

## PLAGIARISM

On November 6, 1996, the Examination Boards of the Faculty of Economics and Business Administration established the following rules regarding plagiarism, scientific dishonesty and copying:

- The following rules apply to **plagiarism**:
  - Plagiarism is presenting (parts of) a source as an original product and under your own name without mentioning the source immediately after each relevant passage. Clarification:
    - Reusing your own work without citing also counts as plagiarism.
    - Editing a couple of words or sentences in the copied text does not reduce the plagiarism.
    - Citing must happen for each copied passage; blanket citations (e.g. for an entire section or chapter) do not excuse the plagiarism for individual passages.
  - Plagiarism also refers to literally or almost literally quoting sentences without quotation marks, even if the citation is correct.
  - Referencing a source in the reference list does not excuse the plagiarism mentioned in the previous two points and therefore cannot be invoked as a mitigating circumstance.
  - Plagiarism is considered to be an "irregularity" and will be punished in accordance with *article 78* of the *Education and Examination Code 2023-2024*.

### Article 78 Fraud or irregularities

§1. In the event that the invigilator-in-charge suspects a student of having committed fraud or irregularities during an assessment, they can discontinue the assessment immediately for said student, they can provide the student with a new blank exam paper, or restart the online exam.

Carrying and/or using a digital or electronic tool or means of communication during an exam or other assessment will automatically be regarded as fraud, unless explicitly stated otherwise, or after permission in individual exceptional circumstances.

The examiner notifies the chair of the Examination Board forthwith.

§2. Committing plagiarism is considered to be a form of fraud. The Examination Board per Study Programme may for said study programme supplement or specify the basic definition of "plagiarism" as it is defined in the present code. This information is communicated to the students of said study programme. The examiner-in-charge may assess assignments - always submitted in electronic form - on their originality by means of anti-plagiarism software.

In the event that the lecturer-in-charge suspects a student of having committed plagiarism which is likely to affect the assessment of the assignment in question, the chair of the Examination Board per Study Programme is to be informed forthwith.

§3. Whether or not to impose disciplinary exam measures by means of a disciplinary exam decision, is the prerogative of the Examination Board per Study Programme governing the study programme in which the student suspected of committing fraud or irregularities has enrolled with a contract to obtain a diploma, or the study programme in which the course unit is programmed for which the student has a credit contract.

In the event that the student suspected of committing fraud or irregularities is enrolled in more than one study programme, the various relevant Examination Boards per Study Programme deliberate together. Articles 63 and 72 apply in full for each of the members of the relevant Examination Boards. If the lecturer-in-charge is a member of said Examination Board(s), the lecturer-in-charge will refrain from participating in the deliberations and decisions.

§4. The chair of the Examination Board - or in the event that more than one Examination Board deliberate together on the case of fraud or irregularities as stipulated in §3 (second subparagraph), one of the chairs of the relevant

Examination Boards - invites the student to the hearing five calendar days before the hearing is scheduled to take place at the latest. The invitation is sent to the student's Ghent University email account. In addition to the venue, date and time of the hearing, it also includes the facts with which the student is being charged as well as the possible disciplinary measures as stipulated in §6. The student may invoke their right of inspection to their dossier. The faculty ombudsperson is invited to attend this hearing. The student has the right to legal counsel at the hearing. The legal counsellor is to hold a written power of attorney on pain of inadmissibility of the appeal, except if they are registered with the Bar or enrolled as a trainee lawyer. In situations of legal impediment to appear at the hearing in person, the student has the right to representation by a legal counsellor, or to a written defence. If the student fails to appear at the hearing without legal representation or a written defence, the Examination Board(s) per Study Programme take(s) note of this, and can then proceed to hold a valid deliberation of the student's dossier as well as to impose on said student disciplinary exam measures.

§5. The Examination Board(s) per Study Programme that has/have to deliberate on the fraud case or irregularities, do so to come to a decision as soon as possible after the hearing. The faculty ombudsperson is invited to attend this deliberation.

§6. The disciplinary exam measure is pronounced by the disciplinary body, i.e. the Examination Board per Study Programme, or as described in §3 (second subparagraph), the joint deliberations of several Examination Boards per Study Programme.

If the facts are deemed to have been proven, the disciplinary body may impose (a combination of) disciplinary measures:

- the student receives an adjusted exam mark for the exam or assignment that was used to assess the course unit in question,
- the student receives the label 'fraud' for the relevant course unit;
- depending on the severity of the offence, the student may be denied from obtaining credit certificates for a number of course units in their curriculum in the current academic year (i.e. resulting in an exam mark of 0/20 for the relevant course units). Said number of course units may equal the total number of course units in the student's curriculum;
- the student may be excluded from the assessments in the resit examination period for (a part of) the relevant course units;
- the student is expelled.

The label 'fraud' implies that the student does not receive an exam mark for the course unit in question in the current examination period.

The expulsion leads to an immediate loss of one's student status and a ban to re-enrol at the university for a period to be determined in the disciplinary exam measure, expressed in academic years. Said expulsion cannot exceed ten academic years.

Upon determining the sentence, the disciplinary body takes into account the particularities of the case, including:

- the question whether it concerns an irregularity or outright fraud;
- the question whether the irregularity or fraud was committed willingly or as a consequence of carelessness on the part of the student;
- the severity of the offence;
- possible recidivism on the part of the student.

§7. After the disciplinary exam decision ruled by the disciplinary body, the Examination Board per Deliberation Set decides whether or not the student can still pass the deliberation set, of which the course unit affected by the fraud or irregularities is a part, in so doing taking into account the disciplinary exam measures. If applicable, the Examination Board per Study Programme can then rule on whether or not the student can still pass the study programme.

§8. If the fraud only comes to light after the student has been granted a credit certificate for the course unit in which the fraud was committed, the examination disciplinary body can still pronounce the obtained credit certificate null and void and, where appropriate, they may also pronounce the diploma or certificate that was

awarded for the relevant study programme null and void, and reclaim it. In that case, the student will receive the label 'fraud' for the relevant course unit.

Depending on the severity of the offence, the disciplinary body may moreover decide to deny the student from obtaining credit certificates for a number of course units in their curriculum in the current academic year, as well as in a subsequent examination period in the same academic year. Said number of course units may equal the total number of course units in the student's curriculum.

Finally, the disciplinary body may also decide to expel the student for a maximum period of ten academic years.

§9. The disciplinary body includes an attendance list in its meeting minutes. The meeting minutes give an account of the facts as well as the motives that have led to the disciplinary exam measure. A copy of the meeting minutes is sent to the Director of Education (via [ombuds@ugent.be](mailto:ombuds@ugent.be)) as well as to the relevant lecturer(s)-in-charge. The disciplinary body sends the substantiated disciplinary exam decision, including the applicable disciplinary exam measure(s) and a referral to the internal appeals procedure to the student by registered mail.

§10. While the disciplinary exam decision is still pending, or as long as the the disciplinary exam decision is provisional, the student suspected of committing fraud or irregularities may at their own risk participate in further assessments. A disciplinary exam decision is considered to be final if no timely internal or subsequent external appeal was lodged against said decision, or if the external appeal was rejected by the Council for Disputes Concerning Decisions on Study Progress.

§11. Students may lodge an appeal with the Institutional Appeals Committee (in Dutch: Institutionele Beroepscommissie), as laid down in Article 81.

§12. If an examiner establishes that a substantial group of students has committed fraud or irregularities during an exam or another assessment as a consequence of which the validity of said exam is compromised, but without being able to identify every student involved, said examiner informs the chair of the Examination Board per Study Programme governing the relevant course unit forthwith.

In consultation with the Examination Board per Study Programme, the examiner may decide to nullify the results of said exam or assessment entirely or, in case of fraud or irregularities committed by a limited and identifiable group of students, to nullify the results for said group of students. The faculty ombudsperson is invited to attend this consultation.

In the event of a nullification of exam or assessment results, and in consultation with the Examination Board per Study Programme, the examiner may decide to organise a new exam or assessment for the group of students involved. In the event of fraud or irregularities committed during a continuous assessment, the decision may be not to organise a new assessment but to determine the final mark of the group of students in question based on the other assessment components. In any such event, the calculation of the final mark may differ from the one that is defined in the course sheet.

Students who have been identifiably involved in fraud or irregularities may become the subject of a disciplinary exam procedure, in accordance with paragraphs 1 and 2 of the current article. The examiner involved initiates this procedure.

- Using (somebody else's) ideas without citing is considered to be **scientific dishonesty**. Depending on the extent of it, the Examination Board can equate this scientific dishonesty to plagiarism and punish it accordingly. The punishment may also consist of a low mark or a zero for the master's dissertation.
- **Copying** is considered to be exclusive or excessive use, whether literally or not, of somebody else's ideas and texts, though with correct citing. Copying is not plagiarism, and therefore no irregularity, but it is of course inexcusable. This will translate to a low mark or a zero for the master's dissertation, depending on the extent of the copying.

## Plagiarism checklist

Using this checklist, it becomes clear what we mean by "plagiarism".

I found a text and copy it word for word in my paper, bachelor or master's dissertation (we call this quoting). I don't mention the source. Is this allowed?	No, that's plagiarism.
I have found a text and I take one or more excerpts from it verbatim in my paper, bachelor or master's dissertation. I don't mention the source. Is that allowed?	No, that's plagiarism.
I copy several fragments of text verbatim. I mention the source the first time but no longer in subsequent copying. Is that allowed?	No, that's plagiarism.
I quote a text or one/different fragments of text verbatim. I mention the source but I do not place these quotes in quotation marks. Is that allowed?	No, that's plagiarism.
I have summarized one or more excerpts from a text in my own words (this is called "paraphrasing"). Should I now also refer to the source?	YES!
I have written a paper for a course unit in the first bachelor. I am now handing out the same or only a very slightly modified version for a course unit in the second bachelor. Is that allowed?	No, that's plagiarism.
I do not copy text, but illustrations from a book or magazine article. I do not mention the source. Is that allowed?	No, that's plagiarism.
The text I want to quote or paraphrase from is on the Internet. So should I cite the source and should I put quotation marks when I quote?	YES, it doesn't matter where you find the information.
I have translated a text (part). Do I need to mention the original source now?	YES!
I have found a text in an archive (for example, from a company). This text has not been published in book or magazine form. Should I then also reference it?	YES!

Thus, there is no plagiarism if you put verbatim quotations between quotation marks and if you fully refer to the source used.

You do not have to refer to 'general knowledge' (e.g. that Belgium belongs to the European Union).

Note: also avoid a writing style in which your text is a succession of verbatim quotations, even with quotation marks and references. This looks very sloppy to the reader: it is as if you are 'plundering' the work of others and adding little or nothing original yourself.

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