

Name : _____

Programme : _____

**DEPARTMENT OF MODERN FOREIGN LANGUAGES
PLAGIARISM FORM**

(This form must be completed and handed in with every written assignment, excluding language exercises.)

Plagiarism is a serious offence, which amounts to intellectual theft. A student who commits plagiarism will forfeit all marks for the assignment in question and will thus receive **0%** for his/her assignment. Stellenbosch University is committed to maintaining excellence and academic integrity. Therefore disciplinary action may be taken against students who violate the scholarly standards of Stellenbosch University. Students will be penalised in line with faculty procedures

What is plagiarism?

Plagiarism means taking over the work (words, ideas, intellectual or artistic creations) of another person or persons, whether published or not, and to present such work as the presenter's (author or speaker) own. The following transgressions amount to plagiarism: submitting another person's work or part thereof as your own; a word for word repetition or direct translation of words or sentences from another person's work, including the work of a fellow student or lecturer or class notes without the necessary and correct acknowledgement of the original source; the submission of a student's own work that has already been submitted for another module without referring to the original source; the repetition of another person's ideas in own words without acknowledging the original source; the use of any translation programmes to translate even own ideas into a foreign language in modules where the correct use of the foreign language forms part of the evaluation process; the editing, revising, rewriting of any assignment by an external native speaker; incomplete an/or inconsequent references to works cited and used; the use of direct quotations without quotation marks.

Check each point and tick where relevant before submitting your assignment

- I have answered all questions in full
- The assignment is typed; I used double-spacing and left a margin for the lecturer's comments.
- The length of my assignment corresponds to the requirements
- I know what plagiarism is and that it is wrong
- I have indicated all my sources clearly and my assignment contains a full bibliography
- I have not made use of a translation programme or I have not sought/obtained the assistance of a native speaker
- This assignment is entirely my own work

Additional comments regarding sources used or help received from another person:

All assignments must be handed in **on or before the due date**. Assignments may only be handed in late if the student can produce a medical certificate for the relevant time period. **10% per day will be deducted** in all instances for a maximum of two days. After that the student will receive **0%** for the work in question. Weekend days are also taken into account.

Signature

Date