.

The student will be required to initiate the process by writing to the Chair of the Senate Standing Committee on Plagiarism, with a copy to the Head of Department, and requesting such a review, within five (5) working days of receiving their written notice of finding and penalty from the Departmental Plagiarism Committee.

The grounds upon which the student can seek a review are as follows:

- (a) That the finding of the Departmental Plagiarism Committee is not supported by the evidence put before it; or
- (b) That the penalty imposed was so excessive as to be unjust; or
- (c) That there was a material irregularity in the proceedings conducted in the Department.

The ground (or grounds) for review must be specified in the letter, and an explanation should be provided by the student.

In such instances, the Chair of the Senate Standing Committee on Plagiarism, upon receiving such a request, should first refer the request for review to the University Plagiarism Officer. If it is unclear (as is often the case) from the student's request whether the student is appealing against the finding of plagiarism, or the penalty, or both, the UPO should seek clarity from the student and should, if necessary, assist the student to reformulate their appeal letter. The Chair must then appoint a Review Panel from amongst the members of the Senate Standing Committee on Plagiarism. The Review Panel will comprise two members of the academic staff and one student representative. One of the academic staff will chair the Review Panel.

The Chair of the Senate Standing Committee must pass on a copy of the student's review letter to the Head of the relevant academic department. The Head of Department must ensure that copies of the evidence seen at the original hearing, and a copy of the findings of the Departmental Committee are forwarded to the Chair of the Review Panel. The Department is also entitled to submit a written comment in response to the grounds described in the student's review letter.

The Review Panel will conduct a review of the matter on the appointed day. The Review Panel must decide the outcome of the review on the basis of a consideration of the student's essay, the original source material from which the work was allegedly plagiarised, the written findings of the Departmental Committee and the written submissions of the student and the Department to the Review Panel. The Review Panel has the power to confirm, alter or quash the finding about plagiarism, and to confirm, reduce, alter, increase or set aside the penalty imposed. In cases where the Review Panel decides to reduce or increase the penalty, it has the power to impose any reasonable penalty it deems fit.

The test to be applied by the Review Panel is two-fold. First the Panel must consider whether the Departmental Committee followed the correct procedures in coming to its findings. If there is a procedural deficiency the Review Panel may order that the finding of the Departmental Committee be set aside, and that a fresh Departmental Committee be constituted to re-hear the matter. At the Review Panel stage, neither the student nor the Department is permitted to submit new evidence which was not considered by the Departmental Committee, unless there is an allegation of a procedural irregularity at the Departmental Committee stage, in which case evidence of that irregularity may be submitted. If the review is directed at the findings or the penalty, the Review Panel must consider whether the findings or the penalty imposed by the Departmental Plagiarism Committee are reasonable (even if the Review Panel's findings might have been different in minor detail) or if the findings are unsupportable and induce a sense of shock.

The decision of the Review Panel, where necessary, will be by majority vote.

The Review Panel must inform the student, in writing, of its findings within five (5) working days of the conclusion of the review. In addition, the relevant Head of Department must also be informed, for record-keeping purposes.

Category C offences

Category C offences concern major, extremely serious infringements by students which the Departmental Plagiarism Committee deems worthy of adjudication by a Tribunal drawn from the members of the Senate Standing Committee on Plagiarism. At the undergraduate level, category C offences should be limited to major cases that are so serious that they warrant a potential penalty of more than the removal of a DP. For situations where postgraduate level work merits classification as a category C offence, see the section on postgraduates below.

Where the Departmental Plagiarism Committee identifies a case that it considers serious enough to constitute a category C case, it must refer the matter to the Head of Department, who is responsible for reporting the matter to the University Plagiarism Officer. The Head of Department must include with the correspondence copies of the offending material and the sources from whence the plagiarism is alleged to have occurred (both suitably marked).

The University Plagiarism Officer will check that the documents submitted by the department are in order, and may request further documents or clarifications from the Head of Department. Once the UPO is satisfied that the documents are in order, they will submit them to the Chair of the Senate Standing Committee on Plagiarism.

Category C hearings

A Senate Plagiarism Tribunal comprising the Chairperson of the Senate Standing Committee on Plagiarism (Chair), two staff members (one of whom should be a member of the Faculty of Law) and one student representative selected from the members of the Senate Standing Committee on Plagiarism will adjudicate hearings of category C offences. The Chair will constitute the panel and establish a time for the hearing. The University Plagiarism Officer will attend the hearing and take minutes.

A student charged with a category C offence must be given full written particulars of the allegation against them. The evidence should include the assignment or thesis (with the allegedly plagiarised passages suitably marked) and documentary evidence of the original source material (suitably marked). The student must be informed of the

time and the place of the hearing in the written particulars. Hearings may be conducted virtually, and in that event the Chair of the Committee should check that the student has adequate resources (eg. internet data) to attend the hearing, and assist the student if necessary.

The hearing must take place as soon as is reasonably possible, but not later than ten (10) working days after the matter is referred to the Chair of the Senate Standing Committee on plagiarism, unless the Chair decides otherwise (for example, examinations are in progress and a hearing would be disruptive to the student, or it is vacation time).

The student charged with having committed plagiarism, as well as the member of staff in the department that discovered the plagiarism (and the Head of Department, in cases of plagiarism in theses) should be invited to attend the hearing. The student may be assisted by another student, or by a staff member or by a legal practitioner. If a legal practitioner acts for the student, this will be at the student's own expense. In the event that the student intends to be represented by a legal practitioner at the hearing, the student must give notice of that intention to the Chair at least 24 hours before the hearing. The Chair may then elect to invite a university Prosecutor to attend the hearing. The role of the Prosecutor will be to guide the Committee on procedural points, and not to participate in the decision-making of the Committee.

The hearing must be conducted according to the requirements of natural justice. Under no circumstances may the hearing occur, and a decision be made, without the student having been afforded an opportunity to attend, and to state their case. If a student does not appear, the Committee should adjourn to ascertain where the student is, and why the student did not attend the hearing. Where the student has failed to attend a hearing without proper reason, the student may be reported to the University's Senior Prosecutor for failing to comply with a lawful instruction (an offence in terms of the Student Disciplinary Code). Students will not be able to put off the inevitable by non-attendance. If the student fails to attend for a second time without prior excuse, the matter may continue in their absence.

At the commencement of the hearing the Chair should ask the student whether the student admits or denies the charge against them. In the event that the student is represented by a legal practitioner the Chair should confirm that the admission or denial accords with the practitioner's instructions. If the student admits category C plagiarism and the legal practitioner confirms this, the Chair may immediately find the student guilty of category C plagiarism and the Tribunal may proceed to hear the student's submissions in mitigation of penalty. If the student admits category C plagiarism but is not represented by a legal practitioner the Chair should question the student to ascertain whether the student understands the allegations that have been made against them. If the Chair is satisfied that the student does understand the allegations, the Chair may then find the student guilty of category C plagiarism and the Tribunal may proceed to hear the student's submissions in mitigation of penalty. If the student denies the charge, or if the student admits the charge but the Chair is not satisfied that the student understands the allegations that have been made against them, then the Tribunal must proceed to hear the evidence presented by the department and the student.

The representative of the academic department should present the evidence, and the student (or their representative) will have the right to question the department's representative about the alleged plagiarism. In addition, the Tribunal members will have the right to ask questions of the departmental representative.

The student (or their representative) will have the opportunity to make a statement or to present any evidence in support of their case. The Tribunal members will have the right to ask questions of the student or their representative.

The Tribunal should then consider its decision. The standard of proof is on a balance of probabilities. If the Tribunal finds the student not to have committed plagiarism of any kind, the matter should be referred to the Head of Department to make arrangements for the reassessment of the assignment. If the Tribunal finds that the student has committed plagiarism, the student should be re-called, this fact should be communicated to the student, and the student (or their representative) should be given an opportunity to make a statement in mitigation of penalty. If necessary, the Tribunal may ask questions of the student or their representative at this stage. The Tribunal should

then adjourn to consider the penalty to be imposed. Similar factors to those described above in category B hearings may be instructive.

The Tribunal may recommend that a student found guilty of a Category C offence should be excluded from Rhodes University, either permanently or for a period of time. If permanent exclusion is recommended, this must be confirmed by Senate and Council. Alternatively it has the power to order: that a Duly Performed certificate should be refused; reduce the mark awarded to the work; that a mark of 0 should be granted; that work be re-done to the satisfaction of the Head of Department or lecturer; issue a written warning, or impose a combination of the above penalties, as appropriate. The Tribunal may suspend any penalty, either wholly or in part, or may recommend such suspension. Like the Departmental Plagiarism Committees, this Tribunal too has an educational role, and, where necessary, may exercise a discretion to deal with the student appropriately, as an alternative to, or in conjunction with, imposing any form of penalty as described above. However, it should be remembered that cases of category C usually merit severe censure.

Wherever possible, the student should immediately be re-called, and be informed of the penalty that he or she is to receive. However, since category C offences may require serious consideration by the Senate Plagiarism Tribunal, it may occasionally be appropriate to inform the student and their representative that the matter of penalty requires consideration, and that the student will be informed by the Chair in due course of the final outcome.

Once the hearing process is complete, the Tribunal must, in addition, provide the student with written reasons for its decision, both in regard to its finding and in regard to the penalty imposed. The member of the Tribunal tasked with writing the Tribunal's judgment (written reasons) may seek the assistance of the University Plagiarism Officer in formulating the document. The relevant academic Head of Department must also receive a copy of the findings, and such findings must be retained by the Head of Department or their nominee, for record-keeping purposes. Such findings must be made available within five (5) days of the hearing.

Where a student has their DP removed for plagiarism by the Tribunal, this fact should be communicated to the Registrar's Division by the Chair of the Senate Committee. Such a removal of a DP should be indicated on the student's academic record by the letters DPWP, to distinguish it from the removal of a DP for other reasons.

Clemency

A student who has been found to have committed plagiarism in category, C, or who has had their review from a decision of a Departmental Plagiarism Committee turned down by a Senate Review Panel, has the right to appeal to the Vice-Chancellor for clemency. Such an appeal must be made in writing to the Vice-Chancellor within five (5) working days of having received the written reasons referred to above. The Vice-Chancellor, after considering the written submission of the student, the findings of the Senate Plagiarism Tribunal and the respective views of the relevant Dean and Head of Department, should make a decision in terms of the ordinary principles applicable to cases of clemency. In the event that the Vice-Chancellor refuses an appeal for clemency the student may then refer the matter to the University Ombudsman. The Ombudsman may, in their absolute discretion, decide whether to consider the case and what action to take.

F. Policies and Procedures for dealing with cases of plagiarism at the postgraduate level *(Please note that this section, and section F., should be included in the Higher Degrees Guide.)*

General

Postgraduate work can occur in the form of course work or by way of research tasks (from long papers through to full theses). As far as course work is concerned, the policies and procedures are similar to those that apply to undergraduates, the only difference being the degree of seriousness at a higher NQF level of study. Specific guidelines for the practice at each level are given below. As far as research is concerned, supervisors of postgraduate research work are expected to follow the university policy on postgraduate supervisory practice and the guidelines contained in the Higher Degrees Guide, especially insofar as these refer to reviewing drafts of

students' work, identifying potential plagiarism, and encouraging students to acquaint themselves with best practice and the use of text-matching software and databases.

Procedures applicable before the stage of submission for assessment

Preventative and remedial action should be taken on any draft work (either course work or research work) presented by students before the stage of submission, particularly if the student has some legitimate educational problem with writing and referencing. However, if the supervisor detects plagiarism once it gets to the stage where a final draft is submitted, or at the stage where the student wishes to submit the work for examination, this matter should be referred to the relevant plagiarism committee prior to the thesis going out for examination, so that the matter may be dealt with internally. The normal procedures applicable to category B and C discussed in section D above will apply.

Procedures applicable after the stage of submission for assessment

Postgraduate Diploma students

Such students should be treated in the same way as Honours students (see immediately below).

Honours Students

Honours students should be treated according to the principles set out below:

Course work

Plagiarism in Honours course work and assignments should not ordinarily be treated as a category C offence, unless the student is a repeat offender or the amount of plagiarism is particularly high.

Research papers

In cases where potential plagiarism is identified by an internal or an external examiner, that examiner should be requested to provide a thorough report indicating the nature and extent of potential plagiarism, and to indicate the sources from which plagiarism has occurred.

Allegations of plagiarism in an Honours-level research paper should not automatically be treated as a category C offence. It will be up to the Head of Department and the Departmental Plagiarism Committee to assess the seriousness of the case. Only very serious infractions would merit referral to the Chair of the Senate Standing Committee for adjudication.

Course work Master's

Course work Master's students should be treated according to the principles listed below.

Course work

Plagiarism in Master's course work and assignments would not ordinarily be treated as a category C offence, unless the student is a repeat offender or the amount of plagiarism is particularly high.

Research papers, mini-theses, mini-dissertations

In cases where potential plagiarism is identified by an internal or an external examiner, that examiner should be requested to provide a thorough report indicating the nature and extent of potential plagiarism, and to indicate the sources from which plagiarism has occurred.

The Departmental Plagiarism Committee will be required to assess the seriousness of the case. However, allegations of plagiarism in a coursework Master's research paper/mini thesis/mini-dissertation should normally be treated as a category C offence, and should be referred by the Head of Department to the Chair of the Senate Standing Committee on Plagiarism for adjudication. Where the Head of Department is directly involved as a supervisor/examiner, the Dean of the Faculty, or a senior member of the Department nominated by the Dean, should perform this task.

Master's by thesis

In accordance with the rules on the examination of Master's theses, the following procedure should be adopted:

The Head of Department, whose task it is to collate the examiners' reports and to make an initial recommendation, should refer the allegation of plagiarism to the relevant Dean of the Faculty for their consideration. Where the Head of Department or the Dean is directly involved as a supervisor/examiner, the Deputy Dean, or a senior member of the Faculty nominated by the Dean, should perform this task.

The Dean, after considering the reports, must refer the matter to the Chair of the Senate Standing Committee on Plagiarism, who must constitute a Senate Plagiarism Tribunal to adjudicate the matter. The student must be informed of the allegation against them, and must be afforded all the rights to which a student is normally entitled with regard to the adjudication of the issue (for procedures, see section D above). The external examiner(s) must be requested to provide a thorough report indicating the nature and extent of potential plagiarism, and to indicate the sources from which plagiarism has allegedly occurred, if this did not occur in the original report.

If the Senate Plagiarism Tribunal finds that there is no case of plagiarism, the matter must then be referred back to the Head of Department (or appropriate nominee) for that person to make an academic recommendation on the result of the thesis, in the light of any and other examiners' reports. The Dean of the Faculty and the Faculty Board should then follow the ordinary procedures with regard to deciding the final academic result.

If the Senate Plagiarism Tribunal finds that the student has committed plagiarism, the Tribunal is required to indicate (a) the seriousness of the extent of the plagiarism; and (b) to make recommendations with regard to the academic result. (For serious cases, the Tribunal could, for example, recommend outright failure, but if the plagiarism was minor, corrections could be recommended.) These findings and recommendations should be referred back to the Head of Department (or appropriate nominee) for that person to make an academic recommendation on the result of the examination. This recommendation must be referred to the Dean of the Faculty. The recommendations of the Tribunal must accompany the Head of Department's findings. The Dean of the Faculty and the Faculty Board should then follow the ordinary procedures with regard to deciding the final academic result.

In addition, the Senate Plagiarism Tribunal retains its disciplinary powers to impose a sanction in the form of an exclusion of some kind, if such is warranted.

Doctoral Students

In accordance with the rules on the examination of PhD theses, the following procedure should be adopted:

Upon receipt of the examiners' reports from the Registrar, the relevant Dean or Dean's nominee must call a meeting of the candidate's Committee of Assessors (COA) to consider the allegation.

If the view of the COA is that the allegation of plagiarism requires investigation, the matter must be referred immediately to the Chair of the Senate Standing Committee on Plagiarism who must constitute a Senate Plagiarism Tribunal to adjudicate the matter. The student must be informed of the allegation against them, and must be afforded all the rights to which a student is normally entitled with regard to the conduct of the hearing (for procedures, see section D above). The external examiner(s) must be requested to provide a thorough report indicating the nature and extent of potential plagiarism, and to indicate the sources from which plagiarism has allegedly occurred, if this did not occur in the original report.

If the Senate Plagiarism Tribunal finds that there is no case of plagiarism, the matter must then be referred back to the COA for that committee to make an academic recommendation on the result of the thesis, in the light of any and other examiners' reports. The decision should be communicated to the Registrar and the Vice-Chancellor, who should then follow the ordinary procedures with regard to deciding the final academic result.

If the Senate Plagiarism Tribunal finds that the student has committed plagiarism, the Committee is required to indicate (a) the seriousness of the extent of the plagiarism; and (b) to make recommendations with regard to the academic result. Generally speaking, in a PhD thesis plagiarism of any kind would usually attract severe censure. These findings and recommendations should be referred back to the COA for that committee to make an academic recommendation on the result of the examination. This recommendation must be referred to the Registrar for the attention of the Vice-Chancellor. The recommendations of the Tribunal must accompany the COA's decision. The Vice-Chancellor and Senate should then follow the ordinary procedures with regard to deciding the final academic result.

In addition, the Senate Plagiarism Tribunal retains its disciplinary powers to impose a sanction in the form of an exclusion of some kind, if such is warranted.

G. Revocation or deprivation of degrees that have already been awarded

From time to time it may become apparent, after a research degree by thesis has been conferred, that the thesis is plagiarised to a greater or lesser degree. In such situations, it may be necessary to consider revoking the degree. This is a drastic and unusual step, requiring careful consideration and clear procedures.

In a situation where an allegation of plagiarism is made against a thesis after the degree has been conferred, this allegation must be put before a special meeting of the Higher Degrees Committee of the relevant Faculty by the relevant Dean. If, after considering the matter, the Higher Degrees Committee feels that there is a *prima facie* case of plagiarism, the matter must be referred to the Chair of the Senate Standing Committee on Plagiarism. The Chair of the Senate Standing Committee on Plagiarism must convene a Plagiarism Tribunal that is specifically constituted and empowered to conduct a hearing into the matter.

This Tribunal in this situation should comprise: the Chairperson of the Senate Standing Committee on Plagiarism (Chair); three members of Senate (one of whom should be the Dean or Deputy Dean of Law); and one member of Council. The Chair must appoint the panel and establish a time for the hearing.

A graduate charged with the offence must be given full written particulars of the allegation against them. The evidence should include the thesis (with the allegedly plagiarised passages suitably marked) and documentary evidence of the original source material (suitably marked). The hearing must take place as soon as is reasonably possible, bearing in mind that the graduate may be some distance away. For this reason, it may be necessary to negotiate the time of the hearing with the graduate. The graduate should be informed of the time and the place of the hearing in the written particulars.

The graduate charged with having committed plagiarism, as well as the Head of Department concerned must be invited to attend the hearing. The graduate may be assisted by another student, or by a staff member or by a legal practitioner. If a legal practitioner acts for the graduate, this will be at the graduate's own expense. The graduate may, if he or she elects to do so, forfeit a personal appearance, and make written representations to the panel, which will constitute the graduate's evidence. This choice must be made expressly by the graduate. If this choice is made, the evidentiary steps below will not be necessary, and the matter may be dealt with on the papers.

The hearing must be conducted according to the requirements of natural justice. The Head of Department will present the evidence, and the graduate (or their representative), if he or she elects to appear in person, will have the right to question the department's representative about the alleged plagiarism. In addition, the Tribunal members will have the right to ask questions of the departmental representative.

The graduate (or their representative) will have the opportunity to make a statement or to present any evidence in support of their case. The Tribunal members will have the right to ask questions of the student or their representative.

The Tribunal will then consider its decision. The standard of proof is on a balance of probabilities. If the Tribunal finds that the graduate did not commit plagiarism of any kind, the matter should be referred back to the Higher Degrees Committee to make the appropriate recommendation to Senate and Council. If the Tribunal finds that the student has committed plagiarism, the graduate should be re-called, this fact should be communicated to the student, and the graduate (or their representative) should be given an opportunity to make a statement in mitigation of penalty. If necessary, the Tribunal may ask questions of the graduate or their representative at this stage (the response may be in writing, if necessary). The Tribunal should then consider the penalty to be imposed.

In a situation where the Tribunal finds that the thesis contains plagiarism at a level where, had the plagiarism been discovered prior to the award of the degree, the student would have been deregistered or excluded, the Tribunal should ordinarily recommend the revocation of the degree. In cases where the penalty would have been less than deregistration or exclusion, the Tribunal may impose any penalty which it deems appropriate. Wherever possible, the graduate should (if present) immediately be re-called, and be informed of the penalty that he or she is to receive. However, since such offences may require serious consideration by the Tribunal, it may be appropriate to inform the graduate and their representative that the matter of penalty requires consideration, and that the graduate will be informed by the Chair in due course of the final outcome.

Once the hearing process is complete, the Tribunal must, in addition, provide the graduate with written reasons for its decision, both in regard to its finding and in regard to the penalty imposed. Such findings must be made available to the graduate within five (5) days of the hearing.

If the Tribunal recommends revocation of the degree, this must be communicated to the Higher Degrees Committee of the relevant Faculty. This Committee must direct these findings to the University Senate and Council for consideration and approval. These bodies should consider the recommendations, and decide on the issue in accordance with the ordinary rules of order of these committees. A minute of the resolution must be compiled, and the reasons for the decision of Senate and Council must be made available to the graduate at the conclusion of these proceedings. The Registrar will be responsible for communicating this information to the student.

If Senate and Council approves of the deprivation of the degree, it will be necessary to recall the degree parchment from the student for destruction, and the Registrar must take the necessary steps to ensure that the degree is revoked administratively.

H. The keeping of records and reporting by departments

All academic departments are required to keep records of all cases of plagiarism. In addition, each department should ensure that plagiarism findings of category B and C be recorded on the Protea database set up for this purpose. This database will contain all the cases of plagiarism across the University in each academic year, in categories B and C. This database may be accessed by Heads of Department (or their authorised nominees) to allow departments to ascertain whether a student has committed serious plagiarism before. Additionally, individual departments are requested to communicate to other Departments whether or not a particular student has been found to have committed plagiarism in that department, if a request for such information is received from that other department.

In February of each year, the DVC: Academic and Student Affairs, with the assistance of the University Plagiarism Officer, must compile a report, to be submitted to the Senate Standing Committee on Plagiarism, and thereafter, Senate, on incidences of plagiarism across the University in the previous academic year. Although the Protea plagiarism database will be the main resource for statistical data for this purpose, the DVC: Academic and Student Affairs may, where necessary, request individual Heads of Departments to submit supplementary information for the purposes of compiling the report.

A student who has been convicted of plagiarism and whose academic record or academic transcript has been endorsed to that effect may, not less than 5 years after such endorsement was made, request in writing to the Registrar that the endorsement be deleted and the Registrar, after consulting the DVC: Academic and Student Affairs, may delete such endorsement. The deletion or retention of the endorsement shall be in the discretion of the Registrar and the DVC: Academic and Student Affairs.

4. CONTACTS

Area of Concern	Division/Faculty/Department	Telephone	Email
Policy statements, Objective and directive	DVC: Academic & Student Affairs	8114	dvc.academic@ru.ac.za
Student Disciplinary related concerns	University Senior Prosecutor		
Staff-related plagiarism concerns	Director/Acting Director: HR	8792	Susan.robertson@ru.ac.za
Support regarding plagiarism training (staff & students), detection software and invigilator App.	CHERTL	8171	Chertl-admin@ru.ac.za

5. POLICY REVIEW PROCEDURE

(Actions and processes by which the policy will be reviewed)

The policy should be reviewed by the Senate Standing Committee on Plagiarism every five years. Any proposed revisions should then be considered by Faculties and the Teaching and Learning Committee and thereafter Senate, so that any policy changes are in place before the beginning of the next academic year.

Any changes to this policy may be recommended to the Senate Standing Committee on Plagiarism.

This policy and any subsequent amendments will be published by Institutional Research, Planning and Quality Promotion Division (IRPQP) and distributed to all concerned within the university.

6. ANNEXURES

ANNEXURE A: EXAMPLES OF PLAGIARISM

The following examples, a number of which come from the website at Princeton University provide a range of plagiarism from verbatim copying to thorough paraphrasing. The examples and comments offer guidance about how a source may be used and when a source must be cited.

Departments may use the material in this annexure in their departmental guides, may adapt it to suit their specific needs, or may feel free to develop a discipline-specific set of examples.

The material below the line comes from: <http://www.princeton.edu/pr/pub/integrity/pages/plagiarism.html>

Original source:

From: Alvin Kernan, *The Playwright as Magician* New Haven: Yale University Press (1979) pp102-103.

"From time to time this submerged or latent theater in *Hamlet* becomes almost overt. It is close to the surface in Hamlet's pretense of madness, the 'antic disposition' he puts on to protect himself and prevent his antagonists from plucking out the heart of his mystery. It is even closer to the surface when Hamlet enters his mother's room and holds up, side by side, the pictures of the two kings, Old Hamlet and Claudius, and proceeds to describe for her the true nature of the choice she has made, presenting truth by means of a show. Similarly, when he leaps into the open grave at Ophelia's funeral, ranting in high heroic terms, he is acting out for Laertes, and perhaps for himself as well, the folly of excessive, melodramatic expressions of grief."

1. Example of verbatim plagiarism, or unacknowledged direct quotation (lifted passages are underlined):

Almost all of Shakespeare's *Hamlet* can be understood as a play about acting and the theatre. For example, there is Hamlet's pretence of madness, the "antic disposition" that he puts on to protect himself and prevent his antagonists from plucking out the heart of his mystery. When Hamlet enters his mother's room, he holds up, side by side, the pictures of the two kings, Old Hamlet and Claudius, and proceeds to describe for her the true nature of the choice she has made, presenting truth by means of a show. Similarly, when he leaps into the open grave at Ophelia's funeral, ranting in high heroic terms, he is acting out for Laertes, and perhaps for himself as well, the folly of excessive, melodramatic expressions of grief. (No reference of any kind appears.)

Comment: Aside from an opening sentence loosely adapted from the original and reworded more simply, this entire passage is taken almost word-for-word from the source. The few small alterations of the source do not relieve the writer of the responsibility to attribute these words to their original author. A passage from a source may be worth quoting at length if it makes a point precisely or elegantly. In such cases, the passage should be copied exactly, placed in quotation marks, and the author and specific reference must be cited.

2. Example of lifting selected passages and phrases without proper acknowledgement (lifted passages are underlined):

Almost all of Shakespeare's *Hamlet* can be understood as a play about acting and the theatre. For example, in Act 1, Hamlet adopts a pretence of madness that he uses to protect himself and prevent his antagonists from discovering his mission to revenge his father's murder. He also presents truth by means of a show when he compares the portraits of Gertrude's two husbands in order to describe for her the true nature of the choice she has made. And when he leaps in Ophelia's open grave ranting in high heroic terms, Hamlet is acting out the folly of excessive, melodramatic expressions of grief. (No reference of any kind appears.)

Comment: This passage, in content and structure, is taken wholesale from the source. Although the writer has rewritten much of the paragraph, and fewer phrases are lifted verbatim from the source, this is a clear example of plagiarism. Inserting even short phrases from the source into a new sentence still requires placing quotations around the borrowed words and citing the author. If even one phrase is good enough to borrow, it must be properly set off by quotation marks. In the case above, if the writer had rewritten the entire paragraph and only used Alvin Kernan's phrase "high heroic terms" without properly quoting and acknowledging its source, the writer would still have committed plagiarism.

3. Example of paraphrasing the text while maintaining the basic paragraph and sentence structure:

Almost all of Shakespeare's *Hamlet* can be understood as a play about acting and the theatre. For example, in Act 1, Hamlet pretends to be insane in order to make sure his enemies do not discover his mission to revenge his father's murder. The theme is even more obvious when Hamlet compares the pictures of his mother's two husbands to show her what a bad choice she has made, using their images to reveal the truth. Also, when he jumps into

Ophelia's grave, hurling his challenge to Laertes, Hamlet demonstrates the foolishness of exaggerated expressions of emotion. (See Kernan *The Playwright as Magician* pp 102-103.)

Comment: Almost nothing of Alvin Kernan's original language remains in this rewritten paragraph. However the key idea, the choice and order of the examples, and even the basic structure of the original sentences are all taken from the source. Although it would no longer be necessary to use quotation marks, it would absolutely be necessary to place a citation at the end of this paragraph to acknowledge that the content is not original, as has been done. Better still would be to acknowledge the author in the text by adding a second sentence such as "Alvin Kernan provides several examples from the play where these themes become more obvious" and then citing the source at the end of the paragraph. In the case where the writer did not try to paraphrase the source's sentences quite so closely, but borrowed the main idea and examples from Kernan's book, an acknowledgment would still be necessary.

4. Example of lifting the direct words of another, and using a reference, but not using quotation marks (This example does not come from the Princeton site, although it uses the same example for the sake of continuity.)

Almost all of Shakespeare's *Hamlet* can be understood as a play about acting and the theatre. For example, there is Hamlet's pretence of madness, the "antic disposition" that he puts on to protect himself and prevent his antagonists from plucking out the heart of his mystery. When Hamlet enters his mother's room, he holds up, side by side, the pictures of the two kings, Old Hamlet and Claudius, and proceeds to describe for her the true nature of the choice she has made, presenting truth by means of a show. Similarly, when he leaps into the open grave at Ophelia's funeral, ranting in high heroic terms, he is acting out for Laertes, and perhaps for himself as well, the folly of excessive, melodramatic expressions of grief. (Kernan *The Playwright as Magician* pp 102-103.)

Comment: In this case the words are taken directly from the original source, verbatim. The student has contented themselves with simply putting a reference at the end of the sentence. This is still plagiarism, as the student is representing the words of another as their own, that the passage is written in their own words, and that it is only the general information that was gleaned from the source. But it is a more minor form of plagiarism. Where such a case occurs, staff and Departmental Plagiarism Committees need to investigate clearly whether the student has been trained in the use of quotations and quotation marks in assessing how to deal with the student. This may be a situation where the plagiarism is not intentional, but may have occurred because of a lack of understanding of how to write and use quotations correctly. More senior students would, of course, be expected to know how to use quotations, and a student's claim that he or she did not understand would be less likely to be believable or mitigating.

Final note: Essays comprised of quotations

Students should be encouraged to use direct quotations sparingly. A cobbled-together assignment that is simply made up of a "cut and paste" selection of correctly referenced quotations will not constitute a case of plagiarism. But since none of the work in the assignment will be the personal written contribution of the student, such an assignment will of necessity have to attract a mark of 0. In such a situation, the problem is an academic one, and will have to be explained to the student, for the student's educational benefit.

5. While plagiarism is most prevalent in academic writing (as in the examples above), students should note that any form of academic endeavour - including visual representations, creative works, media production, compositions and performances - could be regarded as plagiarised, where the ideas, writings, works or inventions of another are taken as if they are the student's own. Students should consult departmental guidelines in this regard.

6. ANNEXURE B: A GENERIC PLAGIARISM DECLARATION FORM

The template provided below may be used and adapted by individual departments to suit their academic needs.

PLAGIARISM DECLARATION

1. I know that plagiarism means taking and using the ideas, writings, works or inventions of another as if they were one's own. I know that plagiarism not only includes verbatim copying, but also the extensive use of another person's ideas without proper acknowledgement (which includes the proper use of quotation marks). I know that plagiarism covers this sort of use of material found in textual sources and from the Internet.
2. I acknowledge and understand that plagiarism is wrong.
3. I understand that my research/assignment must be accurately referenced. I have followed the rules and conventions concerning referencing, citation and the use of quotations as set out in the Departmental Guide.
4. This assignment is my own work, or my group's own unique group assignment. I acknowledge that copying someone else's assignment, or part of it, is wrong, and that submitting identical work to others constitutes a form of plagiarism.
5. I have not allowed, nor will I in the future allow, anyone to copy my work with the intention of passing it off as their own work.

Signed

Date

ANNEXURE C: GUIDELINES ON PROCEDURE TO BE FOLLOWED BY DEPARTMENTAL PLAGIARISM COMMITTEES FOR CATEGORY B CASES

Preparatory Procedures

Potential case of plagiarism detected, the evidence (suitably marked) must be prepared by the staff member who detected the problem, and the matter discussed with HoD, who decides that the matter is one of category B.

↓

The HoD or nominee must select a Departmental Plagiarism Committee of two members, and to appoint one of these staff members to be Chair. The evidence must be handed to the Chair of the Committee.

↓

The Chair, with the assistance of the secretarial staff, must inform the student, in writing, of the matter, must make copies of the evidence available to the student, and must make arrangements for a hearing.

The Hearing

The parties shall convene at the appointed place and time.

↓

The staff member who discovered the problem must be invited to present the evidence.

↓

The student (or his/her representative [student or staff member only]) and the Committee will have the opportunity to put any questions they have to the staff member. Once this is complete, the staff member may be excused.

↓

The student (or his/her representative) must be given an opportunity to make a statement, either acknowledging wrongdoing or denying responsibility, and may present any evidence in support of their case. If the student admits to plagiarism, the Committee may proceed immediately to addressing the matter of penalty (see **X** in the right hand block below).

↓

The Committee may ask questions of the student or the representative.

↓

The Committee must adjourn to consider whether plagiarism has been committed or not.

↓	↓
If Plagiarism has NOT been committed	If Plagiarism HAS been committed
<p>Refer the matter back to the HoD to make arrangements for reassessment of the assignment.</p>	<p>Recall the student and inform the student of the finding.</p> <p>↓</p> <p>X Give the student an opportunity to make a statement concerning penalty.</p> <p>↓</p> <p>The Committee may ask questions of the student.</p> <p>↓</p> <p>The Committee should adjourn to discuss and determine penalty.</p> <p>↓</p> <p>The Committee should recall the student and advise the student of the penalty, or inform the student later, if necessary. The student should also be informed that the University Policy allows for a review.</p>

After the Hearing

The Chair must (with the assistance of the secretarial staff, where necessary and appropriate):

- Write up a short report of the findings reached at the hearing, and the reasons for the decisions taken, both with regard to plagiarism and penalty, if relevant.
- Ensure that the student receives a copy of this finding, within 5 days of the hearing.
- Make arrangements with the secretarial staff: (a) to have the finding published on student notice boards in the department (with personal details deleted); (b) to have copies of the finding made available to the lecturer, course co-ordinator and HoD; (c) to have the findings and the evidence filed in the Secretary's Office; and (d) record the findings on Protea.

Mock template for drawing up committee findings:

PLAGIARISM HEARING

History Department, Rhodes University, 23 April 1972

In the matter of: X (st no: 669X0000) and Q (st no: 669Q0000) – a History III essay

Committee: Professors Maxwell and Hunt

Complaint:

A complaint was received from the Lecturer in the course that the students had presented a plagiarised and syndicated piece of work in an essay on the history of Rhodes University.

Finding:

After hearing the evidence of the students, and examining the respective essays and the book referred to by the lecturer, the students were found to have committed plagiarism. This was so in that they had (a) copied large amounts of material, word-for-word, without acknowledgement, from a published source (RF Currey *Rhodes University 1904-1970: A Chronicle*), and that (b) the two essays were in effect the same, as far as 95% of the content was concerned, and therefore constituted a syndicated piece of work.

Evidence on Penalty:

After hearing the two students, the committee also took into consideration that this was a first offence, and that the students had conceded that they had plagiarised, and did not try to mislead the committee in any way. However, the committee felt that these factors were outweighed by the seriousness of both acts of syndication and copying, as well as the nature of the exercise (a major essay at third year level). The students had also conceded that they had been trained extensively in plagiarism and referencing, and that they understood the plagiarism declaration form that they had signed.

Penalty:

In accordance with the grid in Annexure D of the Plagiarism Policy, the committee agreed that the students should receive 0, and the DP certificates of the students be removed (DPWP).

Signed.....

ANNEXURE D: GUIDELINES ON PENALTIES FOR VARIOUS TYPES AND CATEGORIES OF PLAGIARISM

The guidelines that follow are designed to encourage consistency of treatment across academic departments, institutes, centres and units offering Rhodes University qualifications where it is decided that a penalty is necessary. If a decision to impose a penalty is taken, these suggested penalties should instruct the Panel, **unless there are clear indications that the application thereof will lead to injustice on the particular facts of the case, or other factors suggest another penalty, in which case the Panel has the discretion to depart from the guidelines. It must be stressed that the guidelines are premised on the assumption that departments have complied with their duties to educate students about proper citation, referencing practice and the nature and consequences of plagiarism, and have reinforced this at all levels.**

- **In several situations below, the re-submission of work is recommended.** This penalty is punitive on the student, but also has an important educational purpose – to see if the student can learn a lesson. The imposition of this penalty will depend on the nature of the assessment task, and whether setting another piece of work is logistically possible or feasible. In some Faculties, especially those which run practicals, requiring students to re-submit alternative work may be impossible. In such cases, alternative penalties (for example, a reduction of marks or the requirement to submit an additional piece of work) will have to suffice. The imposition of such a penalty remains at the discretion of the committee.
- When this document refers to a replacement assignment counting, for example, for $\frac{1}{2}$ the value of the original, it means that if the original assignment was out of 20, then the student's second assignment will be assessed out of 10 only, but the mark will count as if it were out of 20 when the final class mark is calculated.

PLAGIARISM BY UNDERGRADUATES

CATEGORY A (to be dealt with by staff member, or course lecturer/course co-ordinator)

Form of Plagiarism	Suggested Penalty	
	1 st Year (bearing in mind that students do need time to get used to what is required of them)	Subsequent years
Minor plagiarism from textual/internet sources in an assignment that simply counts for DP purposes, but not for marks (e.g. tutorial work that must be handed-in, and which is assessed for feedback purposes alone).	Student to be counselled and warned of future consequences. Where suitable, the student should be given an alternative task to do for DP purposes.	Student to be given a final warning, and the student must, where suitable, be given an alternative task to do for DP purposes.
Minor plagiarism from textual/internet sources in minor assignments (e.g. tutorial assignments or practical reports) that count less than 10% of the final mark for the course.	Mark penalty of up to –40% off the mark that the student would have received if there had been no plagiarism. The extent of the penalty depends on how much the assignment counts towards the final mark. The student must be counselled and warned of consequences of future conduct.	Mark penalty of up to –50% off the mark that the student would have received if there had been no plagiarism. The extent of the penalty depends on how much the assignment counts towards the final mark. The student must be counselled and warned of consequences of future conduct.
Minor plagiarism from textual sources in major assignments (e.g. full research essays) that count more than 10% of the final mark for the course.	Mark penalty of up to –30% off the mark that the student would have received if there had been no plagiarism. The extent of the penalty depends on how much the assignment counts towards the final mark. The student must be counselled and warned of consequences of future conduct.	Mark penalty of up to –40% off the mark that the student would have received if there had been no plagiarism. The extent of the penalty depends on how much the assignment counts towards the final mark. The student must be counselled and warned of consequences of future conduct.
Minor examples of a student using another person's copied words without quotation marks, but giving a reference.	Mark penalty of up to –30% off the mark that the student would have received if there had been no plagiarism. The extent of the penalty depends on how much the assignment counts towards the final mark. The student	Mark penalty of up to –40% off the mark that the student would have received if there had been no plagiarism. The extent of the penalty depends on how much the assignment counts towards the final mark. The student must be counselled and warned of consequences of future conduct.

<p>[* By “minor” is meant a few sentences up to about 15% of the assignment.]</p> <p>Cases of syndication in work that does not count for marks, or where the exercise counts less than 5% of the final mark. (For a full definition of syndication, see the category B grid below)</p>	<p>must be counselled and warned of consequences of future conduct.</p> <p>0 and/or DP warning, and the students must be called in and warned of the consequences of future conduct. Such cases can easily be considered category B, and can be referred for a hearing, if the Department feels it is appropriate.</p>	<p>0 and/or DP warning, and the students must be called in and warned of the consequences of future conduct. Such cases can easily be considered category B, and can be referred for a hearing, if the Department feels it is appropriate.</p>
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CATEGORY B (to be heard by a Departmental Plagiarism Committee)

<p>Form of Plagiarism</p>	<p>Suggested Penalty (in all cases below the decision must be recorded by the Department on Protea as a category B finding).</p>	
	<p>1st Year (bearing in mind that students do need time to get used to what is required of them)</p>	<p>Subsequent years</p>

<p><i>Plagiarism from textual/internet sources</i></p> <p>Second offences in category A.</p> <p>Major plagiarism in an assignment that simply counts for DP purposes, but not for marks.</p> <p>Approximately 20-30% of the assignment plagiarised in an assignment counting less than 10% of the final mark for the course.</p> <p>Approximately 20-30% of the assignment plagiarised in an assignment counting 10-20% of the final mark for the course.</p> <p>Approximately 20-30% of the assignment plagiarised in an assignment counting 20% or more of the final mark for the course.</p> <p>Approximately half the assignment plagiarised (all cases).</p>	<p>0 and the student could be asked to complete another assignment for DP purposes, not for marks.</p> <p>The student should, if possible, complete another assignment for DP purposes, and a case of category B plagiarism to be recorded on Protea.</p> <p>0 and the student should, if possible, complete another assignment for DP purposes, not for marks.</p> <p>Range: The student should, where possible, complete another assignment, to count for $\frac{1}{3}$ the value of the marks of the original assignment; up to 0 plus another assignment for DP purposes later in the year.</p> <p>Range: The student should, where possible, complete another assignment, to count for $\frac{1}{2}$ to $\frac{1}{3}$ the value of the marks of the original assignment.</p> <p>0 and the student should, where possible, complete another assignment for DP purposes, not for marks.</p>	<p>0 and the student could be asked to complete another assignment for DP purposes, not for marks.</p> <p>The student should, if possible, complete another assignment for DP purposes, and a case of category B plagiarism to be recorded on Protea.</p> <p>0 and the student should, if possible, complete another assignment for DP purposes, not for marks.</p> <p>0 and the student should, where possible, complete another assignment for DP purposes, not for marks.</p> <p>Range: The student should, where possible, complete another assignment, to count for $\frac{1}{3}$ the value of the marks of the original assignment; up to 0 plus another assignment for DP purposes.</p> <p>Range: 0 and the student should, where possible, complete another assignment for DP purposes, not for marks; up to 0 + DPWP.</p>
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<p>75 to 100% of the assignment plagiarised (all cases)</p> <p>Serious examples of using another person's copied words without quotation marks, but giving a reference.</p> <p><i>Syndication in assignments counting 5% or more of the final mark</i></p> <p>Syndicate assignments are assignments where two students submit identical pieces of work, or work that contains selected passages that are identical. Group assessment tasks are excluded from the definition, unless two groups submit identical assignments. Here both students/groups should be sanctioned.</p> <p><i>Copying from another student without that student's knowledge</i></p> <p>Situations where a student submits work that is identical to another student/group, or work that contains selected passages that are identical, but this time because the student/group has appropriated the work from another student/group without the other student/group's knowledge or collusion. This can include agreeing to hand in the other student's essay, and then taking material from the original essay, breaking into a res room, hacking into computer files, stealing printing from a printer, stealing a flash stick, and so forth.</p> <p>Second offences of plagiarism of approximately 25% of the assignment</p>	<p>Range: 0 and the student should, where possible, complete another assignment for DP purposes, not for marks; up to 0 + DPWP by the second semester.</p> <p>Depending on extent, range from mark penalty to another assignment to count for less marks, to 0.</p> <p><i>(a) The students worked together, then reproduced the same material, but without proof of collusion: Range - Depending on extent of syndication, complete another assignment for a lesser value of marks (if feasible), up to 0 and complete another assignment for DP purposes, if feasible.</i></p> <p><i>(b) The assignment counts for marks, and the students knowingly reproduced the same material: Range - Depending on the extent of the syndication, 0 (in which case the students should, where possible, do another assignment for DP purposes), up to 0 + DPWP</i></p> <p>0 + DPWP AND refer the matter to the Senior Prosecutor for potential disciplinary proceedings.</p> <p>0 + DPWP</p>	<p>0 + DPWP</p> <p>Depending on extent, range from mark penalty to another assignment to count for less marks, to 0.</p> <p><i>(a) The students worked together, then reproduced the same material, but without proof of collusion: Range - Depending on extent of syndication, complete another assignment for a lesser value of marks (if feasible), up to 0 and complete another assignment for DP purposes, if feasible.</i></p> <p><i>(b) The assignment counts for marks, and the students knowingly reproduced the same material: Range - Depending on the extent of the syndication, 0 (in which case the students should, where possible, do another assignment for DP purposes), up to 0 + DPWP</i></p> <p>0 + DPWP AND refer the matter to the Senior Prosecutor for potential disciplinary proceedings.</p> <p>0 + DPWP</p>
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CATEGORY C (to be heard by a Senate Plagiarism Tribunal)

Form of Plagiarism	Suggested Penalty (to be recorded as a category C finding)
<p>Serial offences of minor plagiarism at the undergraduate level (a 3rd time or more), indicating a total disregard for the rules, and an unwillingness to make the effort to remedy the problem despite several previous sanctions.</p> <p>Second offences of major plagiarism in major assignments at the undergraduate level (cases of plagiarism of 50% or more of a subsequent assignment).</p> <p>Second offences of syndication and/or taking and copying from another student's work without permission.</p>	<p>All these offences have the potential to attract serious penalties, ranging from mark penalties to re-doing work to DPWP to exclusion (whether suspended or not). If permanent exclusion is recommended, this must be confirmed by Senate and Council.</p>

PLAGIARISM BY POSTGRADUATES

Ordinarily, plagiarism by a postgraduate, unless extremely minor, would not be classed in category A.

CATEGORY B (to be heard by a Departmental Plagiarism Committee)

Form of Plagiarism	Suggested Penalty (to be recorded as a category B finding)
<p>Plagiarism from textual sources in Honours or Postgraduate Diploma coursework and Master's coursework assignments.</p> <p>Relatively minor plagiarism from textual sources in Honours research papers.</p>	<p>0 (in which case another assignment should, where possible, be re-done for DP purposes, but not to count for marks) to 0 + DPWP. In such situations, DPWP should normally only apply to that component of the course, not the entire Honours year.</p>

CATEGORY C (to be heard by a Senate Plagiarism Tribunal)

Form of Plagiarism	Suggested Penalty (to be recorded as a category C finding)
<p>Second offences, including situations where the student has committed plagiarism as an undergraduate.</p> <p>Serious plagiarism in Honours research papers.</p> <p>Taking and copying material from another student in Honours and coursework Master's.</p> <p>Any plagiarism in Master's half-theses, dissertations and full theses, and in PhD theses.</p>	<p>All these offences have the potential to attract serious penalties, ranging from mark penalties to DPWP to exclusion (whether suspended or not). However, the most serious cases should be dealt with in terms of the Student Disciplinary Code.</p> <p>If permanent exclusion is recommended, this must be confirmed by Senate and Council.</p>