



DURBAN UNIVERSITY OF TECHNOLOGY
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PLAGIARISM POLICY	
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Related policies/documents	<ul style="list-style-type: none"> - ENVISION 2030 - DUT Assessment Policy - Intellectual Property (IP) Rights Policy - Policy for the supervision of postgraduate degrees - DUT Quality Assurance Policy - Higher Degrees Assessment Policy - DUT Teaching and Learning Strategy - Student Disciplinary Code - General and Departmental Rules

Title

Plagiarism Policy

1. Preamble

The University is a community striving to discover, construct and communicate knowledge for the benefit of society. To this end, academic integrity is a commitment to the fundamental values of honesty, trust, fairness, respect and responsibility. Sharing, collaborating and innovating from existing knowledge must be encouraged, provided due credit is given by acknowledging work used, including one's own previously assessed or published work.

2. Purpose of the Policy

The purpose of the policy is to promote and protect the academic integrity of the teaching, learning and research activities of the University and its members and to reinforce the value system of an ethically responsible institution. Plagiarism and self-plagiarism constitute academic misconduct and the policy outlines the principles and processes that apply when plagiarism or self-plagiarism is detected.

3. Scope and Applicability

The plagiarism policy applies to all members of the University involved in academic activities, who are responsible for ensuring that they understand and fully comply with the requirements of this policy at an individual level. The policy and procedures relate to the prevention, detection and non-compliance consequence management of plagiarism and self-plagiarism.

4. Definition and Terms

Plagiarism is the submission, by any person or group of persons, without acknowledgement, of written, visual or oral material, or an idea or opinion, originally produced by someone else and passing it off as one's own original work.

This could include:

- inaccurate or no acknowledgement of an author's ideas and/or written, visual or oral material;
- text copied verbatim or partially and not enclosed in quotation marks or appropriately acknowledged;
- paraphrasing of sentences, paragraphs or themes, that is, taking a quotation and rewriting or summarising it in your own words without appropriate references;
- presenting or reproducing someone's artefact, artwork, designs or experimental results as your own, without appropriate acknowledgement;

- collusion, for example, colluding with another person or group of persons assisting in the production of a work to be submitted for assessment without the consent or knowledge of the lecturer/supervisor;
- paying or having someone to write the paper, dissertation or thesis for you;
- re-submission of one's own previously assessed or published work without appropriate acknowledgement (self-plagiarism);
- in the case of collaborative works/projects, falsely representing contributions.
- not acknowledging outsourcing of substantive data analysis.

5. Roles and responsibilities

The ability to recognise and avoid plagiarism is an academic skill. Students should demonstrate clearer understanding of plagiarism as they progress academically. Employees of the University must conduct themselves according to the highest standards of academic integrity and avoid plagiarism in their teaching and research.

5.1 Responsibility of students

Students must:

- ensure an understanding of the policy and procedures at the institution relating to academic integrity;
- take responsibility to ensure that work submitted complies with academic integrity;
- familiarise themselves with the conventions of the appropriate referencing style;
- apply the appropriate referencing conventions in acknowledging sources of information used;
- seek assistance from academic and support departments in academic writing;
- ensure that no other person/s use or copy their work and submit as their own.

5.2 Responsibility of employees

Employees must:

- facilitate an understanding about how plagiarism constitutes misconduct;
- draw awareness of the consequences of plagiarism;
- act as role models of scholarly conduct by avoiding plagiarism in their own work;
- report plagiarism incidents in their work environments.

5.2.1 Faculty boards and academic staff must:

- provide guidance on how to reference sources used, using the appropriate referencing style;
- apply academic judgement in identifying instances of plagiarism within students' work, and dealing with it appropriately;

- apply academic discretion in reporting academic misconduct identified;
- consistently apply the similarity detection software and the interpretation of its reports;
- inform students about the similarity detection software and its application in identifying academic misconduct.

5.2.2 Academic staff and supervisors are to instil correct academic practice. Their responsibilities include:

- alerting students to the policy, general rules and procedures relating to non-compliance;
- providing students with structured feedback regarding their work;
- teaching students good academic practice and assessing their ability to use and acknowledge the work of others;
- instilling the understanding that plagiarism is unacceptable;
- ensuring that assessment criteria for any work submitted (including collaborative work) clearly indicate the requirement for correct acknowledgement, referencing and citing.

6. Policy authority and custodianship

Policy authority and custodianship are vested in the DVC Research, Innovation and Engagement and DVC: Teaching and Learning.

7. Compliance

Violations could result in expulsion or dismissal. Violation levels and related sanctions appear in Annexure A.

7.1 Student compliance

Students must sign a declaration of acknowledgement indicating that they are submitting their own original work that is appropriately referenced. This must be included in all work submitted for assessment (see Annexure B for an example).

7.2 Employee compliance

- Supervisors/Co-supervisors must declare that they have performed extensive checks for plagiarism (see Annexure C for an example.)
- Employees involved in academic activities must ensure that all their work complies with this policy.

ANNEXURE A

VIOLATION LEVELS AND SANCTIONS

1. Educational procedures for students

Educational responses to plagiarism are primarily intended to educate the student and may include capping or prescribing marks. They are educational because they do not affect the formal academic records relating to the student. A reportable plagiarism case is one where merely educating the student is not a sufficient response, and where a formal academic response or disciplinary penalty is appropriate. Infringements by Masters and Doctoral level students are always dealt with by the Registrar's Office.

2. Infringements and disciplinary procedures for students

2. 1 Student infringements up to and including an NQF level 8 qualification

2. 1.1 Inaccurate acknowledgement (from carelessness or neglect, rather than intention to deceive)

Examples:

- incomplete or inconsistent references;
- paraphrasing of sentences, paragraphs or themes, that is, taking a quotation and rewriting or summarising it in your own words without appropriate references, omitting quotation marks but indicating source or vice versa.

First infringement:

The academic staff member will deal with this directly by:

- providing structured feedback to help the student develop a clearer understanding of his/her plagiarism errors;
- capping the mark at 50% or deducting between 1 – 50% from the total marks for the assessment;
- informing the Faculty Officer for recording this infringement on the student's internal record in case of further infringements; this record is retained on the system (POPIA compliant) until the student graduates.

Subsequent infringements:

The academic staff member will deal with this directly by:

- providing further structured feedback to help the student develop a clearer understanding of his/her repeated plagiarism errors;
- deducting, at his/her discretion, between 1 – 100% from the total marks of the assessment;

- informing the Faculty Officer for the recording of this infringement on the student's internal record in case of further infringements; this record is retained on the system (POPIA compliant) until the student graduates.

Right to appeal

A student may appeal a decision in accordance with the terms of Rule G1(9).

2.1.2 No referencing or acknowledgement of source

Examples:

- handing in someone else's work and passing it off as your own work with or without their permission;
- word-for-word copying;
- repetition, with alteration of selected words or phrases of someone else's work;
- paraphrasing of sentences, paragraphs or themes, that is, taking a quotation and rewriting or summarising it in your own words without a reference;
- re-submission of identical work that has previously been assessed;
- presenting data collected by someone else as your own;
- colluding with another person or group of persons in the production of work to be submitted for assessment without the requirement, consent or knowledge of the lecturer.

First infringement:

The academic staff member will deal with this directly by:

- providing structured feedback to help the student develop a clearer understanding of their plagiarism errors;
- deducting, at his/her discretion, between 1 – 100% from the total marks for the assessment;
- handing the student a warning letter (see Annexure D) that the next offence will be referred to the Student Disciplinary Tribunal;
- informing the Faculty Officer for recording this infringement on the student's internal record in case of further infringements; the record is retained until the student graduates (POPIA compliant).

Subsequent infringements:

The academic staff member will refer the matter directly to the Registrar for disciplinary action in accordance with the University's Student Code of Conduct.

The HOD will submit to the Registrar's Office all the necessary evidence and reports of the examiner/lecturer, together with the signed warning letter issued to the student for the first infringement.

A Student Disciplinary Tribunal is then set up by the Registrar's Office to deal with the second infringement. Witnesses are expected to testify at these hearings.

Right to appeal

A student may appeal a decision in accordance with terms of Rule G I (9).

2.2. Student infringements at Master's and Doctoral level

All postgraduate students who commit a reportable plagiarism offence will be referred directly to the Registrar for disciplinary action in accordance with the University's Student Code of Conduct. Reportable plagiarism is such that an educational response (which may include capping or prescribing a mark) is inappropriate.

A plagiarism declaration must accompany all written work submitted for degree purposes at a post-graduate level. At the discretion of lecturers and supervisors, all substantial work submitted for marking, including assignments and essays should also include a plagiarism declaration. Notwithstanding this requirement, students who submit work without such a written declaration are in no way absolved from responsibility for plagiarism and from compliance with the requirements of this policy.

Supervisors/Co-supervisors must declare that they have performed extensive checks for plagiarism.

2.3. The responsibilities for procedural implementation

2.3.1 The academic staff member:

- recognises possible plagiarism and gathers necessary evidence;
- consults the student record to check for prior plagiarism offences;
- informs the faculty officer of all infringements in category 2.1.1 and first infringement in 2.1.2, as they are dealt with.

2.3.2 The Faculty Officer

- keeps records of all plagiarism matters administered in the faculty in terms of this policy (POPIA compliant).

3. Procedures for employees

Plagiarism cases must be dealt with in a fair, transparent and consistent manner.

- In the performance of academic activities, if plagiarism is suspected, the HOD/line manager must be informed in writing.

- The HOD must convene a panel that includes a plagiarism expert to determine the extent of similarities (using Turnitin or similar software).
- If the panel finds that there is reason to suspect academic misconduct, a report must be submitted to the Executive Dean concerned and the Senior Director:HR.
- The Senior Director: HR must request the Executive Dean concerned to provide the names of appropriately qualified scholars working in the research field concerned who are capable of expertly evaluating the outcomes of the technical report.
- The Legal Office appoints an independent legal expert to evaluate all reports and evidence and to make recommendations on dealing with the matter.
- The employee is informed by HR of the outcome of the investigation and is allowed at least three weeks to submit a written representation in response to the findings.
- A panel comprising of the Executive Dean concerned, Senior Director:HR and the independent legal expert (who chairs the panel), make recommendations on all relevant reports and the representations, if any, of the employee concerned.
- The final recommendations of the panel are submitted to the DVC:RIE and DVC:Teaching and Learning to deal with the matter.

ANNEXURE B

EXAMPLE OF PLAGIARISM DECLARATION TO BE SIGNED BY A STUDENT WHEN SUBMITTING WORK FOR ASSESSMENT



DECLARATION

1. I understand that plagiarism is the use of another person’s work, without permission and without acknowledgement of the original source, or the use of my own work that has previously been assessed and that it is wrong.
2. I confirm that the work submitted is my own unaided and unassessed work, except where explicitly indicated.
3. I have appropriately referenced the work of others.
4. I have not allowed, and will not allow anyone to copy my work with the intention of passing it off as their own.
5. I understand that the University may take disciplinary action.

.....

Signature

.....

Name and surname (in capital letters)

.....

Student Number

ANNEXURE C

**EXAMPLE OF DECLARATION TO BE SIGNED BY A SUPERVISOR/ CO- SUPERVISOR
WHEN SUBMITTING THEIR EVALUATION REPORT**

DECLARATION BY SUPERVISOR/CO-SUPERVISOR

I have performed extensive checks for plagiarism for the dissertation or thesis (encircle) of student
(student name, surname and number).

.....

Signature

.....

Name and surname (in capital letters)

.....

Student Number

ANNEXURE D

WARNING OF NEXT PLAGIARISM OFFENCE LETTER



Date:

To: (name of student)

Student Number:

Warning regarding a further plagiarism infringement

This serves to confirm that:

1. You have been found to have infringed the University's Plagiarism Policy and have received structured feedback on your plagiarism errors, and
2. Should there be any further suspected infringement, the matter will automatically be referred to the Registrar for disciplinary action.

Name of academic staff member: _____

Signature of academic staff member: _____

Read and acknowledged

Signature of student: _____

Signed at _____ this _____ day of _____ 20____