



NOTICE TO ALL STAFF

Plagiarism and Undergraduate Students

Academic staff are reminded that the UKZN Plagiarism Policy and Procedures approved by Council in December 2009, have been in effect since 1st January 2010.
(see http://registrar.ukzn.ac.za/Policies_copy.aspx for a copy of the document or attached to this notice).

Where there is suspicion or evidence that an undergraduate student has submitted plagiarized work, the policy requires that the lecturer to whom the work has been submitted adheres to the following procedure:

“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;
- retain the work concerned;
- register the student’s name and student number on the database indicating the offence that has been committed;
- issue a written warning to the student;
- give the student an opportunity to redo and re-submit the work after which a mark will be awarded for the new submission. If the student chooses not to resubmit the work, he/she will be awarded 0% for the work.

Undergraduate students **should not** be referred for formal disciplinary action unless the above procedure has been followed.

If there is evidence that the student is not a first offender, then he/she should be referred to the Head of School. If the submitted work contributes 25% or less to the final module mark, then the student may be offered the option of signing an admission of guilt form. If the value exceeds 25% then the matter is handed over to the Student Discipline Office for disciplinary action.

A “Student Plagiarism Menu” option can be found on the Main Menu of the Student Management System (SMS) on the web (<http://sms.ukzn.ac.za>).

All academic staff may obtain logins to use the SMS, while all faculty and school administrators should already have access. The Student Plagiarism Menu allows details of students who are being cautioned about plagiarism to be added, and will reveal if a caution is already in place for that student. [Contrary to the information in the policy, adding a student to the list does NOT at present automatically generate a written warning.]

Students should be required to use the plagiarism detection software *turnitin* BEFORE submitting their work for evaluation. A user guide has been made available by ICT (see attached).

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