

Senate Policy on referencing conventions and declaration regarding plagiarism

Senate Policy on referencing conventions and declaration re plagiarism Senate policy (PC11/99 dated 6.12.1999) requires:

1. you, for each course you teach, to prescribe a referencing convention, or to allow a student to choose from a set of referencing conventions prescribed by you (and, by implication, to teach this key academic literacy skill to junior students) when setting assignments; and
2. all undergraduates to make and include a declaration each time they submit written work for assessment.

Declaration

1. I know that plagiarism is wrong. Plagiarism is to use another's work and pretend that it is one's own.
2. I have used the _____ convention for citation and referencing. Each contribution to, and quotation in, this essay/report/project/_____ from the work(s) of other people has been attributed, and has been cited and referenced.
3. This essay/report/project/_____ is my own work.
4. I have not allowed, and will not allow, anyone to copy my work with the intention of passing it off as his or her own work.

Signature _____

[Download](#) this declaration in MS Word format.

Declaration

Individual academics and departments may adapt this declaration to suit particular needs, and may apply the rule with discretion. The declaration must be used for any substantial work that a student does unsupervised

- The declaration is neither suitable for reports submitted at the end of a three-hour science laboratory session, nor required in such cases.
- A suitably altered version should be used for students in first-year (Foundation) courses submitting an assignment before having been taught about referencing conventions.
- You may require postgraduate students to use it or an amended declaration;
- The declaration must be used regularly. It is not sufficient to require students to sign the declaration on an annual basis. Students need to be constantly reminded. The onus is on you to ensure that before work is marked, it is accompanied by a signed declaration in the standard form, or if you have done this, in a contextually altered form.

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