

PUBLIC ADMINISTRATION FRAUD & PLAGIARISM REGULATION 2019-2020.

Adopted by the Institute of Public Administration Board of Examiners, UL on 1 September 2019.

The 'Public Administration Students Fraud and Plagiarism' regulation sets out what Leiden University's Institute of Public Administration understands by fraud and plagiarism and what measures can be taken. Fraud and plagiarism are covered by the Higher Education and Scientific Research Act.

1. What is fraud?

In general, *fraud* means all cases in which students imply that work is their own when it is not. This includes cheating, a change of person, plagiarism, piggybacking on another person's work and 'inventing' research data. As a result, it is completely or partially impossible to form a correct opinion about the knowledge, insight and skills and performance of the student.

In any case, the following is regarded as fraud:

- a. During the examination, being in possession of aids (pre-programmed calculator, mobile phone, books, syllabi, notes, etc.), the consultation of which is not expressly permitted; cheating by copying another's student's answers or exchanging information during the examination.
- b. Pretending to be someone else during the examination.
- c. Being represented by someone else during the examination.
- d. Before the date or time on which the examination will take place, gaining access to the assignments of the examination in question.
- e. Adjusting, extending or changing an examination component after it has been submitted for final assessment.
- f. Faking or cheating with research data.
- g. Having someone else write a piece of work.

2. What is plagiarism?

Plagiarism, according to the university rules of LEI, is: 'presenting, intentionally or otherwise, someone else's words, thoughts, analyses, argumentations, pictures, techniques, computer programmes, etc., as your own work. The university regulation on plagiarism can be found at: <https://www.organisatiegids.universiteitleiden.nl/reglementen/algemeen/plagiaat..>

The careful and correct use of sources are skills that are self-explanatory in an academic learning environment. Plagiarism, for example, covers:

- a. Copying other people's texts, data or ideas without complete and correct acknowledgement of the source;
- b. Not clearly indicating in the text, for example by means of quotes or a certain design, that literal or almost literal quotations were included in the work, even if a correct reference to the source was used;
- c. Paraphrasing (passages from) the work of others, without indicating that the line of thought was conceived by someone else and without indicating the place where the line of thought was found.
- d. Presenting ideas, argumentations or thoughts from other people's work without indicating that they are someone else's ideas;
- e. Including images without acknowledging the source;

- f. Including work from fellow students and letting this pass for one's own work; copying text from the written assignments of fellow students.

Committing plagiarism is also not allowed in the *draft versions* of texts that are submitted.

Students may NOT resubmit assignments or texts that have already been submitted to another part of the Public Administration programme, or to a programme within or outside Leiden University. Copying text from previously submitted assignments is considered to be a form of *autoplagerism*.

Submitting work obtained from a commercial institution or written by someone else (whether in return for payment or not) is also a form of fraud. Lecturers always report suspected fraud to the Board of Examiners.

3. Plagiarism control via Turnitin

The use of plagiarism detection software is part of the Fraud and Plagiarism regulation. All work to be assessed should be checked for fraud and plagiarism using this plagiarism detection software (Turnitin).

4. The procedure followed by the Board of Examiners in the event of fraud and plagiarism

Lecturers report suspected fraud to the Board of Examiners. The Board of Examiners investigates the report, decides on the alleged case of fraud and may impose a sanction on a student, ranging from a reprimand or declaring the work invalid, to exclusion from the tests or examinations. In very serious cases of fraud, students may even be excluded from the course of study.

The procedure is as follows:

- a. If fraud and/or plagiarism is suspected, the examiner informs the student directly and also the Board of Examiners in writing, while submitting the written documents and findings.
- b. Assessment of the work is suspended.
- c. The Board of Examiners gives the student the opportunity to be heard within a period of 3 weeks.
- d. The Board of Examiners determines whether fraud or plagiarism has occurred and informs the student in writing of its decision and the sanctions within a period of 3 weeks, stating the possibility of appeal to the Examination Appeals Board (see: Rules and Guidelines for the Public Administration Board of Examiners 2019-2020).
- e. If plagiarism is found or suspected in a particular piece of work, the Board of Examiners may decide to examine work submitted earlier by the same student(s) for signs of plagiarism. The student is obliged to cooperate in such research and may be required to submit digital versions of earlier pieces of works.
- f. The sanctions imposed are recorded in the student's file.