

Department of Social Sciences Policy on Plagiarism Prevention updated April 2020

Plagiarism is a serious academic offence and is specifically listed as a breach of the University's General Assessment Regulations (GAR).

Primary Preventive Measures

Department of Social Sciences academic staff will follow a number of proactive prevention measures. The purpose of these actions is to assist students to avoid plagiarism by learning to write and reference correctly. These measure include

1. A module for first year undergraduate students equipping them with academic writing and referencing skills.
2. Use of Urkund plagiarism checking software in *Brightspace*.
3. Students can contact lecturers directly for guidance when preparing assignments and are encouraged to seek help with academic writing.
4. Lecturers will point out areas for improvement of referencing in their feedback.
5. A requirement that students submit original material for each assignment.

Dealing with plagiarism cases

When a lecturer suspects that plagiarism has occurred, s/he will report the matter to the Head of School, or nominee as outlined in the General Assessment Regulations. The student, lecturer and Head of School, or nominee, shall meet to discuss the lecturer's concerns. Where plagiarism is deemed to have occurred, the matter can be addressed at a **School level** by invoking Para 11.2(2) of the GAR, whereby work is required to be re-submitted. In such instances, re-submitted work will typically be capped at 40%. Where plagiarism involves submitting assessments purchased on-line or copying of large tracts of another student's or author's work, or other serious instances of cheating and deceit, the matter will typically be addressed at the **College level**, by invoking Para 11.2(3) of the GAR, and referring the matter to a Panel of Enquiry. As detailed in Para 11.8 of the GAR, penalties available to a Panel of Enquiry include giving a 'Fail' mark to the work; suspension of a student; or recommendation to Academic Council that a student be expelled from the University.