

FACULTY OF THEOLOGY AND RELIGIOUS STUDIES

REGULATIONS CONCERNING CHEATING AND PLAGIARISM

1. Cheating and plagiarism are acts or omissions by a student, whether intentional or unintentional, designed to partly or wholly hinder the forming of a correct assessment of their own or someone else's knowledge, understanding and skills (see the Teaching and Examination Regulations, Article 9.16)
2. Cheating includes acts such as the following:
 - Cheating during an examination. Anyone who deliberately enables someone else to cheat is considered complicit.
 - Bringing aids (pre-programmed calculators, mobile phones, books, syllabi, notes, etc.) to the examination, the consultation of which is not explicitly permitted.
 - Having others complete an assignment or part thereof on one's behalf.
 - Taking possession of the relevant exam questions or assignments before the date or time of the examination.
 - Faking questionnaire or interview answers or research data.
 - Copying fellow students' work and presenting this as one's own work.
 - Resubmitting assignments that have been awarded marks in a previous course unit.
 - Submitting assignments acquired from a commercial institution or written by someone else (whether paid for or not).
- 3.a Plagiarism is a specific type of fraud, where in a thesis or other assignment data or sections of one's own or someone else's work are copied without properly referring to the source. Plagiarism includes acts such as the following:
 - Copying text from digital sources such as encyclopaedias or digital journals without using quotation marks or references.
 - Copying text from the internet without using quotation marks and references.
 - Copying text from printed media such as books, journals or encyclopaedias without using quotation marks or references.
 - Including translations of texts such as the ones listed above without using quotation marks or references.
 - Paraphrasing texts such as the ones listed above without properly acknowledging the source – a paraphrase must be indicated as such, by explicitly linking the text to the original author in either the body of the text or a note, to prevent the impression being formed that it represents the student's own ideas.
 - Copying video, audio or test material from others without mentioning the source and thus presenting it as one's own work.

- Submitting previously submitted own work without stating the source and presenting it as original work produced for the course unit in question, unless the course unit or the lecturer explicitly permit this.
 - Copying fellow students' work and presenting it as one's own work. A student who gives a fellow student permission to copy their work is considered complicit in plagiarism.
 - If one of the authors collaborating on a joint assignment commits plagiarism, the other authors are complicit to this plagiarism if they could or should have known that the other author was committing plagiarism.
 - Submitting assignments acquired from a commercial institution (such as a website containing extracts or papers) or paying someone else to write them.
- 3.b Electronic detection programs may be used to detect plagiarism in texts. When submitting a text, the student in question implicitly grants permission for the text to be included in the database of the relevant detection program.
4. Lecturers are required to report suspected cases of cheating and plagiarism.
- a. If an act of cheating or plagiarism has been detected or is suspected, the Board of Examiners will launch an investigation, during which the student and the lecturer will be heard.
 - b. The Board of Examiners will then determine whether an act of cheating or plagiarism has been committed.
5. Once cheating or plagiarism is detected, the Board of Examiners will take the following measures:
- a. In all cases:
 - o declare the assignment or examination invalid
 - o issue a reprimand, which is recorded in the student's file
 - b. In certain cases, depending on the nature and extent of the cheating or plagiarism, and on the study phase of the examinee, one or more of the following sanctions:
 - o expulsion from the course unit
 - o denial of permission to participate in examinations or other modes of assessment relating to the relevant course unit for the current academic year, or for a period of 12 months
 - o denial of permission to participate in all exams or other modes of assessment for a period of 12 months
 - c. If the student has already been reprimanded in the past:
 - o denial of permission to participate in all exams or other modes of assessment for a period of 12 months.
 - d. In the event of very serious cheating or repeated cheating, the Board of Examiners may propose to the Board of the University that the student's registration be definitively terminated.
6. The term 'Board of Examiners' refers to the Board of Examiners of the Faculty of Theology and Religious Studies.

7. The term 'examination' or 'exam' refers to the assessment (including marking) for each course unit of students' knowledge, understanding or skills.

These Regulations took effect on 1 January 2019 and may be cited as the 'Regulations concerning cheating and plagiarism' of the Faculty of Theology and Religious Studies.