ESSAY WRITING REQUIREMENTS

The requirements for essays are set out here in brief. Further detail is contained in separate sections which must be read in conjunction with this outline, namely “How to structure an essay”, “Acknowledging authorities within the text” and “Listing References” and “Writing an Abstract”.

1. STRUCTURE OF YOUR ESSAY

Every essay should consist of the following parts:

- Title page. [required] Choose your own title. Word count.
- Abstract [required; to be placed on title page ]
- Introduction
- Discussion (body)
- Conclusion
- List of References [required]

In addition to a title page, and List of References, which is required for every assignment, essays should consist of the following parts:

An abstract which sets out in brief (50 to 100 words for an Economics 1 essay) the context, the purpose and method of addressing a problem or issue and the conclusions drawn. Although the abstract is placed on the title page, it is written after the essay has been completed. (See “How to write an Abstract” in this booklet).

The introduction should lead up to, or introduce the subject. What ‘line’ are you taking? What is your central theme? Find your thesis (central theme) and put it into one sentence (Baker, 1981:3-6).

The discussion deals with the facts or the line of thought presented in a logical order. You must follow some definite scheme and therefore the arrangement of your facts or line of argument is necessary before you write your essay. Without sound planning a well-written essay is impossible. This is where you demonstrate to the reader that you can back up your thesis.

Within the discussion, it is necessary to be constantly aware of exactly how the material you are presenting relates to the title or central thesis of your essay. Assistance in this respect is often gained by remembering the rules for paragraph construction. Each paragraph should contain a leading or introductory statement, which sets the scene for the topic to be dealt with, and a summary statement or sentence at the end. If not at the end of every paragraph, then certainly at the conclusion of major sections of the essays, it is necessary to indicate to your reader exactly how the material just presented relates to the title of your essay. An inability to fulfil this function suggests that you are straying from the point and should seriously rethink and rewrite the section before progressing further.

The conclusion is drawing your final inferences, summarizing and emphasizing your thesis. If you follow the above scheme there should be no reason to be told that you have not answered the question. It is necessary of course to do more than arrange facts. You are asked to DISCUSS, JUDGE CRITICALLY, COMPARE and CONTRAST. Many essays handed in completely ignore the drawing of any inferences. In most questions in Economics it will be necessary to show the examiner that apart from knowing the line of argument, you are able to draw logical conclusions. Whether the final inference agrees with the examiner’s personal opinion or not, is not important. The more logically your arguments (and facts) are arranged, the more easily and convincingly will your conclusion be deducted from them.
LIST OF REFERENCES

2. PRESENTATION OF the ESSAY:

2.1 Title Page
- Include all the information as set out below:
  [General Format]
  Your Name and Surname
  Student number
  Tutor’s Name
  Tut Period
  [Title of the essay]
  [Course descriptor. Essay No]
  [Due date]
  Abstract
  In brief, the problem statement or issue addressed (hypothesis), the context and importance, the line of argument or the method used, and the conclusions drawn.
  [Word Count]
  [Sample layout]
  Joe Citizen
  17A1234
  A. Tutor
  8.40

  Price Discovery in a Market Economy
  Economics 101 Essay 1
  13 March 2017
  Abstract
  From an examination of the way in which prices are formed in an economy, with South Africa used as a case study, it was concluded that government intervention and administrative price setting were significant, but sub-ordinate to the market.
  [Word Count]

2.2 Putting it together
- Place the title page at the front of your essay. Additional attachments at the back.
- Staple the pages together by using a single staple at the upper left-hand corner.
- Please DO NOT place essays into plastic sleeves or use a cover.

2.3 Paper size, Paragraphs and Numbering
- Essays must be typed.
- Use plain white A4 paper and one-and-a-half or double-space your lines.
- Separate paragraphs by leaving a blank line between each paragraph.

2.4 Use the spell and grammar check
- Word processing programmes have

2.5 Diagrams and tables from books and websites
- You may insert hand drawn diagrams into your printed text.
- NO diagrams, tables, etc., may be COPIED and PASTED from electronic textbooks or other sources. Diagrams etc MUST be drawn by you!
3. MINIMUM NUMBER of SOURCES to be USED and ACKNOWLEDGEMENT of AUTHORITIES

3.1 Use at least four published references:
   a. One article obtained from a newspaper/press report or credible newspaper website upon which the essay is focused. [Staple a clear, referenced, printed copy of the electronic version of the article to the back of your essay. You may NOT use an article either photocopied or cut from any source whatsoever.]

   b. At least a further three sources of which one source must be a book other than Van Rensburg et al. (2008) or any other editions of Van Rensburg.
   c. PREFERABLY USE MORE!

3.2 When and How to Document (cite) a Source
   ▪ Always acknowledge whatever is borrowed from other writers, not only direct quotes. See ‘Acknowledging sources within the text’ in this booklet.

3.3 Checking for matching text using RUconnected
   RUconnected contains a text matching detection programme (called ‘Turnitin’) that determines the percentage of matching text between your essay and other sources accessible through the internet.

   If you submit your assignment early enough, as a “draft”, you can use the programme to check and improve your own work before you submit it for assessment.

   You are allowed to submit a “draft” copy that can be altered later. That is, after you have made changes, you will be able to resubmit the assignment. Note that the copy submitted to RUconnected must EXCLUDE the List of References.

   Your report should be available no later than 24 hours after you have submitted it and you can then view it. Therefore, it is your responsibility to ensure that you submit your essay to ‘Turnitin’ more than 24 hours before the deadline. (Eg. Essay 1 must be submitted BEFORE 7am on Monday 11 March 2017 and Essay 2 must be submitted BEFORE 7am on Monday 22 April 2017).
   Note that a report showing more than 15% matching text (even if it is properly referenced) is too much and you should think of ways to paraphrase some of your quotes. Note that, since the system may not detect all sources, a clear Turnitin report is only an indication - not a guarantee - of the extent of matching text. If markers detect other forms of plagiarism, or matching text from other sources, you may still incur penalties.

3.4 What is plagiarism?
   ▪ “Plagiarism is the unacknowledged use of another person’s phrasing, ideas, insights, general line of argument, conclusions or opinions” (Visser, 1992: 59).
   ▪ Students are not allowed to copy from another’s work. Plagiarism is regarded as a serious offence. (See student disciplinary code in the University Calendar and later in this booklet).

3.5 How to Document Sources
   The Faculty of Commerce and the Department of Economics follow the ‘British Harvard’ (or author-date) system of documenting sources. In this course you are required to use the Harvard method as set out.
**In the list of references** at the end of the essay:
Only list those works actually referred to in the essay in alphabetical order. Do not number the references. See ‘Listing References’ in this booklet.

**REFERENCE**


Longman.

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4. **SUBMISSION of the ESSAY ASSIGNMENT: hardcopy and electronic submission**

Before submitting the assignment, use the spell and grammar check tools on the computer (set to South African English, NOT USA spelling).

The following attachments are required to be stapled to the back of the assignment:

- **You are required to hand in two copies: a hard copy in the Tutor boxes and an electronic copy via the TURNITIN link on ‘RUconnected’ (TEXT MATCHING Programme).**

The hardcopy should consist of the following documents:
1. Front cover (see pg 65 for required format)
2. Essay (including the list of references)
3. A copy of the article used for the essay.
4. THE FULL TURNITIN REPORT

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**Please note that essays that fail to comply with the following will be scored ZERO:**

1. An essay **without an article attached.**
2. An essay that **does not explain the article.**
3. An essay that has a **cutting** from a newspaper, magazine or any other document (unless permitted by the Economics 101 lecturer concerned).
4. An essay that has **no in text citations (referencing) of sources used.**
5. An essay that has **no List of References.**
6. An essay **without a FULL Text Matching Programme Report attached.**

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**Penalties for ‘late submission’, Referencing Errors and Plagiarism**

Mark deductions are set out in the ‘Table of Penalties’
HOW TO WRITE AN ABSTRACT

The Abstract sets out in brief, the purpose, the context, method of addressing a problem or issue, and the conclusions drawn. What is the issue and why is it important? How was it addressed? What were the conclusions?
The Abstract is placed at the beginning of the essay, but it is written after the essay has been completed. (Note: use the past tense).

Answer each question in 1 or 2 sentences.

<table>
<thead>
<tr>
<th>What</th>
<th>is the purpose of the essay? What does it set out to achieve, i.e. what is the purpose and the issue(s) to be addressed, that is the hypothesis/problem statement?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Why</td>
<td>is addressing the issue important?</td>
</tr>
<tr>
<td>How</td>
<td>was the issue addressed?</td>
</tr>
<tr>
<td>What</td>
<td>were the conclusions drawn?</td>
</tr>
</tbody>
</table>

What an Abstract is NOT: a table of contents in the form of sentences!

SHORT GUIDE TO FINDING INFORMATION IN THE RHODES LIBRARY

Finding background information

The Reference collection, which is on the ground floor of the Library, is an excellent place to begin researching your topic. Here you will find (together with other useful reference books), language dictionaries, general encyclopaedias such as Britannica and World Book, and subject-specific dictionaries and encyclopedias, e.g. The McGraw-Hill Encyclopedia of Economics. Reference books are not available for loan but you are welcome to photocopy material from them.

Searching the Library catalogue (OPAC)

You can search the catalogue in the library from the OPAC terminals or from any Internet-connected computer. Go to http://www.ru.ac.za/library/ and click on Library Catalogue/OPAC. You may search for books and journals (by the title of the journal) on OPAC. Remember that you cannot find journal articles on the OPAC. For this you will have to use the electronic databases.
Finding Journal articles

The Library subscribes to a number of electronic databases. Access these at [http://www.ru.ac.za/library/electronic_resources/onlinedb.html](http://www.ru.ac.za/library/electronic_resources/onlinedb.html). These databases give access to either the full-text of journal articles or to the abstracts (short summaries) of articles. Useful databases for Economics include: EBSCOhost, JSTOR, ScienceDirect, SAMedia (some 500 publications with full-text articles from newspapers since 1978), SAePublications (full-text SA journals), Academic Source Premier, Oxford Reference Online, and Emerald Full Text (especially useful for Management and IS). Particularly useful for Economics essays: Financial Mail; FinWeek; and The Economist.

Guidelines for searching electronic databases

Using Boolean operators (AND, OR, NOT)

These allow you to combine search terms to expand or limit your search.

**AND** saving AND investment

*Retrieves records containing both these terms*

**OR** saving OR investment

*Retrieves records containing either of these terms*

**NOT** saving AND investment NOT (development countries OR third world)

*Retrieves records containing both ‘saving’ and ‘investment’ but not those which mention ‘developing countries’ or ‘third world’*

Using Truncation or Stemming (* or ? or ! usually, depending on the database).

This allows you to truncate/chop off a search term in order to expand your search.

Examples:  adolesc* will retrieve: adolescent/adolescents/adolescence

      econom* will retrieve: economic/economics/economist/economists/economical/econometric/econometrics

      pric* will retrieve: price/prices/pricing

Using wildcards (# or ? usually, depending on the database)

These allow you to substitute the appropriate symbol so as not to miss alternative spellings, etc.

Examples:  organi#ation will retrieve both spellings: organization and organisation

     wom#n will retrieve: woman and women
Remember that each database has a HELP option which gives detailed information on searching techniques, etc. The Librarians at the Information Desk in the Library are also there to help you. Please make use of their services.

### EVALUATION of ESSAYS and ESSAY TYPE EXAM QUESTIONS

<table>
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<tbody>
<tr>
<td>75–100 %</td>
<td><strong>First class</strong>&lt;br&gt;A&lt;br&gt;Coverage comprehensive&lt;br&gt;Theory thorough grasp of concepts, principles&lt;br&gt;Analysis: excellent, critical. Logical sequence, purposeful arguments. Rich use of a variety of sources.&lt;br&gt;Application: rich evidence of interpreting case studies etc using appropriate theoretical framework&lt;br&gt;Errors none material</td>
<td>Introduction excellent&lt;br&gt;Conclusion excellent&lt;br&gt;Abstract highly appropriate to content, original&lt;br&gt;Title appropriately named&lt;br&gt;Organisation: Excellent&lt;br&gt;Diagrams, tables etc and argument very well linked.</td>
<td>Language entirely appropriate&lt;br&gt;Very few errors&lt;br&gt;Style reads very well&lt;br&gt;Presentation: Excellent. Proof read and spell checked&lt;br&gt;Diagrams, tables and figures excellently presented, clear, consistent and labelled.</td>
<td>Referencing&lt;br&gt;All sources cited&lt;br&gt;Complete list&lt;br&gt;Correct format&lt;br&gt;Requirements: fully met.&lt;br&gt;Word count; number and type of sources; declaration; Tii report; attachment(s); on time, etc.</td>
</tr>
<tr>
<td>70 – 74 %</td>
<td><strong>Upper Second</strong> (2/1)&lt;br&gt;B+&lt;br&gt;Coverage good; few errors&lt;br&gt;Theory good grasp&lt;br&gt;Analysis: good, critical logical sequence, purposeful arguments&lt;br&gt;Good sources, credible&lt;br&gt;Application: evidence of application of theory to an appropriate example, case study, etc&lt;br&gt;Errors very few minor</td>
<td>Introduction good&lt;br&gt;Conclusion good&lt;br&gt;Abstract good&lt;br&gt;Title appropriate, good&lt;br&gt;Organisation Good&lt;br&gt;Clear linkage of diagrams, etc. and argument</td>
<td>Language appropriate&lt;br&gt;Few errors&lt;br&gt;Style reads well&lt;br&gt;Presentation: Good&lt;br&gt;Proof read and spell checked&lt;br&gt;Diagrams etc very good, clear, consistent and labelled.</td>
<td>Referencing&lt;br&gt;All sources cited&lt;br&gt;Complete list&lt;br&gt;Format correct.&lt;br&gt;Errors minimal&lt;br&gt;Requirements: fully met&lt;br&gt;[See A above]</td>
</tr>
<tr>
<td>60 – 69 %</td>
<td><strong>Lower Second</strong> (2/2)&lt;br&gt;B&lt;br&gt;Coverage fairly good&lt;br&gt;Some errors&lt;br&gt;Theory: fair grasp&lt;br&gt;Analysis: limited critical&lt;br&gt;Satisfactory argument, not always concise/systematic.&lt;br&gt;Sources satisfactory&lt;br&gt;Application some evidence of application</td>
<td>Introduction Satisfactory&lt;br&gt;Conclusion Satisfactory&lt;br&gt;Abstract: Satisfactory&lt;br&gt;Title appropriate, satisfactory&lt;br&gt;Organisation Satisfactory&lt;br&gt;Diagrams and</td>
<td>Language appropriate, May result in some interference with communication.&lt;br&gt;Some errors&lt;br&gt;Style reads satisfactorily&lt;br&gt;Presentation Good&lt;br&gt;Proof read and spell checked</td>
<td>Referencing&lt;br&gt;All sources cited&lt;br&gt;Complete list&lt;br&gt;Format correct, minor errors&lt;br&gt;Requirements Meets almost all</td>
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<tr>
<td>CLASS</td>
<td>SUBJECT</td>
<td>STRUCTURE</td>
<td>LANGUAGE and PRESENTATION</td>
<td>REQUIREMENTS and REFERENCING (essays/not exams)</td>
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<tr>
<td>50 – 59 %</td>
<td>Coverage superficial Theory basic concepts and principles used</td>
<td>Introduction limited Conclusion limited Abstract Satisfactory Title appropriate, satisfactory Organisation Satisfactory Diagrams and argument not well linked</td>
<td>Language appropriate Language not entirely appropriate. Style Poor, incomplete</td>
<td>Referencing method Sources cited Complete list Inconsistencies</td>
</tr>
<tr>
<td>Third (3)</td>
<td>Analysis: limited uncritical, argument not always coherent, several sources uncritically used Application: limited or inappropriate use of examples or case studies</td>
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<td>Requirements Minor not met</td>
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<tr>
<td>C</td>
<td>Errors: several</td>
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<tr>
<td>45 – 49 %</td>
<td>Coverage rather brief Theory Some evidence of understanding Analysis Some logical argument. May have misinterpreted the question Application very limited use of examples etc Errors one or two major</td>
<td>Introduction poor, Conclusion poor, of limited relevance Abstract weak Title satisfactory Organisation Adequate. Diagrams and argument not well linked</td>
<td>Language Inappropriate, poor, limits communication Many serious errors Style point form</td>
<td>Referencing method Sources cited Complete list Incomplete list*</td>
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<tr>
<td>FAIL (F1)</td>
<td></td>
<td></td>
<td>Presentation: Poor Proof read and spell check incomplete Diagrams etc poorly presented, inconsistent, not labelled</td>
<td>Requirements Minor not met</td>
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<tr>
<td>30 – 44 %</td>
<td>Coverage Very brief, much irrelevant material Theory Little evidence of understanding Analysis Weak line of argument, little attempt to use several sources Application very weak or inappropriate Errors Serious</td>
<td>Introduction weak Conclusion weak Abstract weak Title weak Organisation Poor Minimal diagram/text linkage</td>
<td>Language Inappropriate, poor, limits communication Many serious errors Style point form</td>
<td>Referencing method Sources cited Incomplete list*</td>
</tr>
<tr>
<td>FAIL F2</td>
<td></td>
<td></td>
<td>Presentation: Poor Proof read and spell check incomplete Diagrams etc poorly presented, inconsistent, not labelled</td>
<td>Requirements Several not met: Late. No Tii report or attachments. Word count far under or over.</td>
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<td>F</td>
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<tr>
<td>1 – 29 %</td>
<td>Coverage A few correct, relevant statements and diagrams. Theory brief very weak Analysis flawed absent</td>
<td>Introduction irrelevant inappropriate Conclusion absent Abstract absent</td>
<td>Language Inappropriate, poor, limits communication. Very difficult to understand. Riddled with errors</td>
<td>References Unacknowledged sources* Incomplete list* Incorrect</td>
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<tr>
<td>FAIL F3 X</td>
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<td>X</td>
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<td>Requirement</td>
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<tr>
<td>Title</td>
<td>Poor or inappropriate</td>
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<tr>
<td>Organisation</td>
<td>Basic structure absent</td>
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<tr>
<td>Presentation</td>
<td>Very poor diagrams, etc unlinked to text</td>
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<tr>
<td>Style</td>
<td>Point form</td>
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<tr>
<td>Language</td>
<td>Wholly inappropriate</td>
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<tr>
<td>Requirements</td>
<td>Not met. Illegible</td>
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**0% FAIL F3 0**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Description</th>
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<tbody>
<tr>
<td>Coverage</td>
<td>Nothing correct that is relevant.</td>
</tr>
<tr>
<td>Theory</td>
<td>Incorrect. Does Not Answer the Question (DNAQ).</td>
</tr>
<tr>
<td>Organisation</td>
<td>Relying on a single text.</td>
</tr>
<tr>
<td>Presentation</td>
<td>Very poor diagrams, etc unlabelled</td>
</tr>
<tr>
<td>Language</td>
<td>Riddled with errors</td>
</tr>
<tr>
<td>Requirements</td>
<td>Unacknowledged sources*</td>
</tr>
<tr>
<td>References</td>
<td>Incomplete list*</td>
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</table>

**Other**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Description</th>
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<tbody>
<tr>
<td>Did Not Write (DNW)</td>
<td>Late submission (DNW)</td>
</tr>
<tr>
<td>Plagiarism *</td>
<td>(Refer to Course Co-ordinator/ Lecturer)</td>
</tr>
</tbody>
</table>


**Note:** Exam answers would not require a title, abstract or the citation of sources and a list of references.

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1 *Please note that however ‘good’ a piece of writing may appear, one that ‘does not answer the question’, has been handed in late without express permission, relies on a single text, uses language wholly inappropriate to academic writing in Economics, is illegible, or has been plagiarised, constitutes a ‘fatal flaw’. The appropriate grade is Zero.*
ESSAY EVALUATION CRITERIA and MARK SHEET

[Staple a copy to the back of your essay after the “List of References”]

<table>
<thead>
<tr>
<th>CONTENT</th>
<th>Description 10/10</th>
<th>Description 1/10</th>
<th>Max Mark</th>
<th>Candidate’s evaluation</th>
<th>Marker’s evaluation</th>
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<tbody>
<tr>
<td>STRUCTURE</td>
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<tr>
<td>Title</td>
<td>Appropriate descriptive</td>
<td>Irrelevant to topic</td>
<td>5</td>
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<tr>
<td>Abstract</td>
<td>Outlines main issues/ conclusions</td>
<td>Uninformative, contents in words</td>
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<tr>
<td>Introduction</td>
<td>Sets out context leading to the topic; central theme</td>
<td>Vague, unclear, irrelevant definitions</td>
<td>20</td>
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<tr>
<td>Conclusion</td>
<td>Clear, consistent with the line of argument</td>
<td>Not supported by content/ argument.</td>
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<td>SUBJECT</td>
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<tr>
<td>Coverage</td>
<td>Comprehensive</td>
<td>Superficial</td>
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<td>Economic theory</td>
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<tr>
<td>Concepts and Principles</td>
<td>Good explanation</td>
<td>Weak explanation</td>
<td></td>
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<tr>
<td>Analysis and Use of sources and authorities</td>
<td>Excellent line of argument, clear progression. Rich use of credible sources</td>
<td>No discernible line of argument. Few sources of low credibility</td>
<td>70</td>
<td></td>
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<tr>
<td>Application</td>
<td>Rich evidence of interpreting case studies etc using appropriate theoretical framework</td>
<td>Inability to apply theory to issues</td>
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<td>LANGUAGE and PRESENTATION</td>
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<tr>
<td>Fluent, clear, reads well.</td>
<td>Incomprehensible, inappropriate. Errors</td>
<td>Poor. Inconsistent, errors.</td>
<td>5</td>
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<tr>
<td>Few minor errors</td>
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<tr>
<td>Excellent. Diagrams clear, labelled.</td>
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<td>TOTAL before penalties</td>
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<td>100</td>
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<td>Less: penalties</td>
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</tr>
<tr>
<td>REFERENCING ERRORS</td>
<td>Correct method of in-text citation and List of References.</td>
<td>Incorrect method. Incomplete Reference list/ errors.</td>
<td>See Table of Penalties</td>
<td></td>
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</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Complies. On time. Tii report. attachments.</td>
<td>Non compliance. Late. No Tii report, etc. Extensive. Penalty*</td>
<td></td>
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<tr>
<td>PLAGIARISM</td>
<td>None. No penalty</td>
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<tr>
<td>FINAL MARK**</td>
<td></td>
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<td>100</td>
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</table>

* Refer essays suspected of plagiarism to the Course Co-ordinator/ lecturer. ** Final Mark may be less than the ‘Total’ or even Zero, e.g. does not answer the question (DNAQ). Record to be kept. For appeals see “Procedure for Complaints”.
**Marker’s comments:**
(a) Structure, subject coverage, presentation and language.
(b) Referencing method errors.

Plagiarism compliant: 100% Category A □ Category B □ Category C □

**To improve future essays pay more attention to:**

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**ESSAYS/ASSIGNMENTS which count towards the Class Record**

Table of Penalties: referencing errors and plagiarism

Table must be read in conjunction with the Senate approved Common Faculty Policy on Plagiarism Aug 2008

<table>
<thead>
<tr>
<th>Type of offence</th>
<th>Academic level</th>
<th>101 Essay 1</th>
<th>101 Essay 2</th>
<th>102 Essays 1 &amp; 2</th>
<th>2yr +</th>
</tr>
</thead>
<tbody>
<tr>
<td>Errors in the method of citation within the text, mark deduction per error type</td>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>Errors in the method of listing of references, mark deduction per error type</td>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>References cited in the text, but unlisted, mark deduction per reference</td>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>References listed but not cited in the text, mark deduction per reference</td>
<td></td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>Late submission: mark deduction/day to max 3 days</td>
<td></td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>5</td>
</tr>
</tbody>
</table>

**Text quoted/using another’s words with references, but without quotation marks**

<table>
<thead>
<tr>
<th>% mark deduction for: 5% text</th>
<th>5% text ] ‘Minor’</th>
<th>5% text ] ‘Major’</th>
<th>75 – 100</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>A 3</td>
<td>A 10</td>
<td>B 100</td>
</tr>
<tr>
<td>15</td>
<td>A 5</td>
<td>A 20</td>
<td>B 100</td>
</tr>
<tr>
<td>20 +</td>
<td>B 20</td>
<td>B 30</td>
<td>B 100</td>
</tr>
<tr>
<td>50 +</td>
<td>B 50</td>
<td>B 60</td>
<td>B 100</td>
</tr>
<tr>
<td>75 – 100</td>
<td>B 100</td>
<td>B 100</td>
<td>B 100</td>
</tr>
</tbody>
</table>

**Text/paraphrasing/ideas/diagrams unacknowledged**

<table>
<thead>
<tr>
<th>% mark deduction for: 5% plagiarism</th>
<th>5% plagiarism ] ‘Minor’</th>
<th>5% plagiarism ] ‘Major’</th>
<th>75 – 100</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>A 5</td>
<td>A 15</td>
<td>B 100</td>
</tr>
<tr>
<td>15</td>
<td>A 15</td>
<td>A 25</td>
<td>B 100</td>
</tr>
<tr>
<td>20 +</td>
<td>B 100</td>
<td>B 100</td>
<td>B 100</td>
</tr>
<tr>
<td>50 +</td>
<td>B 100</td>
<td>B 100</td>
<td>B 100</td>
</tr>
<tr>
<td>75 – 100</td>
<td>B 100</td>
<td>B 100</td>
<td>B 100</td>
</tr>
</tbody>
</table>

**Syndication: 15% or less**

(a) no collusion; same material; each candidate
(A) □ ≤25 □ ≤50 □ ≤100 □ ≤100
(b) collusion; each candidate
(A/B) □ ≤50 □ ≤75 □ Cat B □ Cat B
<table>
<thead>
<tr>
<th>:more than 15%</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) no collusion; each candidate</td>
</tr>
<tr>
<td>(b) collusion; each student</td>
</tr>
</tbody>
</table>

**Copying from another student without their knowledge**

| 15% or less | B | ≤50 | ≤75 | Cat B | Cat B |
| more than 15% | B | DPWP | DPWP | DPWP | DPWP |

**Second Offences**

| in Category A | B | 100 | 100 | 100 | 100 |
| Plagiarism offences (≥ 25% essay) | B | DPWP | PWP | DPWP | DPWP |
| of major plagiarism (≥ 50%), and | | |
| syndication/copying | | |
| Serial offences of minor plagiarism (≥ 3rd) | C | SPT | SPT | STP | STP |

**Minor**: defined as “from a few sentences up to about 15% of the assignment.”

**Records**: *Category A cases*: a Departmental Record is to be kept for potential use of ‘Second Category A offences’. *Category B cases*: an entry is to be made on the candidate’s University (‘Protea’) record.

**DP** (Duly Performed ‘certificate’) means that the work of the course has been performed at a satisfactory level. **DPWP**: DP withdrawn for plagiarism. **DNW**: Did Not Write

**DPC**: Departmental Plagiarism Committee. **HOD**: Head of Department.

**Note**: 1. Offences related simply to the method of referencing within the text/of diagrams, etc. and of the listing of references are not ‘plagiarism offences’, but a lack of adherence to academic writing requirements, whereas the absence of references is regarded as a serious academic crime of intellectual theft (i.e. plagiarism).

2. The ‘Table of Penalties’ summarises (and interpolates) the suggested penalties as contained in the Senate’s Common Policy on Plagiarism, but nothing herein supersedes it.

3. Penalties are given at particular levels (e.g. 15%, 20%, etc.) of work plagiarised. Penalties are interpolated for the intervals between.

**Category A cases**: first time minor infringements, usually dealt with by the staff member who detects the offence.

- Tutorial and Graduate Assistants should make a preliminary assessment and defer to the Lecturer-in-charge or Course Coordinator as instructed.
- It is important that the problem is explained, the correct practice is encouraged and the candidate counselled and warned of the seriousness of plagiarism and its repetition. The appropriate mark penalty is to be imposed and a Departmental record must be kept, which may be used for potential second offences.
- Candidates may appeal the finding and penalty for a Category A offence. In the first instance this must be referred to the Tutorial Assistant where appropriate who will refer the matter to the Course Co-ordinator. If the candidate is still not satisfied an appeal may be made to the Head of Department, who must refer the matter to the Departmental Plagiarism Committee (DPC).

**Category B cases**: repeated minor offences, minor offences at 2nd year and above, and first time more serious (‘major’) offences, dealt with by the Departmental Plagiarism Committee and potentially the Senior Prosecutor.
The person detecting or suspecting a category B offence must indicate its nature and bring this to the attention of the Lecturer-in-charge/ Course Coordinator with out delay, who is required to refer it to the Head of Department for attention of the DPC. A replacement essay/assignment is to be completed counting for less marks. Protea record to be filed.

**Category C: to be heard by a Senate Plagiarism Tribunal (SPT).** Penalties may range up to Exclusion from Rhodes.