UNIVERSITY OF KWAZULU-NATAL
INYUVESI YAKWAZULU-NATALI

PLAGIARISM POLICY AND PROCEDURES

Ref:
CO/05/0412/09

REVISED

Name of Policy:	Plagiarism Policy and Procedures	
Reference Number: (supplied by the Office of the Registrar)	CO/05/0412/09	
Originator/Author: (name and position)	Prof R Vithal	
Custodian: (position/office)	DVC: Teaching and Learning	
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Implementation responsibility:	All Deans	
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Policy to be monitored by:	All School Academic Leaders	

A: Policy Statement

1. Purpose Statement

This Policy employs a development and education approach to deter and prevent plagiarism. It also reinforces existing systems, policies, procedures, rules and regulations of UKZN aimed at detecting, reacting to and reducing the occurrence of plagiarism.

This Policy aims to address and provide for:

1.1 Prevention of acts of plagiarism through increased awareness and educational opportunities;

1.2 Detection and reduction of plagiarism through available and appropriate mechanisms;

1.3 Reacting to and reporting of alleged plagiarism to relevant authorities; and

1.4 Action on allegations or evidence of plagiarism.

2. Underpinning Values and Principles

2.1 The intention and spirit of this policy is to support the promotion of a culture of awareness of plagiarism and to confirm that UKZN fosters a culture of zero tolerance of plagiarism in all its manifestations.

2.2 UKZN recognizes the fact that plagiarism on the part of its staff and students seriously jeopardizes the academic integrity of the University. As such, plagiarism is viewed as a serious academic offence that is tantamount to academic fraud and theft and will be treated as such.

2.3 UKZN also recognizes that plagiarism inhibits the ability of the University to achieve its vision to the premier University of African scholarship.

2.4 Plagiarism, if left unchecked, seriously impacts on: the public perception of UKZN; the strength of relations with external stakeholders, including donors and potential employers of UKZN graduates; staff and student morale; and the reputation and image of UKZN nationally and internationally.

2.5 While plagiarism may be viewed as a developmental and education issue for students in early undergraduate years, repeated or plagiarism

committed by more senior and postgraduate students and by staff will be dealt with as a disciplinary offence.

2.6 Plagiarism is defined in the act and not necessarily in the intention. However, if it is found to be intentional or deliberate, it will be dealt with more severely.

2.7 Plagiarism is ultimately the responsibility of the author(s) of the work (student or staff), and they must ensure that they are adequately informed and act to avoid plagiarism.

3. Definition of Terms

3.1 Actions constituting ***plagiarism*** refer to, but are not limited to:

3.1.1 Presenting the ideas of another as if they are your own;

3.1.2 Representing the words or works of another as they were your own;

3.1.3 Utilisation of the ideas, words or work of another without appropriate acknowledgement;

3.1.4 Actions involving utilisation of printed text, electronic text, images, computer programmes, sound, performance or creative works without appropriate acknowledgement;

3.1.5 Work utilised in the learning process or submitted for publication or assessment without appropriate acknowledgment (work generated during formal test or examination will not require referencing); and

3.1.6 In addition, any infringement of the following will constitute plagiarism:

3.1.6.1 Where members of a group of students are each required to contribute to the creation of work, the work must correctly reflect the individual contributions made. Where a single piece of work is collectively generated, all members of the group carry responsibility for that piece of work;

3.1.6.2 Where a published work contains material previously published, even if written by the same author (which may be referred to as "self-plagiarism"), such previous publication must be properly acknowledged.

3.2 The above definition excludes copying and other forms of cheating by a student as set out in the Rules for Student Discipline.

3.3 ***Staff/Employee*** shall mean any person, excluding an independent contractor, who works for the University, who receives or is entitled to receive remuneration, and any other person who in any other manner assists the University in carrying out or conducting the business of the University.

3.4 ***Academic Managers*** refers to line managers at all levels and includes Deputy Vice-Chancellors (DVCs), College Deans of Research (CDR) and Teaching and Learning (CDTL), Deans & Heads of School (DHoS), and within Schools - Academic Leaders: Research (ALR) and Teaching & Learning (ALTL); and Academic Leaders: Cluster (responsible for a single or group of disciplines) (ALC).

3.5 ***University*** refers to the University of KwaZulu-Natal (UKZN).

4. Scope of the Policy

This policy applies to all staff and students of UKZN and its affiliates. This policy must be read in conjunction with the UKZN Policy on Research Ethics (Research Policy V); the Whistle Blowing Policy; Rules for Student Discipline and Staff Conditions of Service (Annexure A: Disciplinary Code).[1]

5. The Policy

This policy underscores the importance of prevention measures which will include a broad range aimed at creating awareness and educating the University community regarding plagiarism.

UKZN will not tolerate plagiarism and will apply appropriate prevention and detection controls. The detection controls include the utilisation of independent moderators, external examiners, plagiarism identification software and other checking mechanisms as prescribed in the systems, policies, procedures, rules and regulations of UKZN. Provision is made for reporting of any suspected or actual instances of plagiarism. Allegations of plagiarism will be investigated and, where appropriate, followed up by the application of all or any remedies available to the University.

[1] Procedures for investigation of suspected plagiarism in examined thesis/dissertations (Senate; 6 Aug 2008) and Processes for dealing with alleged plagiarism in a Masters dissertation or Doctoral thesis (Senate 5 Nov 2012) are incorporated in Part B of this revised policy.

All staff within UKZN are responsible for the prevention, detection and, if necessary, for reporting and acting on allegations of plagiarism.

5.1 *Prevention of Plagiarism: Education and Awareness*

5.1.1 It is the responsibility of all staff and the overall responsibility of the Academic Managers to ensure that all staff and students are made aware of and receive appropriate training and education with regard to this Policy.

5.1.2 It is the responsibility of all academics to provide guidance to students to avoid plagiarism and be vigilant in detecting acts of plagiarism.

5.2 *Reporting of Plagiarism*

5.2.1 It is the responsibility of all staff and students to immediately report allegations of plagiarism to the relevant Academic Managers or university authority.

5.2.2 Allegations of plagiarism may be reported anonymously by staff and students as provided for through the Whistle Blowers Policy, which is set up in terms of the Protected Disclosures Act.

5.2.3 Members of the public who suspect or have knowledge of plagiarism are encouraged to contact any of the university management or Academic Managers and/or to utilise the mechanism listed in 5.2.2 above.

5.3 *Action on Allegations of Plagiarism*

5.3.1 The action taken by UKZN will depend on the nature of the allegation of plagiarism. The matters raised may be referred to:

5.3.1.1 Any Academic Manager for action or further referrals;

5.3.1.2 Forensic investigators for detailed investigation; or

5.3.1.3 Any other relevant external authorities (e.g. professional bodies or South African Police Services)

5.3.2 Any *prima facie* case of plagiarism committed by a staff member or student of UKZN will be thoroughly pursued, including one or more of the following as appropriate:

5.3.2.1 Taking appropriate disciplinary action; and/ or

5.3.2.2 Any other appropriate remedy available (not excluding legal).

5.3.3 The Vice-Chancellor may, in accordance with due process, determine whether, in his or her discretion, the staff member should be suspended, pending any disciplinary action. The University regards plagiarism as a dismissible offence.

5.3.4 The Registrar may, in accordance with due process, determine whether a student should be suspended, pending any disciplinary action.

5.3.5 In all instances where allegations of plagiarism have been confirmed, appropriate sanctions shall be applied.

5.3.6 Any person who has reported plagiarism is entitled to an acknowledgement of receipt of the report. UKZN accepts that those, including staff and students, who report alleged plagiarism need to be informed that the matter has been properly addressed; and, subject to legal constraints, information about outcome of any investigation will be disseminated to them on a confidential basis.

5.4 *Protection of Person Reporting Plagiarism*

5.4.1 The Whistle Blowing Policy is intended to encourage staff and students to raise concerns relating to specific matters, including plagiarism, without fear of victimisation.

5.4.2 No person will suffer any penalty or retribution for reporting in good faith any suspected or actual incident of plagiarism.

5.4.3 Where false allegations, made with malicious intent, are discovered, the person who made the allegations will be subjected to disciplinary or other appropriate action.

5.5 *Confidentiality in Reporting*

5.5.1 All information relating to alleged plagiarism that is received and investigated will be treated confidentially. The progression of investigations will be handled in a confidential manner and will not be disclosed or discussed with any person(s) other than those who have a legitimate right to such information. This is important to avoid harming the reputations of suspected persons who are subsequently found innocent of wrongful conduct.

5.5.2 No person is authorised to supply any information with regard to allegations of plagiarism by an individual to the media without the express permission of the Vice-Chancellor and the knowledge of those accused.

5.6 *Publication of Sanctions*

5.6.1 Publication of sanctions in respect of students will be dealt with in accordance with the Rules of Student Discipline.

5.6.2 The Vice-Chancellor or appropriate DVC will decide, in consultation with the appropriate Academic Manager, whether any information relating to corrective actions taken or sanctions imposed regarding plagiarism should be brought to the direct attention of any person or body, or made public through any means.

5.7 *Plagiarism Reports*

5.7.1 Annual reports to Senate and Council will be made by:

5.7.1.1 The DVC and Head of College in respect of the plagiarism policy including reports on the nature, number and outcome of cases in their respective Colleges;

5.7.1.2 The Registrar on all cases of plagiarism involving students referred to the Student Discipline Court; and

5.7.1.3 The Executive Director: Human Resources on all plagiarism allegations involving staff.

5.7.2 Periodic reports to College and School structures will be made by respective Academic Managers.

B: Procedures and Guidelines for Implementation

1. Colleges and Schools have an obligation on behalf of the University to:

1.1 Publish and disseminate the University policy and procedures on plagiarism to all staff and students;

1.2 Provide opportunities for training, dissemination of information and advice to staff and students on how to avoid plagiarism;

1.3 Inform all parties of their rights and responsibilities;

1.4 Ensure that disciplinary procedures against both staff and students are implemented in a fair and consistent manner;

1.5 Use all possible methods of plagiarism identification and detection;

1.6 Support the CDR and CDTL to function as a College experts and advisers on plagiarism in their respective portfolios; to receive training and to liaise regularly with the University proctor; to have overall responsibility for managing all matters related to plagiarism in their respective Colleges; and to routinely provide consolidated reports;

1.7 Provide administrative support for undertaking procedures related to reporting and taking action on allegations of plagiarism.

2. Prevention of Plagiarism

Prevention of plagiarism requires attention to opportunities for education and awareness of plagiarism and information about this policy including mechanisms and procedures for detection.

The responsibility for prevention of plagiarism lies with all staff and students at School level, within academic disciplines and during programme delivery.

2.1 *To prevent plagiarism all staff are required to:*

2.1.1 Ensure they have a good working knowledge and understanding of what constitutes plagiarism; and be scrupulous in avoiding plagiarism in their own work, including but not limited to research, publications, teaching materials, policies, etc.*;*

2.1.2 Know and understand the University policy on plagiarism and be consistent in its application;

2.1.3 Provide all students with adequate information and refer them to resources about plagiarism;

2.1.4 Provide sufficient opportunities, with structured feedback, for students to gain the necessary knowledge and develop the necessary skills to prevent and avoid plagiarism, especially first-year students (or those new to the University);

2.1.5 Pay particular attention to the use of sources and to referencing when supervising and giving feedback to students on drafts of theses/dissertations, research articles or assignments, and alert students to any improper use of sources, or lack of acknowledgement of sources;

2.1.6 Ensure that students sign a declaration accompanying all submitted work, including research projects/dissertations/theses; this declaration must state that all work of other parties is clearly referenced and that the student has checked the work, to ensure that there are no instances of plagiarism contained within (A standard University template shall be completed and accompany all research projects/dissertations/theses submitted for examination); and

2.1.7 Sign, as supervisors, a declaration, in respect of all dissertations/theses, before submission for examination, confirming reasonable measures have been taken by the supervisor that the dissertation/thesis has been checked for plagiarism.

2.2 *To prevent plagiarism School ALTL, ALR and ALC are required to:*

2.2.1 Ensure that all curricula (disciplines, modules and programmes) address issues of plagiarism and contain opportunities for the implementation of actions as stipulated above at all levels of study;

2.2.2 Ensure that the University policy on plagiarism is communicated to all staff and students regularly;

2.2.3 Ensure that staff take up opportunities for education and training in plagiarism, are familiar with, understand and comply with the plagiarism policy and procedures;

2.2.4 Be alert to and act on any indications or allegations of plagiarism in moderation and external examination and similar reports; and

2.2.5 Deal with plagiarism matters referred to them.

2.3 *To prevent plagiarism students are required to:*

2.3.1 Read, understand and comply with the University plagiarism policy and procedures;

2.3.2 Familiarize themselves with the concept of plagiarism and observe the conventions of referencing and academic writing made available through teaching and research processes;

2.3.3 Learn and acquire the academic literacy required to prevent and avoid plagiarism;

2.3.4 Request assistance from staff for any concerns about plagiarism in their own writing;

2.3.5 Ensure that they do not submit work that can be considered plagiarised;

2.3.6 Attach the required signed declaration to each piece of work that is submitted for assessment purposes;

2.3.7 Ensure that ideas generated in group discussions are expressed in their own words;

2.3.8 Utilize plagiarism identification software programmes *prior to* submitting their work for assessment; and

2.3.9 Note that the utilisation of plagiarism software is compulsory for postgraduate students prior to submission of their research projects/dissertation/thesis for examination.

3. Detection of Plagiarism

3.1 The responsibility for detection of plagiarism lies with all staff at School level, within disciplines and programme delivery.

3.2 Plagiarism detection software programmes are made available to staff and students by the Information and Communication Services (ICS). ICS is responsible for the adequate licensing and maintenance of these, and for provision of training in the use of the software.

3.3 *For detection of plagiarism staff members are required to:*

3.3.1 Be familiar with and use the available plagiarism identification software; and encourage and enable students to use it to detect plagiarism;

3.3.2 Be alert to and document any instances of plagiarism when assessing or examining any work;

3.3.3 Ensure that allegations of plagiarism are based on sound, well-documented evidence; and

3.3.4 Follow the correct procedure as set out in this policy if plagiarism is alleged and not take any unilateral, punitive action against any student outside the approved procedures.

4. Reporting and Action on Allegations of Plagiarism

4.1 A central University database of offenders is available on the SMS system in which short reports of every incident of plagiarism shall be registered against the student's registration number.

4.2 Overall responsibility for ensuring incidents of plagiarism are entered into the system, acted on and reported is delegated to the School Academic Leader: Teaching and Learning for all coursework in undergraduate and postgraduate Honours and PG Diplomas (NQF level 6-8); and the School Academic Leader: Research for the research component of degrees, including all postgraduate Masters modules and dissertations/theses (NQF level 9-10).

The following procedures will be adopted when a staff member suspects that a student has committed plagiarism:

4.3 *For undergraduate studies at level 1 and 2 (Refer to Appendix Figure1)*

4.3.1 The lecturer, with their designated administrator, will enter the student's name onto the SMS database which will indicate whether the student has previously committed plagiarism at the University.

4.3.2 If there is no record of the student having committed this type of offence previously, that is, if it is a **first offence**, the lecturer will meet with the student to explain the offence and thereafter:

4.3.2.1 In cases <u>with minor infringement</u>, minimal or borderline plagiarism, use his/her discretion to rule that that the matter is a minor infringement and provide an educative response emphasizing the seriousness of plagiarism. In exercising his/her discretion in this way, if the lecturer has some uncertainty about the matter, s/he may consult with or refer the matter to their ALC.

4.3.2.2 In cases <u>exceeding minor infringements</u>, minimal or borderline plagiarism, the lecturer will meet with the student and shall advise the student of his/her rights, responsibilities, options and consequences of either admitting or denying the allegation. The student may then either *admit* or *deny* the allegation. If the student admits to committing the offence, the lecturer will:

4.3.2.2.1 Enter the required information on the SMS database indicating the offence that has been committed;

4.3.2.2.2 Retain the work concerned;

4.3.2.2.3 Issue a written warning to the student (this warning will be automatically generated from the SMS database once the student's details have been entered as required above); and

4.3.2.2.4 Give the student an opportunity to redo and re-submit the work after which a mark will be awarded for the new submission.

4.3.2.2.5 If the student chooses not to resubmit the work, he/she will be awarded 0% for the work.

4.3.3 If there is a record of the student having committed this type of offence previously, that is, if it is a **second offence (at UG level 1 and 2)**, or if a first offender denies the allegation of plagiarism, the lecturer will follow the procedures as set out in 4.4.3.1 onwards below.

4.4 *For undergraduate studies at level 3 and 4, and all postgraduate coursework studies (Refer to Appendix Figure 2)*

4.4.1 If a student is in undergraduate studies at level 3 or 4, Honours or equivalent (e.g. Postgraduate Diploma), or coursework Masters (excluding plagiarism in respect of the research component, which is dealt with in 4.5 below), the lecturer with their designated administrator will enter the student's name onto the SMS database, which will indicate whether the student has previously committed plagiarism at the University, and refer the matter to their ALC.

4.4.2 In cases of a <u>first offence with minimal or borderline plagiarism</u>, the ALC has the discretion to rule that the matter is a minor infringement and should, following consultation with the student, provide an educative response emphasizing the seriousness of plagiarism, enter the required information on the SMS database indicating the offence that has been committed, and impose an additional appropriate sanction from one or more of the actions listed in 4.3.2.2.2 to 4.3.2.2.5 above, taking the level of study into account. (In exercising his/her discretion in this way, s/he may choose to consult with other School Academic Leaders and/or the proctor).

4.4.3 Should the ALC determine that <u>a first offence exceeds</u> a minor infringement, minimal or borderline plagiarism:

4.4.3.1 The ALC will meet with the student and shall advise the student of their rights, responsibilities, options and consequences of either admitting or denying the allegation. The student may then either *admit* or *deny* the allegation.

4.4.3.2 If the student *admits* to having committed the offence, and the work concerned constitutes 25% or less of the total

assessment for the module, the ALC must ensure (with the designated administrator) that:

4.4.3.2.1 The student signs an admission of guilt under Rule 15.1 in the Rules for Student Discipline and the ALC forwards a copy of the admission of guilt to the Student Discipline Office;

4.4.3.2.2 The details of the offence are entered on the University SMS database, and on the student's academic record;

4.4.3.2.3 A mark of 0% is awarded for the work; and

4.4.3.2.4 The plagiarized work is retained.

4.4.3.3 If the student *denies* having committed the offence, and/or the work concerned constitutes more than 25% of the total assessment for the module, the ALC must refer the matter to the Student Discipline Court for prosecution under the Rules for Student Discipline.

4.4.4 Any subsequent (repeat) instances of plagiarism by the same student, irrespective of level of study, are immediately referred to the Student Discipline Court via the ALC.

4.5 *For examined research projects, dissertations and theses (Refer to Appendix Figure 3 and 4)*

In cases of alleged plagiarism in examined projects, dissertations and theses (including the research component of all postgraduate degrees) the matter is referred to the CDR and the respective SRHDC[2].

4.5.1 Research projects and Masters dissertations *(Refer to the Appendix Figure 3)*:

4.5.1.1 In the case of alleged plagiarism in a research project or dissertation (including for e.g. in Honours projects, in coursework Masters and Masters by Research), the SRHDC Chair/ALR in conjunction with the CDR must manage issues of plagiarism and conduct an internal

[2] These processes were approved by Senate (5 November 2012) and are amended and incorporated into this policy

assessment/investigation of the project/dissertation in question, which shall include in the first instance, a check on the University SMS database for prior incidents. The process can involve an assessment of the project/dissertation using the plagiarism detection software in use at the University for this purpose and/or an investigation by an appropriate independent/internal academic in the relevant discipline.

4.5.1.2 In the event that the preliminary assessment/investigation establishes a *prima facie* case of plagiarism, consideration should be given to the appointment of an independent/external assessor qualified in that discipline for a report as to whether or not there has been plagiarism (i.e. not to re-examine). The independent assessor should be a suitable person in the appropriate discipline from another academic institution, recommended by the ALR and approved by the CDR.

4.5.1.3 The assessor should be asked to review the project/dissertation in question and come to a conclusion about the presence, nature and extent of plagiarism and to submit a written report in that regard to the CDR, including a recommendation of whether the nature and extent of plagiarism warrants a failure of the project/dissertation. (The independent reviewers/assessors must be provided with this policy and all relevant documentation.)

4.5.1.4 In cases where plagiarism is not confirmed in the internal assessment/investigation, this shall be reported to the SRHDC. In cases where the plagiarism is confirmed beyond question in the internal assessment/investigation by the CDR and ALR and the sources have been identified, the need for an independent/external assessor may be obviated.

4.5.1.5 In the event a report is received from an independent assessor confirming the plagiarism or where the incident of plagiarism is clear-cut as mentioned above, a letter based on the reports and investigation documents must be sent by the CDR to the student requesting a written response to the allegations made and indicating the risk of failing the project/dissertation. In making the said request to the student, any questions

thought appropriate by the CDR and ALR should be put to the student for answering. A time limit of 20 working days should be stipulated for receiving a response from the student in order to ensure the administrative integrity of the process.

4.5.1.6 On receipt of the student's written response or after the expiry of the time limit stipulated, the CDR and ALR should, after carefully considering the student's response and all the reports, prepare a report together with relevant documents for submission with a recommendation for consideration by the SRHDC and the CAAB as per the Guidelines for Decision Flow of Academic Matters. If the degree is failed then the academic decision flow sets out that the recommendation comes to the SRHDC for approval and to CAAB for noting. The student's record must be appropriately endorsed.

4.5.2 Doctoral thesis *(Refer to Appendix Figure 4)*:

4.5.2.1 In the case of a doctoral thesis, the CDR should deal with the matter as set out above in 4.5.1.

4.5.2.2 In addition, it is recommended that in consultation with the DVC and Head of College, an advisory committee of at least three senior academics be constituted, chaired by the CDR, to consider the matter and advise the CDR, who will then make a recommendation to CAAB for approval as per the Guidelines for Decision Flow of Academic Matters.

4.5.3 In all cases (including the research component of all postgraduate degrees) in which allegations of plagiarism are confirmed, but the student is not failed, the matter is referred to the Student Discipline Court augmented as provided for in the Student Disciplinary Rules.

4.5.4 For both masters' dissertations and doctoral theses, in which allegations of plagiarism are confirmed, and the student is failed, the student shall not be permitted to register for any qualification in the University for a period of two years from the date the decision to fail is approved by the appropriate University structure. (This sanction shall not apply to honours level research projects.)

4.5.5 In all instances in which a project/dissertation/thesis is found to have been plagiarised (whether failed or not), the student's name

is entered into the SMS system and, if failed, the student's academic record shall be appropriately endorsed with a term decision: "Failed due to plagiarism".

4.6 *For postgraduate degrees previously awarded*[3] *(Refer to Appendix Figure 5)*

The procedure set out hereunder is followed by the University in the event that allegations arise or evidence is revealed of plagiarism by recipients of University degrees in the course of obtaining their degree. It applies to the research component of postgraduate degrees where a dissertation or thesis has been examined and passed, the qualification awarded and subsequently plagiarism is suspected.

4.6.1 In the event that a complaint, report or evidence is received or evidence revealed that plagiarism may have taken place on the part of a student in obtaining a qualification at the University, the CDR and the SRHDC responsible for that academic discipline will conduct an internal assessment of the dissertation/thesis in question as per 4.5.1 for masters and 4.5.2 for doctoral degrees respectively. This can involve an assessment of the dissertation/thesis through the plagiarism detection software in use at the University for this purpose and/or an investigation by an appropriate academic in the relevant discipline.

4.6.2 In the event that the preliminary assessment/investigation referred to in 4.6.1 reveals a *prima facie* case of plagiarism, consideration should be given to the appointment of an independent assessor qualified in that discipline for a report as to whether or not there has been plagiarism. In cases where the plagiarism is beyond question and the sources have been identified, the need for an independent assessor may be obviated.

4.6.3 The independent assessor should be a suitable person in the appropriate discipline from another academic institution and/or country and must be recommended by the CDR and SRHDC to the Registrar for appointment. The assessor should be asked to review the dissertation/thesis in question and come to a conclusion about the presence and extent of plagiarism (i.e. not to re-examine) and to submit a written report in this regard to the Registrar.

[3] These procedures were approved by Senate (6 August 2008), which are reviewed, amended and incorporated in this revised policy

4.6.4 In the event a report is received from an independent assessor confirming the plagiarism or where the incident of plagiarism is clear-cut as mentioned in 4.6.2, the report(s) and investigation documents must be submitted by the CDR to the graduate for a written response as to why a recommendation should not be made to Senate to withdraw the degree. In making the said request to the graduate any questions deemed appropriate by the CDR and ALR /SRHDC should be put to the graduate for answering. A time limit of 20 working days should be stipulated to receive a response from the student in order to ensure the administrative integrity of the process.

4.6.5 On receipt of the graduate's written response or after the expiry of the time limit stipulated, the CDR and SRHDC should prepare a report together with relevant documents for submission to the School Board with its recommendation for consideration. Thereafter the matter should serve before the CAAB.

4.6.6 The SRHDC report and the recommendation of the School Board and CAAB is presented to Senate for a decision on whether or not to withdraw the degree.

4.6.7 In the case of a graduate who is a currently registered student, the matter is referred for disciplinary action in terms of UKZN Rules for Student Discipline.

4.6.8 In the event of the decision being that the degree be withdrawn the graduate will then be notified by the Registrar's office of the decision of Senate. If the graduate concerned is a currently registered student as well as a staff member, any decision to prosecute would be in line with the student discipline rules relating to plagiarism and University staff disciplinary code relating to misconduct.

4.6.9 The Senate's decision to withdraw a degree will serve before Council for noting only.

4.6.10 When a degree has been withdrawn as provided for above, the student's name is entered into the SMS system and the student's academic record shall be appropriately endorsed ("Failed due to plagiarism"). Such endorsement shall be considered should the student seek registration for further studies at the University as per 4.5.4 above.

4.6.11 In all cases where a student has been found to have plagiarised in a previously awarded qualification, which qualification has been revoked and the student is currently registered in the University for another qualification, then the current registration will be cancelled. Clause 4.5.4 above will apply.

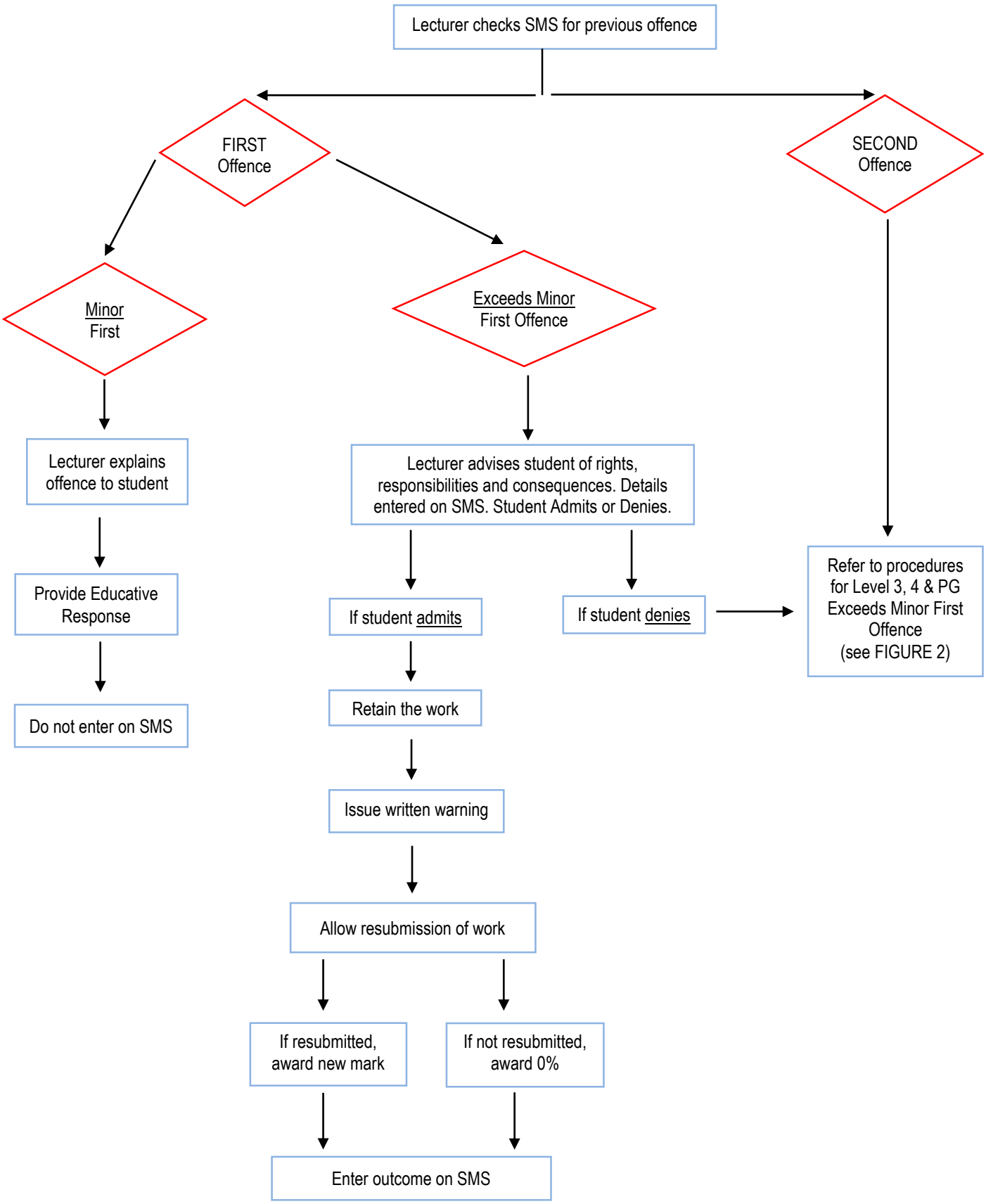
4.7 *Alleged Plagiarism by UKZN Staff*

4.7.1 All staff have a responsibility to report allegations of plagiarism to their line managers, a senior manager or through available mechanisms (e.g. Whistle Blowing Policy)

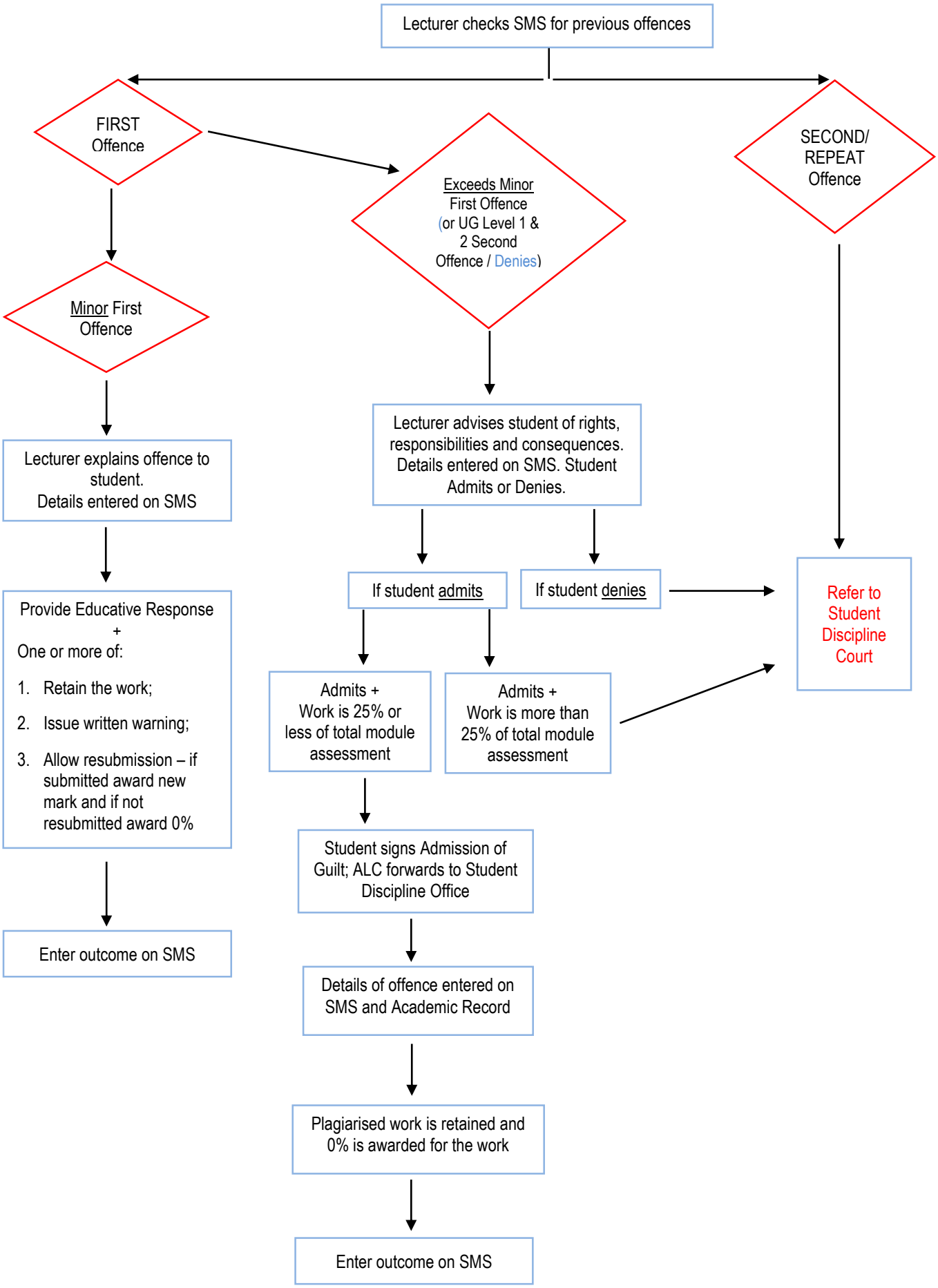
4.7.2 Alleged plagiarism by any member of staff (as an employee or a student) will be investigated with a view to staff disciplinary action.

4.7.3 Staff who have supervised a thesis/dissertation, which has been found to have been plagiarised, and who have not exercised due diligence in detecting plagiarism, will be investigated with a view to staff disciplinary action.

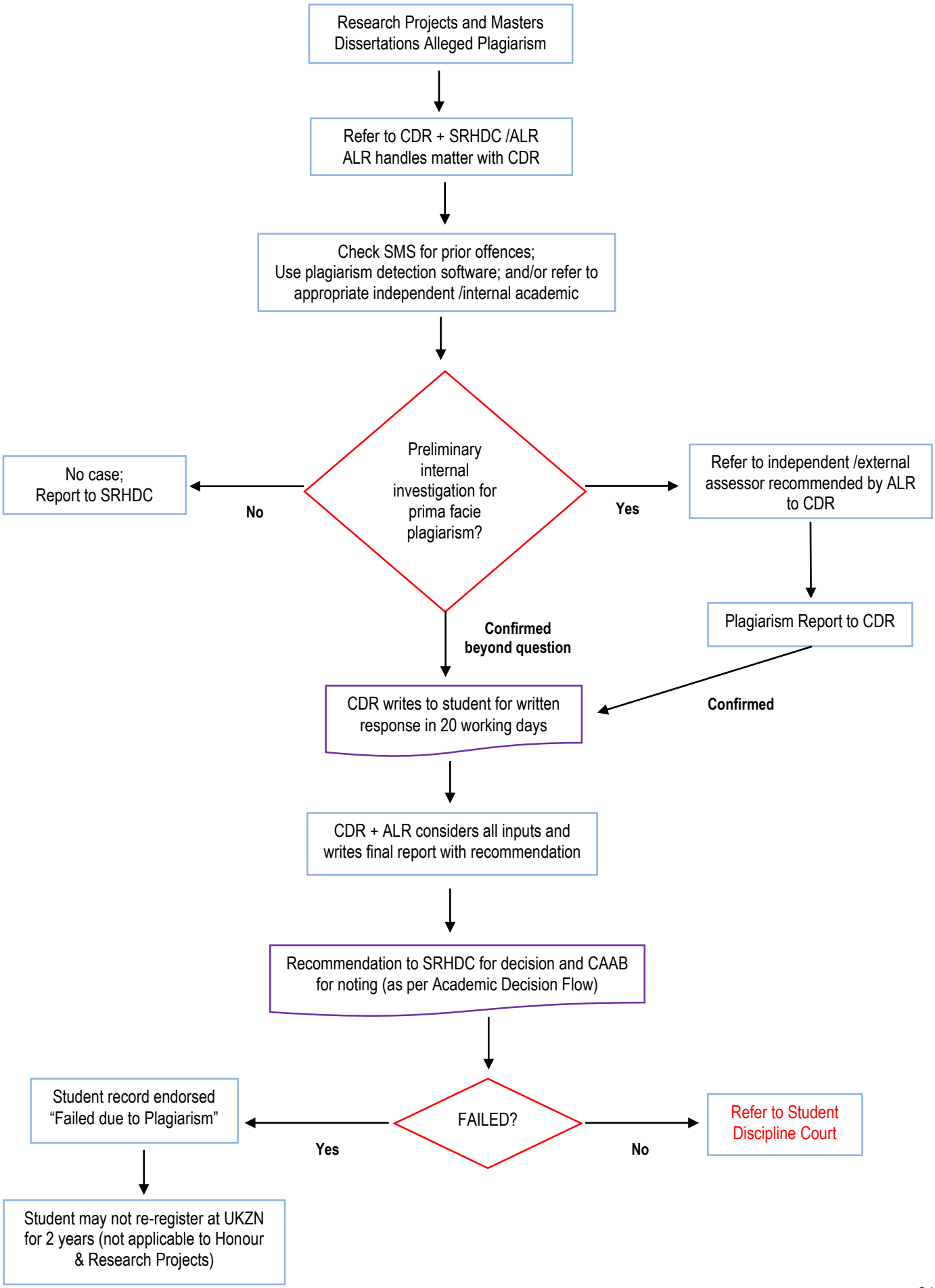
APPENDIX FIGURE 1: UNDERGRADUATE LEVELS 1 & 2 (*Refer to Section B; Paragraph 4.3*)



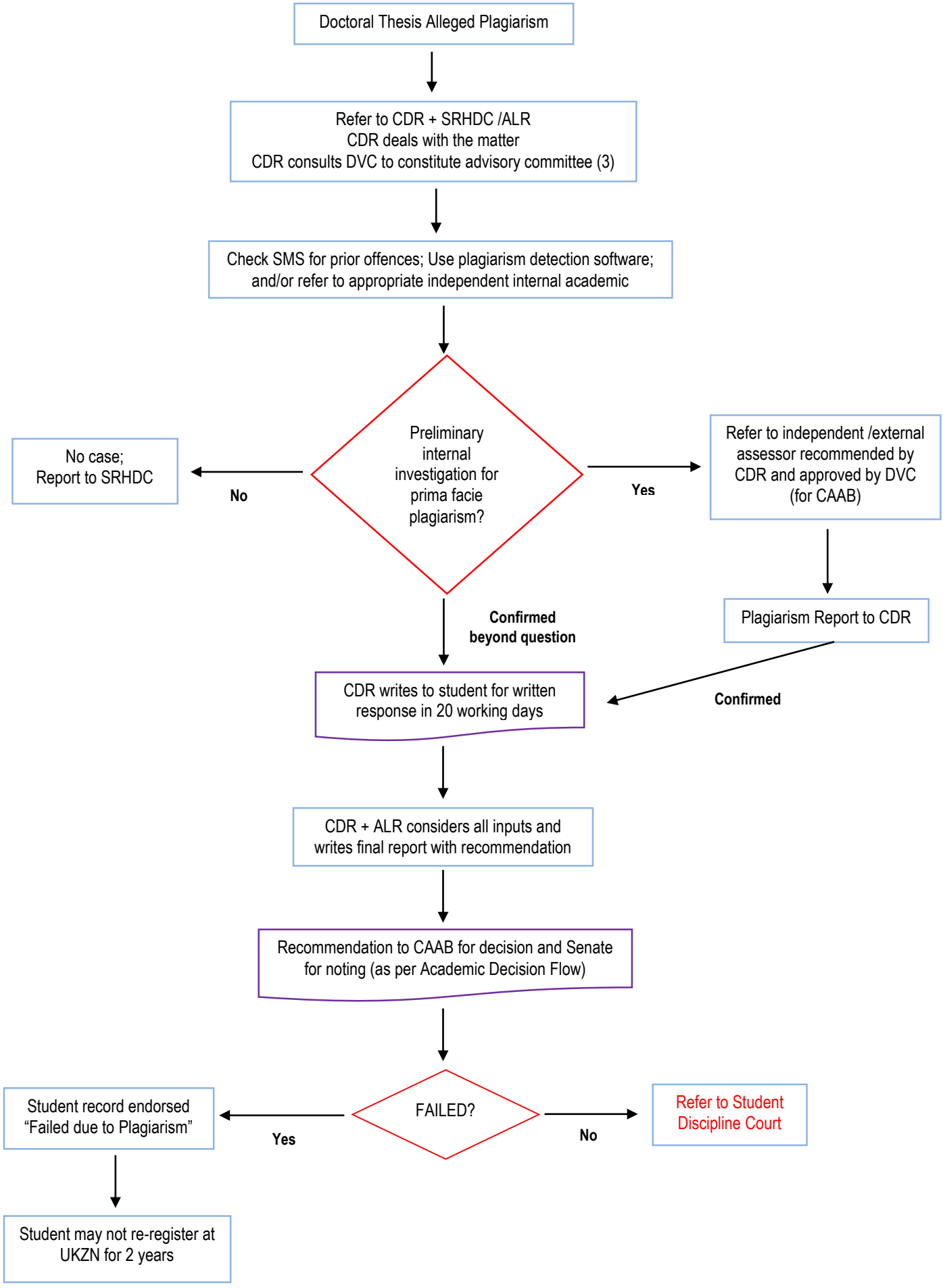
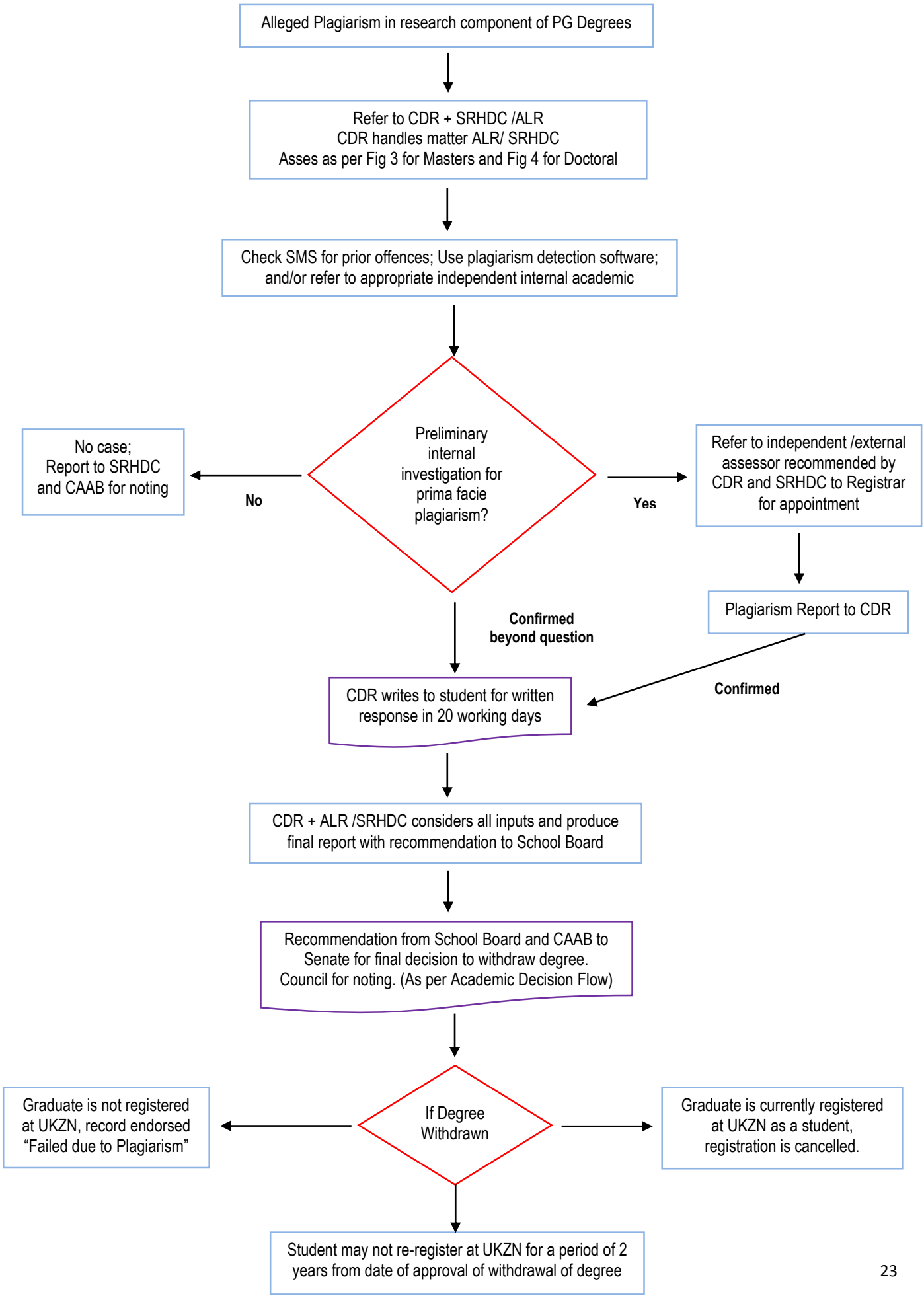
APPENDIX FIGURE 2: UG LEVELS 3 & 4; PG COURSEWORK AND UG LEVELS 1 & 2 SECOND OFFENCE OR DENIES *(Refer to Section B; Paragraph 4.3 and 4.4)*



APPENDIX FIGURE 3: FOR RESEARCH PROJECTS AND EXAMINED MASTERS DISSERTATIONS
(Refer to Section B; Paragraph 4.5)



APPENDIX FIGURE 4: FOR EXAMINED DOCTORAL THESIS *(Refer to Section B; Paragraph 4.5)*



APPENDIX FIGURE 5: FOR POSTGRADUATE DEGREES PREVIOUSLY AWARDED
(Refer to Section B; Paragraph 4.6)