



Form for reporting plagiarism incidents<sup>1</sup>

Details		
<i>Student</i> Student # Name and surname Email Has student admitted transgression?	<i>Lecturer</i> Staff # Name and surname Email Department Module code and name	
Dates	Report <sup>2</sup>	
Assessment  Plagiarism detected  Interview with student  Submitted to Division of Legal Services		
Penalty <sup>3</sup>		
Year	# incidents	Action in terms of penalty scale
1 <sup>st</sup>	1 <sup>st</sup>	
2 <sup>nd</sup>	2 <sup>nd</sup>	
3 <sup>rd</sup>	3 <sup>rd</sup>	
4 <sup>th</sup>		
Signatures		
<i>Student</i>	<i>Lecturer</i>	<i>HOD</i>

<sup>1</sup> This form is part of the procedures that have been established to support the consistent implementation of the University's plagiarism prevention policy promptly and fairly across all faculties. Once completed, it must be submitted to the Division of Legal Services (report.plagiarism@up.ac.za, 012 420 3025) where the incident and the penalty decided upon by the lecturer will be recorded in the Plagiarism Register. If the Division of Legal Services is satisfied that the information provided by the student regarding previous incidents is truthful, the Division of Legal Services will confirm the incident and the penalty in a letter to the student. However, if the student has committed plagiarism previously, which incidents were not indicated on this form, the Division of Legal Services will proceed with a disciplinary investigation against the student and such student could be expelled from the University.

<sup>2</sup> Lecturers should, for a period of three years, keep copies of the instructions given to the students regarding the assessment, the original work with the plagiarised passages marked and a copy of the source material with the passages which have been plagiarised, marked.

<sup>3</sup> In order to determine a penalty in terms of the Penalty Scale, it is required to know in which year of undergraduate studies the student is and whether the student has committed plagiarism previously.