



## Information sheet: Plagiarism in Academic Works

### Prevention

We want to **prevent plagiarism**. Students learn academic honesty in class - as a preventive measure; we treat possible cases of suspicion confidentially and jointly seek solutions to problems that lead to plagiarism.

We teach the skills of academic work intensively in the introductory year (exercise groups). Our "Guideline for Writing Academic Papers" are essential here and can be downloaded at any time. For each written paper of more than 2,500 words, students confirm, among other things, the correct indication of sources with the "[Declaration of Authorship](#)" of the Faculty of Humanities.

Students as well as lecturers can contact Juliane Neuhaus (Plagiarism Officer ISEK – Social and Cultural Anthropology, contact below) at any time if they have any questions.

### Definition of plagiarism

The **definition of plagiarism** valid at UZH is:

«Plagiarism is understood as the use or imitation of other people's work, either wholly or partially, without acknowledging the source and the author. In principle, plagiarism is an infringement of copyright law. Short passages from another author may be quoted; however, this is subject to the requirement that the quotation is marked as such and the source is cited.»

Teaching Committee of the University of Zurich, dated 30 April 2007, «[Information Sheet on the Treatment of Plagiarism](#)» (source: [https://www.education.uzh.ch/dam/jcr:591b8e58-f68b-4c14-bd19-187451f685ae/20110314\\_LK\\_Plagiarism.pdf](https://www.education.uzh.ch/dam/jcr:591b8e58-f68b-4c14-bd19-187451f685ae/20110314_LK_Plagiarism.pdf), last consulted 24 March 2021).

The handling of plagiarism at the Faculty of Humanities is based on two documents (in German only, sorry!): the Rahmenverordnung (RVO) § 30 *Unlauteres Verhalten* as well as RVO § 12, and STO § 11: *Plagiatskontrolle*.

### Procedure in case of suspicion

If plagiarism is **suspected**, each case will be followed up. Dealing with plagiarism is time consuming. The information and collection point for ISEK – Social and Cultural Anthropology is Juliane Neuhaus.

- Juliane Neuhaus supports lecturers in checking their suspicions and accompanies discussions with affected students.
- Lecturers can find information on plagiarism control on the pages of the department «Lehre und Lehrentwicklung» (Teaching and Teaching Development, in German only, sorry!): <https://www.teaching.uzh.ch/de/infrastruktur/plagiate.html>
- The UZH offers Turnitin as plagiarism software (access via UZH-VPN): <https://turnitin.uzh.ch/>.
- Students are invited to an interview to discuss a suspected case of plagiarism (legal hearing), at which the plagiarism officer is present. The discussion is recorded and signed by those present.



The following documents are compiled by a lecturer or supervisor:

- Written work with marking of the relevant text passages
- Copies of the documents from which the text passages are taken with markings of the relevant passages
- Result of the plagiarism detection software
- Written statement by the student or minutes of the personal interview (legal hearing)

### Further measures

If a suspicion is substantiated, **further measures** will be taken:

- Grading of a written work with "1" (failed)
- In the case of portfolio-type performance certificates, a module is deemed to have been failed if only a of it is graded with a "1" or "failed" because of unfair behaviour
- Information and, if necessary, initiation of proceedings for unfair conduct via the Dean of Studies Office (Student Services, [studium@phil.uzh.ch](mailto:studium@phil.uzh.ch)).
- The Dean of Studies decides whether unfair conduct according to RVO § 30 has occurred and disciplinary proceedings are requested.
- Notification of possible disciplinary misconduct to the Rector of UZH; examination of disciplinary proceedings by the University Attorney.
- The decision of the lecturer can also be reversed by the Dean of Studies and the grade will be adjusted.

### Disciplinary proceedings

Plagiarism violates intellectual property rights. Whether deliberate or "accidental" - plagiarism is not a petty offence. They are determined in **disciplinary proceedings** before the UZH and can result in further, serious sanctions:

- Schriftlicher Verweis / förmliche Verwarnung
- Ausschluss von Lehrveranstaltungen oder
- Ausschluss von der Benützung einzelner Universitätseinrichtungen (z.B. Mensa, Bibliothek, Universitätsnetz) für die Dauer von höchstens einem Semester oder
- Ausschluss von Prüfungen und/oder Studium für ein bis sechs Semester.

For further information concerning disciplinary proceedings see University Attorney (in German only, sorry!) at

<https://www.ius.uzh.ch/de/staff/professorships/alphabetical/haas/Universitaetsanwalt/DasDisziplinarverfahren.html> (last accessed on 24.3.2021).

### Contact Information

Dr. des. Juliane Neuhaus, Studienleitung, ISEK–Ethnologie, Universität Zürich  
Andreasstrasse 15, 8050 Zürich  
E-Mail: [juliane.neuhaus@uzh.ch](mailto:juliane.neuhaus@uzh.ch)