The University has adopted a “Common Faculty Policy on Plagiarism” (Senate document 2008). The Department of Economics, together with other Departments in the Faculty of Commerce, fully supports this process and to this end have developed a set of common “Guidelines for referencing”.

Academic writing in the form of essays, assignments, reports, projects, theses or journal articles, etc., typically use and build upon the writing, information, ideas and research of others. Such use is acceptable provided that the sources used are clearly acknowledged. Plagiarism is defined as: “Taking and using the ideas, writings, works or inventions of another as if they were one’s own” (Senate, 2002). In simple terms, plagiarism is academic theft.

Rhodes University regards plagiarism in a very serious light and penalties may be as severe as the withdrawal of a DP in a course (permission to write the final exam is refused) or rustication (exclusion from the University).

“You will be guilty of plagiarism if for example” any work (exercise, practical, project, essay, report, etc) which is purported to be your own (has your name on it) “which, either in part or as a whole,

- is copied from an essay or practical report written by another student;
- is copied from a document downloaded from a website;
- is copied from a published article or book chapter;
- has been written for you by someone else” (Psychology Dept Handbook, 2000), or
- is a direct quotation not placed in quotation marks (inverted commas).

The Department of Economics is committed:
- to provide information and guidance on how and why to properly acknowledge sources;
- to provide training and feedback on the method recommended by the Faculty of Commerce for the acknowledgment and citation of sources;
- to follow up alleged offences; and
- to report significant incidents to the University Investigation Officer.

Please read and follow carefully the section on ‘Essay Writing Requirements’, ‘Acknowledging sources within the text’ and ‘Listing references’.
In the first instance, academic Departments are responsible for dealing with and imposing penalties. The procedure, in brief, is that first time minor infringements are dealt with by the staff member detecting the alleged offence, while major and repeat offences are referred to the Departmental Plagiarism Committee (DPC). Thereafter major offences are referred to the Senate Standing Committee on Plagiarism (SSCoP). For procedural details see: http://www.scifac.ru.ac.za/misc/plag.

In every case an alleged offender shall have the right to state his/her case to the Departmental Disciplinary Committee (DDC), may appeal a sanction to the DDC and thereafter to the SSCoP, but may risk a heavier penalty. Written reasons shall be provided for any sanction imposed, copies of which are to be sent to the Dean and the SSCoP. The procedures and normal penalties as set out below are to be read in conjunction with the Table of Penalties for Plagiarism.

**TABLES of PENALTIES for PLAGIARISM**

Marks are deducted in accordance with the degree of plagiarism, the academic level at which the student is writing and the intention of the candidate, up to a limit of 100%. Plagiarism may also result in the refusal of a DP (“Duly Performed certificate”), that is, the candidate is not permitted to write the examination for the course. DPR (DP Refused) in the case of plagiarism is designated as DPWP (‘DP Withdrawn for Plagiarism’).

A summary of the Senate’s plagiarism penalties is set out below. These penalties have been formulated into a table specifically for Essays/Assignments which count towards the Class Record mark, and for Tutorial Exercises which count for DP purposes only.

The table contains the suggested penalty for the offence as recommended by Senate. The way that the Senate penalties are interpreted for Economics assignments is contained in this booklet under the appropriate sections, that is, under TUTORIALS and under ESSAYS.

In the event of *prima facie* evidence of significant plagiarism, the marker assigns the work submitted a preliminary mark of zero and **must** refer it to the Course Co-ordinator for assessment.

**Essays and Assignments** (count <10% of the final mark for the course)
## Type of Assignment and Form of extent of Plagiarism

<table>
<thead>
<tr>
<th>Type</th>
<th>1st Year</th>
<th>Subsequent u/grad years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor Plagiarism (≤15% of text)</td>
<td>Mark penalty up to 40% Counselling and warned</td>
<td>Mark penalty up to 50% Counselling and warned</td>
</tr>
<tr>
<td>Minor use of another person’s words without quotation marks, but with a reference (≤15% of text)</td>
<td>Mark penalty up to 30% Counselling and warned</td>
<td>Mark penalty up to 40% Counselling and warned</td>
</tr>
<tr>
<td>Syndication (minor)</td>
<td>Category B Refer to DPC via HOD</td>
<td>Category B Refer to DPC via HOD</td>
</tr>
<tr>
<td>Copying from another student</td>
<td>Category B Refer to DPC via HOD</td>
<td>Category B Refer to DPC via HOD</td>
</tr>
</tbody>
</table>

### CATEGORY A (Dealt with by staff member, or course lecturer/course co-ordinator)

**Minor Plagiarism (≤15% of text)**
- Mark penalty up to 40%
- Counselling and warned

**Minor use of another person’s words without quotation marks, but with a reference (≤15% of text)**
- Mark penalty up to 30%
- Counselling and warned

**Syndication (minor)**
- Category B Refer to DPC via HOD

**Copying from another student**
- Category B Refer to DPC via HOD

### CATEGORY B (Heard by Departmental Plagiarism Committee)

**Plagiarised (approx 20% +)**
- 0 and Another DP assignment; counts 0*

**75 to 100% plagiarised (all cases)**
- From: 0 and another DP assignment
- To: DPWP (by Semester 2)

**Extensive use of another’s copied words without quotation marks, but giving a reference**
- From: Mark penalty
- To: Another assignment, to count from less marks to 0

**Syndication**
- (a) Worked together, same material, without proof of collusion
  - From: another assignment for lesser marks
  - To: another DP assignment, counts 0*

- (b) Same material knowingly reproduced
  - From: another DP assignment for lesser marks up to 0
  - To: DPWP

**Copying from another student without that student’s knowledge**
- 0 + DPWP
- Refer to Senior Prosecutor

### Second Offences

**Second Category A offence**
- Another DP assignment, counts 0
- Another DP assignment, counts 0*

**Extensive second offence plagiarism (25% to less than half)**
- 0 + DPWP
- Refer to Senior Prosecutor

**Extensive second offence plagiarism (half or more)**
- Category C; refer to SSCoP (Senate Standing Committee on Plagiarism)

### CATEGORY C (Heard by a Senate Plagiarism Tribunal)

**Serial offences of minor plagiarism (3rd time +)**
- All these offences have the potential to attract serious penalties, ranging from mark penalties to DPWP to exclusion (whether suspended or not). If permanent exclusion is recommended, this must be confirmed by Senate and Council.

**Second offences of major plagiarism (50% + in major assignments)**
- From: Mark penalties and redo work
- To: DPWP or Exclusion

**Syndication and/or copying from another student’s work without permission (Second offences)**
- From: Mark penalties and redo work
- To: DPWP or Exclusion

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*Minor” refers to a few sentences up to about 15% of an assignment

**Syndication:** Students submit identical work or with selected passages that are identical. Both (or all) students are sanctioned. **NOTE:** Work assigned a mark of zero is viewed as an assignment cumulatively may lead to the loss of a DP (DPR).

Also, see notes below the next table.
* Where a sub-minimum for DP purposes applies the minimum mark to retain the DP may be given

**Tutorial Assignments** (for DP purposes, but do not contribute to the Class Record mark)

<table>
<thead>
<tr>
<th>Form and extent of Plagiarism</th>
<th>Suggested Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Year</td>
<td>Subsequent years (not post-grad)</td>
</tr>
<tr>
<td><strong>CATEGORY A</strong> (dealt with by staff member, or course lecturer/course co-ordinator)</td>
<td></td>
</tr>
<tr>
<td>Minor plagiarism*; Minor use (up to 15%) of another person’s copied words without quotation marks, but giving a reference</td>
<td>Counselling and warned Alternative task for DP purposes</td>
</tr>
<tr>
<td>Syndication**</td>
<td>Graded 0/DNW and/or DP warning Possible Cat B; refer to DPC</td>
</tr>
<tr>
<td>Copying from another student</td>
<td>Category B</td>
</tr>
</tbody>
</table>

| **CATEGORY B** (Heard by Departmental Plagiarism Committee) | |
| Major plagiarism: more than 15% | Another DP assignment, graded DNW |
| : approx half plagiarised | Another DP assignment, graded DNW |
| : 75 to 100% plagiarised | From: Another DP assignment, graded DNW To: DPWP |
| Copying from another student without that student’s knowledge | From: another DP assignment, graded DNW To: DPWP |

| Sydication | |
| (a) Worked together, same material, without proof of collusion | From: another assignment To: another DP assignment, graded DNW |
| (b) Same material knowingly reproduced | From: another DP assignment, graded DNW To: DPWP |

| Extensive use (>15%) of another person’s copied words without quotation marks, but giving a reference. | From: assignment graded DNW To: another DP assignment, graded DNW |

| Second offences: Category A (<15%) | Another DP assignment, graded DNW |
| : Cat B approx 25% + | 0 +DPWP |

| **CATEGORY C** (Heard by Senate Plagiarism Tribunal) | |
| Serial Offences of minor plagiarism (3rd time +) | From: Mark penalties and redoing work To: DPWP or Exclusion |
| Second Offences Syndication and/or copying from another student | |

‘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 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. Syndication: Students submit identical work or with selected passages that are identical. Both (or all) students are sanctioned.

NOTE: Work that normally would be assigned a mark of zero is viewed as an assignment “not submitted” and cumulatively may lead to the loss of a DP (DPR).