



**POLICY:
PLAGIARISM**

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Related documents

UJ documents (e.g. Policies, Regulations, Guidelines, Contracts)	Other (e.g. Legislation, DoE and HEQC directives and guidelines)
<ul style="list-style-type: none"> • UJ Vision, Mission and Values; • Academic Rules and Regulations; • Assessment Policy; • Academic Programme Policy; • Handling of Student Complaints; • Language Policy; • Guidelines on Academic Authorship; • Policy on Higher Degrees and Postgraduate Studies; • Policy on Teaching and Learning; • Policy on Learning 	<ul style="list-style-type: none"> • Constitution of the Republic of South Africa: 1996; • Higher Education Act (Act 101 of 1997); • CHE: Higher Education Quality Committee (HEQC) Criteria for Institutional Audits: November, 2004; • CHE: Higher Education Quality Committee (HEQC) Criteria for Programme Accreditation: November, 2004; • Labour Relations Act (Act 66 of 1995) as amended;

<ul style="list-style-type: none"> • UJ Code of Academic and Research Ethics; • UJ Grievance Procedures; • UJ Student Regulations; • UJ Student Regulations for Student Discipline; • UJ Student Representative Council Constitution; • UJ Whistleblowers' Policy; • DALRO Principles. 	<ul style="list-style-type: none"> • Protected Disclosure Act (Act 26 of 2000).
<p>Stakeholders affected by this document (units and divisions that should be familiar with it):</p>	<ul style="list-style-type: none"> • Management Executive Committee Members; • Executive Deans; • Heads: Academic Departments; • Lecturers (Part-time and Full-time); • Executive Directors/Directors: Academic Support Units.
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PLAGIARISM POLICY

1. PREAMBLE

The University of Johannesburg is committed to the ideal of distinguished scholarship, excellence in teaching and learning and the provision of credible and innovative research findings that carry international recognition as well as national credibility and legitimacy. Academic honesty and integrity are preconditions for fulfilling this ideal. Plagiarism, as a worldwide phenomenon and a component of academic dishonesty, undermines the value of university degrees, scholarship and intellectual progress and poses a potential threat to the University's goal of realising the highest international standards of academic and professional performance.

The policy makes a clear statement concerning the importance of underpinning ethical values in teaching and learning in respect of an acknowledgement of the contribution by others to the knowledge capital of society as well as providing students with developmental opportunities for the acquisition of academic and referencing conventions so that they can be held accountable for future infringements.

The Plagiarism Policy forms part of the policies and practices of the University of Johannesburg and is a key element in maintaining a culture of academic honesty and integrity as well as preventing and managing acts of plagiarism by University employees and students, thereby minimising a potential source of legal risk to the University.

2. PURPOSE

The purpose of this policy is to:

- 2.1 provide a clear statement concerning the meaning of plagiarism (i.e. what is and what is not acceptable) to serve as a point of departure across all faculties and campuses;
- 2.2 establish a clear set of processes, guidelines and procedures that addresses a developmental approach towards the prevention of plagiarism as well as the management of acts of plagiarism and associated disciplinary actions;
- 2.3 identify the responsibilities of faculties and other structures, academic employees and students with regard to acts of alleged plagiarism.

3. SCOPE

The policy applies to all academic employees and all students registered for all subsidised and non-subsidised academic programmes at the University across all faculties and campuses.

4. MEANING OF PLAGIARISM

- 4.1 Plagiarism is the act of representing the ideas, writings, works or inventions of others as the fruits of one's own original intellectual endeavours without adequately acknowledging the author or source. Within the copyright law, provision is only made for a limiting or legitimate curtailment of the copyright of the holder of the right if the infringement qualifies as "fair dealing" which presupposes adequate and full acknowledgement of the source. Any contravention is not merely immoral and unethical but a contravention of the law. "Fair dealing" includes research or private study, criticism or review of that work or for the purpose of reporting on current events in a periodical provided the source of the work as well as the name of the author must be mentioned in full. Where a student or researcher's work is not authentically his/her own, such work does not qualify as an academic output, whether this is a student assignment or employee research, and will be viewed as plagiarism, which is defined as the appropriation of another's work, whether intentionally or unintentionally, without proper acknowledgement. Copyright is the specific intellectual property right, which an author acquires in accordance with the Copyright Act, No. 98 of 1978 in respect of a protected work. Copyright infringement includes the infringement of the economic rights of the right holder and the moral rights of the author. Academic dishonesty is a denial of ethical values, it undermines the credibility of research results and is a negation of sound academic practice. No value is added if copyright is infringed or where unethical research practices are used. Material gained through dishonesty adds nothing to existing knowledge: there is no growth in the independence of the writer's intellectual involvement and the writer's academic integrity is compromised. Unethical research practices undermine the purpose of education by casting doubt on the institution's ability to promote sound and efficient scholarship and will not be tolerated.
- 4.2 Plagiarism constitutes an important breach of five fundamental values of academic integrity, viz. honesty, trust, fairness, respect and responsibility (University of Alberta), as well as of academic conventions.
- 4.3 Plagiarism is a serious offence as it undermines basic tenets on which higher education is founded in that the student fails to:
- 4.3.1 develop the ability to analyse, interpret and evaluate available knowledge and information;
 - 4.3.2 acquire the requisite knowledge, competencies and skills for the workplace;
 - 4.3.3 develop a personal style of writing;
 - 4.3.4 establish/develop an independent voice that articulates knowledge and information in a unique way.
- 4.4 Plagiarism is unethical because it is intellectual theft – the plagiariser stands to benefit or gain an unfair advantage from the theft.
- 4.5 Plagiarism may take many forms, ranging from a deliberate intention to deceive to a limited knowledge or understanding of academic conventions or a lack of skills or care in presentation.
- 4.6 Acts of plagiarism include, but are not limited to written texts (whether electronic or printed, published or unpublished), visual texts, multimedia products, music, spoken text, creative works or another person's assignment.
- 4.7 Acts of plagiarism can be committed in:
- 4.7.1 any work submitted as part of the assessment process with the exception of formal summative assessments (written examinations and

- tests) where the application of norms for referencing may not be possible;
- 4.7.2 the preparation of student learning materials, academic presentations and work submitted for publication.

5. POINT OF DEPARTURE

- 5.1 Plagiarism is a serious form of academic misconduct and is treated as such by the University.
- 5.2 The University recognises that identification of plagiarism is not a simple matter, and that contestation around issues such as poor referencing or subtle use of unattributed ideas can arise.
- 5.3 Information that is generally known as common knowledge does not require source acknowledgement.
- 5.4 Plagiarism as a result of lack of knowledge or inadequate skills still constitutes plagiarism.
- 5.5 Plagiarism is viewed initially as a developmental and educational issue for students. Serious or repeated plagiarism and plagiarism committed by more senior students (i.e. 3rd and 4th year students) and by academic employees is dealt with as a disciplinary offence.
- 5.6 An individual may not allow and will not allow, anyone to copy his/her work with the intention of passing it off as his or her own work.
- 5.7 While referencing the work of others is a key issue in avoiding plagiarism, it is recognised that different disciplines may have different conventions in this regard.
- 5.8 Students must be adequately educated to become independent thinkers and be informed about the academic requirements regarding the conventions of referencing and the use of others' work in their particular discipline, as well as the penalties associated with the perpetration of plagiarism.
- 5.9 The penalties associated with plagiarism are on a continuum and vary depending upon the assumed or expected degree of familiarity with academic conventions, the level of academic development, the severity of the transgression and the legal risk to the University.
- 5.10 Maintenance of standards of mutual honesty and the successful administration of this policy depend on the mutual cooperation of academic employees and students.
- 5.11 The author of a work is responsible and accountable for its academic integrity.
- 5.12 A transgression by a junior undergraduate student is dealt with in a more formative educational manner than a transgression by a senior undergraduate (third-or fourth-year) student. Transgressions by post graduate students are managed in a more punitive manner.

6. PRECAUTIONARY/PREVENTATIVE MEASURES

The University is committed to helping students understand the conventions that govern academic communication and to assist them to avoid action that may result in academic misconduct/plagiarism. In this regard the following applies:

- 6.1 **Responsibilities of Faculties**
Management of plagiarism in the educational activities of the University is a faculty concern. Executive Deans, Heads of Departments and individual academic employees carry the responsibility for ensuring at least the following:

- 6.1.1 All curricula address issues of plagiarism and mastery of relevant norms of academic writing.
- 6.1.2 The University policy on plagiarism must be readily accessible to students.
- 6.1.3 All academic staff are familiar with the plagiarism policy and related procedures.
- 6.1.4 Provision is made for all learning guides to carry a prominently displayed warning about plagiarism. (An example for undergraduate students is attached as Appendix A.)
- 6.1.5 Provision is made for an approved signed declaration form to accompany all submitted assignments. At master's and doctoral level a student submits an affidavit with the submission of a minor research dissertation, dissertation or thesis. The declaration must state that the student both understands what plagiarism is and that the work of other parties is clearly referenced. (An example for undergraduate students is attached as Appendix B.)
- 6.1.6 Provision is made for an approved signed declaration form, to accompany all dissertations or theses, which states that the student both understands what plagiarism is and that the work of other parties as well as citations from his/her own previous publications are clearly referenced. (An example for postgraduate students is attached as Appendix D.)
- 6.1.7 Disciplinary procedures are implemented in a fair and consistent manner.
- 6.1.8 All practical means of plagiarism detection are used by Heads of Departments and individual academic employees.

6.2 **Responsibilities of Academic Employees**

- 6.2.1 Academic employees have the responsibility to develop the potential of students to think for themselves and express their own ideas in adequate terms.
- 6.2.2 Academic employees carry the responsibility for ensuring that they themselves:
 - (a) know and understand the University policy on plagiarism and are consistent in its application to students;
 - (b) act as role models and scrupulously avoid plagiarism in their own work, including, but not limited to, research, teaching materials, policies, documentation, web-based notes.
- 6.2.3 Induct students into academic conventions of referencing through:
 - (a) provision of adequate training and information about the seriousness and consequences of plagiarism as well as the writing conventions and referencing requirements for the use of the work of others;
 - (b) appropriate referrals to referencing sources;
 - (c) provision of sufficient opportunities for implementation of the conventions of referencing and writing development, with structured feedback, thereby enabling students to gain the necessary knowledge and develop the necessary skills to avoid plagiarism.
- 6.2.4 Ensure that all learning guides carry a prominently displayed warning about plagiarism, the associated penalties and a statement concerning the student's responsibilities in this regard.
- 6.2.5 Ensure that a signed declaration accompanies all assignments and theses/dissertations submitted as a hard copy.
- 6.2.6 Ensure that a compulsory tick-off field is built into every electronically submitted assignment and thesis/dissertation which the student must tick off, thereby declaring that he/she has read the declaration, understands the content and accepts that the tick-off function is the equivalent of a signed declaration.

6.3 Responsibilities of Students

Students carry the responsibility for ensuring that they:

- 6.3.1 develop their own relevant thinking skills and academic capacity to optimum levels;
- 6.3.2 read, understand and comply with the plagiarism policy;
- 6.3.3 familiarise themselves with the concept of plagiarism and with the conventions of referencing and norms of academic writing by engaging with the learning materials made available and/or recommended through the teaching and learning process;
- 6.3.3 request assistance from staff should they have any doubts or concerns about plagiarism in their own writing;
- 6.3.4 ensure they do not deliberately or negligently allow their work to be copied.

7. MANAGEMENT OF ALLEGED CASES OF PLAGIARISM

The policy introduces a four-level process for dealing with incidents of student plagiarism using a developmental approach, a disciplinary route as deemed necessary, a relevant faculty/departmental committee responsible for dealing with alleged acts plagiarism and a student plagiarism register.

- 7.1 In all instances of dealing with plagiarism, it is the responsibility of the individual academic employee to first assess the seriousness of the infringement, in consultation with others, if necessary.
- 7.2 Action is dependent on the seriousness of the infringement with first, minor infringements handled developmentally and serious or repeat offences with more gravity.
- 7.3 Factors to be considered include, amongst others, the year or study level of the student; intent to deceive and, if any, the level and effect of infringements (including the level of legal risk to the University), previous infringements, extent or amount of plagiarism, conventions associated with the particular discipline, degree of developmental preparedness and possible gains if the act of plagiarism goes undetected.

8. LEVELS OF INFRINGEMENT

8.1 Informal Developmental and Educative Response

Where, in the light of all relevant factors outlined above, the act of plagiarism is considered to be insignificant and the result of a lack of knowledge:

- 8.1.1 the academic employee will:
 - (a) counsel the student on the nature of plagiarism;
 - (b) provide any advice or assistance necessary, e.g. referral to workshops/literature to develop writing skills;
 - (c) continue to assist with advice concerning good academic practice and the conventions of the relevant academic discipline;
 - (d) make it clear that the onus is on the student to follow through on the referral/s and advice.
- 8.1.2 No specific formal penalties will be applied, although the academic concerned retains the right to deduct marks allocated for application of referencing conventions.
- 8.1.3 The student's name will not be placed on the student plagiarism register; but will be submitted to the relevant Faculty/Departmental Committee for noting. In the event that the infringement takes place in a service department, the incident will be referred to and noted in the relevant home committee.
- 8.1.4 Failure to act on advice and/or referrals, and/or further transgressions will be followed by formal action against the student concerned, at the

most appropriate level.

8.2 Formal Responses to Alleged Acts of Plagiarism

Where significant acts of alleged plagiarism are deemed to have occurred, the following three levels provide guidelines as to the degree/extent of the infringement and lay down a range of formal appropriate courses of action that may be followed.

8.2.1 Level One: Minor First Time Infringements – Innocent Plagiarism

These infringements are minor, first offences, usually committed during the first or second year of undergraduate study and are considered to have been unintentional. The alleged infringement is handled as follows:

- (a) The academic employee concerned:
 - (i) meets with the student to explain the infringement and the consequences thereof;
 - (ii) retains a copy of the work concerned;
 - (iii) gives the student an opportunity to resubmit the work within a given time-frame after which a new mark will be given, amounting to not more than 50%;
 - (iv) gives the student a written warning;
 - (v) records his/her name on the plagiarism register.
- (b) Should the student choose not to resubmit the work, he/she is allocated 0% for the work and a report is submitted to the relevant Faculty/Departmental Committee for noting.
- (c) Should the student deny the alleged infringement or challenge the outcome, the matter will be submitted to the relevant Faculty/Departmental Committee.

8.2.2 Level Two: Repeated Minor or First Time Major Infringements – Negligent Plagiarism and Confined in Scope

- (a) This level includes first offenders who deny allegations of plagiarism, second plagiarism offenders, students who have submitted the work of other students or first time acts of major plagiarism which may not have been intentional.
- (b) The alleged infringement is handled by the relevant Faculty/Departmental Committee.
- (c) The maximum penalty that may be imposed by the relevant Faculty/Departmental Committee is cancellation of registration of the module concerned, documentation of the offence in the faculty records and placement of the student's name on the plagiarism register.
- (d) Decisions taken by the relevant Committee are submitted to the Faculty Board for ratification.
- (e) The decision is subject to appeal by the Executive Dean who may refer the matter back to the relevant Committee or who may refer the case to the University's Student Disciplinary Committee.
- (f) The Faculty/Departmental Committee gives the student an opportunity to resubmit the work within a given time-frame after which a new mark will be given, amounting to not more than 25%.

8.2.3 Level Three: Repeated Offences and/or Major Offences that are Possibly Intentional and Suggest Collusion or Deliberate Dishonesty – Intentional Plagiarism and Broad in Scope

- (a) These are major acts of plagiarism that developmental and educational approaches have not had the effect of curbing.
- (b) All alleged acts of plagiarism at postgraduate level are considered to

- occur at Level Three.
- (c) Level Three acts of alleged plagiarism are investigated with a view to referral to the existing Student Disciplinary Committee.
 - (d) In the event of the student being found guilty, the student's name is placed on the plagiarism register and all documentation related to the offence is filed in his/her ITS/Oracle record.
 - (e) A student is not given an opportunity to resubmit the work and is given 0%.

9. ALLEGED PLAGIARISM BY UNIVERSITY EMPLOYEES

Alleged plagiarism by any University employee is regarded in a very serious light and will be investigated in accordance with the University's disciplinary codes with a view to disciplinary action.

10. FACULTY/DEPARTMENTAL COMMITTEES RESPONSIBLE FOR ALLEGED ACTS OF PLAGIARISM

- 10.1 Faculties are responsible for the structuring of an appropriate committee or extending the functions of an existing committee to include the management of cases of alleged plagiarism.
- 10.2 The relevant Faculty/Departmental Committee handles relatively minor acts of alleged plagiarism thereby preventing the flooding of the central University disciplinary structures with matters that require developmental and educational approaches. The Committee is authorised to assign appropriate but limited penalties within a fair and consistent administrative process. The Committee protects individual academics from making subjective decisions and is subject to the normal appeals process.
- 10.3 The functions of the Plagiarism Committee are to:
 - 10.3.1 record the name/s of the student/s counseled by individual academics in respect of their educational development in academic conventions and referencing requirements;
 - 10.3.2 note the nature of level one and two infringements and penalties imposed by academic employees and refer these to the Faculty Board for ratification;
 - 10.3.3 consider appeals by students against the decisions of individual academic employees;
 - 10.3.4 consider whether or not to handle a particular alleged infringement itself or refer the matter directly to the central disciplinary structure;
 - 10.3.5 monitor that accurate records are kept;
 - 10.3.6 consider whether adequate developmental initiatives are in place and the effectiveness thereof.
- 10.4 Procedures pertaining to the management of acts of alleged plagiarism are attached as Appendix C.

11. HIGHER EDUCATION INSTITUTIONAL COMMITMENT TO ACADEMIC INTEGRITY

- If a student is found guilty of plagiarism and expelled:
- 11.1 the Registrar advises the registrars at all other higher education institutions (HEIs) of the fact and associated circumstances for information purposes;
 - 11.2 all other HEIs note the verdict and honour the duration of exclusion from further study by the individual concerned.

12. RELATIONSHIP OF POLICY WITH OTHER UNIVERSITY POLICIES

This policy does not over-ride the established administrative or appeal procedures that would normally be followed in relation to academic matters, e.g. appeal against assessment grades, exclusion, student rules and regulations and Student Representative Council's (SRC) Code of Conduct.

13. POLICY REVIEW

Regular review of the policy will be done in line with the approved University Policy on Policy Development. This takes place in consultation with the relevant quality assurance structures at management and institutional level under the auspices of the official custodian of this policy namely the Registrar to ensure that the policy remains valid and current in the light of changing circumstances. Unless circumstances dictate otherwise, the policy will be formally reviewed within the six-year University review cycle.



APPENDIX A

UNIVERSITY OF JOHANNESBURG

FACULTY:

DEPT:

WARNING ABOUT PLAGIARISM

The Department of at the University of Johannesburg places great emphasis on integrity and ethical conduct in the preparation of assignments. It is very important to us that all of our students know how secondary material should be used, as well as the scholarly method of presenting and acknowledging references.

Plagiarism is the unacknowledged use of the words or ideas of others. It is tantamount to academic theft, and is therefore a very serious offence. To **plagiarise** means to use the words or ideas of another to create the false impression that these words and ideas are your own. In order to avoid committing **plagiarism**, you must, at all times, acknowledge the source from which you have borrowed certain words or ideas.

If after reading this warning about **plagiarism** you are still uncertain about how to avoid committing **plagiarism**, you should speak to your lecturer about it before your assignment is submitted.

Students who submit assignments in which **plagiarism** can be demonstrated will be referred to the Dean of the Faculty for disciplinary action.



APPENDIX B

ASSIGNMENT COVER PAGE / ANTI-PLAGIARISM DECLARATION

University of Johannesburg

Department: ASSIGNMENT

COVER PAGE

Title:

Full name:

Student number:

Programme:

Lecturer:

Due date:

1. Plagiarism is to present someone else's ideas as my own.
2. Where material written by other people has been used (either from a printed source or from the internet), this has been carefully acknowledged and referenced. I have used the Geneva Convention for citation and referencing. Every contribution to and quotation from the work of other people in this essay has been acknowledged through citation and reference.
3. I know that plagiarism is wrong.
 - 3.1 I understand what plagiarism is and am aware of the University's policy in this regard.
 - 3.2 I know that I would plagiarise if I do not give credit to my sources, or if I copy sentences or paragraphs from a book, article or Internet source without proper citation.
 - 3.3 I know that even if I only change the wording slightly, I still plagiarise when using someone else's words without proper citation.
 - 3.4 I declare that I have written my own sentences and paragraphs throughout my essay and I have credited all ideas I have gained from other people's work.
4. I declare that this assignment is my own original work.
5. I have not allowed, and will not allow, anyone to copy my work with the intention of passing it off as his or her own work.

SIGNATURE**DATE.....**



APPENDIX C

PROCEDURES: MANAGEMENT OF ALLEGED ACTS OF PLAGIARISM

Procedures for the management of alleged acts of plagiarism are as follows:

1. PREPARATORY PHASE

- 1.1 It is the responsibility of the individual academic, who is of the opinion that an act of plagiarism has been committed, to initially assess the seriousness of the infringement – this may be carried out in consultation with others, if necessary.
- 1.2 The decision regarding the seriousness of the alleged infringement will determine whether it will be dealt with at an informal developmental and educative level or a formal level.
- 1.3 The criteria against which the seriousness of the alleged infringement is assessed includes, amongst others, the following:
 - 1.3.1 level of preparedness of student (i.e. degree of induction to and opportunities for application of the academic conventions of writing and referencing);
 - 1.3.2 year or level of study;
 - 1.3.3 intent to deceive and, if any, the level effect of the infringement;
 - 1.3.4 extent or amount of plagiarism in the work being assessed (quantified, if possible);
 - 1.3.5 the nature of the infringement (e.g. context in which it was found, proportion of overall and/or module assessment mark, conventions associated with the relevant discipline);
 - 1.3.6 repetition of minor infringements or a more serious infringement;
 - 1.3.7 possible gains should the infringement remain undetected.
- 1.4 On determination of the seriousness of the alleged infringement, the academic concerned will deal with the student at the informal developmental and educational level or proceed to level one or level two of the formal process.

2. INFORMAL DEVELOPMENTAL AND EDUCATIVE RESPONSE

- 2.1 In the light of all the relevant criteria, should the infringement be considered insignificant and an informal developmental and educational response appropriate, the academic concerned shall:
 - 2.1.1 counsel the student about the nature of plagiarism and the seriousness and consequences of non-compliance with the referencing requirements

- for use of work of others as well as the academic writing conventions of the discipline concerned;
- 2.1.2 provide the student with relevant advice and support, e.g. referral to workshops/literature to develop writing skills and/or any other remedial assistance that may be required;
- 2.1.3 explain to the student the basis on which marks (if any) have been deducted;
- 2.1.4 inform the student that his/her name will be forwarded to the Faculty/Departmental Plagiarism or equivalent Committee for noting purposes only;
- 2.1.5 ensure that the student understands that the onus is on him/her to follow through on any recommendations and/or referrals and that a failure to act, or further transgressions will be followed by formal action at the most appropriate level;
- 2.1.6 monitor student progress and continue to assist when necessary.
- 2.2 Where the academic employee concerned considers the matter as sufficiently serious to be treated as a formal offence, the matter is reported to the Head of Department concerned and handled at the appropriate formal response level. .

3. FORMAL RESPONSES

3.1 Level One: Minor First Time Infringements – Innocent Plagiarism

- 3.1.1 In the light of all the relevant criteria, should it be established that the infringements are minor and first offences and considered unintentional, the academic employee concerned:
 - (a) meets with the student to explain the infringement, the process that will be followed and the possible outcomes;
 - (b) issues the student with a written warning;
 - (c) retains a copy of the original work in question;
 - (d) returns the original assignment to the student unmarked and accompanied by a written request that the work be properly referenced and returned for marking by a stipulated date. The student is informed that the properly referenced assignment will be remarked with the new mark amounting to no more than 50%.
 - (e) records the student's name on the plagiarism register with the student being advised in writing of other potential penalties that can be imposed for plagiarism;
 - (f) refers the student for any remedial assistance that may be required;
 - (g) monitors the student's progress and continues to assist when necessary.
- 3.1.2 Should the student:
 - (a) accept the penalty, the matter ends here;
 - (b) elect not to resubmit the work, he/she is allocated 0% for the assignment and a report is submitted to the Plagiarism Committee, or equivalent, for noting;
 - (c) deny the alleged infringement or challenge the outcome, the matter is referred, via the Head of Department, to the Plagiarism Committee for further action;
 - (d) wish to appeal against the penalty, he/she may do so by referring the

matter, via the Head of Department, to the Plagiarism Committee.

3.2 Level Two: Repeated Minor or First Time Major Infringements – Negligent Plagiarism and Confined in Scope

- 3.2.1 This level refers to first offenders who deny allegations of plagiarism or who wish to appeal against the penalty imposed, second plagiarism offenders, students who have submitted the work of other students or first-time acts of major plagiarism which may not have been intentional.
- 3.2.2 The alleged infringement is referred to the Plagiarism Committee via the Head of Department.
- 3.2.3 The Plagiarism Committee investigates the alleged infringement based on evidence provided and student records, where applicable.
- 3.2.4 The student concerned must be asked whether he/she wishes to appear before the Plagiarism Committee.
- 3.2.5 Penalties that may be imposed by the Plagiarism Committee are:
 - (a) confirmation or repeal of the penalty imposed under a level two infringement;
 - (b) a written warning;
 - (c) resubmission of the assignment;
 - (c) allocation of a mark of 0% for the assignment;
 - (d) cancellation of registration for the module concerned;
 - (d) a decision that the infringement is of such a serious nature that it be referred directly to the Student's Disciplinary Committee.
- 3.2.6 In the event of the student being found guilty, the student's name is placed on the plagiarism register and all documentation related to the offence is filed in the faculty records.
- 3.2.7 In the event of the student being found not guilty, the allegation will be withdrawn and the academic employee who laid the complaint informed accordingly.
- 3.2.8 Decisions taken by the Plagiarism Committee are submitted to the Faculty Board for ratification.
- 3.2.9 Students are provided with written reasons for any sanctions imposed.
- 3.2.10 The decision is subject to appeal by the Executive Dean who may refer the matter back to the Plagiarism Committee or refer the case to the University's Student Disciplinary Committee.

3.3 Level Three: Repeated Offences and/or Major Offences that are Possibly Intentional and Suggest Collusion or Deliberate Dishonesty – Intentional Plagiarism and Broad in Scope

- 3.3.1 The alleged offences considered at level three are those where, in the opinion of the Plagiarism Committee and the Executive Dean, the circumstances are such that the matter cannot be dealt with appropriately at departmental or faculty level and the penalty is likely to exceed that of lower level infringements.
- 3.3.2 Level Three acts of alleged plagiarism are investigated with a view to referral to the existing Student Disciplinary Committee and include:
 - (a) major acts of plagiarism which developmental and educational approaches have not had the effect of curbing;
 - (b) all alleged acts of plagiarism at postgraduate level.

3.3 Alleged Plagiarism by University Employees

Alleged plagiarism by any University employee will be investigated in accordance with the University's disciplinary codes with a view to disciplinary action.

Approved by Senate 17 July 2008

Approved by Senate 12 September 2013

APPENDIX D



**AFFIDAVIT: MASTER’S AND DOCTORAL STUDENTS
TO WHOM IT MAY CONCERN**

This serves to confirm that I _____
(Full Name(s) and Surname

ID Number _____

Student number _____ enrolled for the

Qualification _____

Faculty _____

Herewith declare that my academic work is in line with the Plagiarism Policy of the University of Johannesburg which I am familiar with.

I further declare that the work presented in the _____
(minor dissertation/dissertation/thesis) is authentic and original unless clearly indicated otherwise and in such instances full reference to the source is acknowledged and I do not pretend to receive any credit for such acknowledged quotations, and that there is no copyright infringement in my work. I declare that no unethical research practices were used or material gained through dishonesty. I understand that plagiarism is a serious offence and that should I contravene the Plagiarism Policy notwithstanding signing this affidavit, I may be found guilty of a serious criminal offence (perjury) that would amongst other consequences compel the UJ to inform all other tertiary institutions of the offence and to issue a corresponding certificate of reprehensible academic conduct to whomever request such a certificate from the institution.

Signed at _____ on this _____ day of _____ 20__.

Signature _____ Print name _____

**STAMP COMMISSIONER OF OATHS
Affidavit certified by a Commissioner of Oaths**

This affidavit conforms with the requirements of the JUSTICES OF THE PEASE AND COMMISSIONERS OF OATHS ACT 16 OF 1963 and the applicable Regulations published in the GG GNR 1258 of 21 July 1972; GN 903 of 10 July 1998; GN 109 of 2 February 2001 as amended.