



## **UJ Fraud Risk Management: Fraud Prevention**

### **What is Fraud Prevention?**

Fraud prevention refers to the process of implementing various techniques/measures, which assist the University in detecting and preventing fraudulent activities from causing financial and reputational damage.

### **Types of Fraud that could be committed in a University**

1. Asset misappropriation
2. Financial fraud
3. Corruption
4. Academic dishonesty
5. Scamming by third parties

### **Fraud Prevention measures at UJ**

The University has implemented a Fraud Prevention Policy and Procedure to outline its commitment to reduce and eradicate incidents of fraud. The following fraud prevention measures have also been applied to embed fraud risk management within the University and ensure a fraud risk aware culture within the University.

1. Fraud Awareness in the form of newsletters and awareness sessions to the UJ community.
2. Fraud Risk Assessments, which assist faculties and departments in identifying potentially fraudulent activities and provide mitigations thereof to ensure adequate control environments that are able to detect and prevent fraud.
3. Turnitin and SafeAssign software to detect and prevent academic dishonesty.
4. Enforcement of policies and procedures to ensure that staff act in an ethical manner, i.e. Conditions of Service, Code of Academic Research and Ethics etc.
5. Fraud Reporting to the University's Governance structures.
6. Independent investigation of suspected fraudulent activities.

### **Employees can assist in managing fraud risk by:**

1. Acting responsibly within the framework of internal controls.
2. Maintaining a basic understanding of fraud and of indicators of suspected fraudulent, corrupt or related dishonest actions or misconduct.
3. Actively participating in creating and maintaining a strong control environment and implementing and monitoring fraud prevention procedures.
4. Cooperating with an investigation in terms of this policy.
5. Acting with propriety in the use of University resources.
6. Immediately reporting suspected fraudulent, corrupt and related dishonest actions or misconduct.

7. Refraining from confrontation of those suspected of fraud, corruption and related acts of dishonesty and misconduct or of discussion with anyone of such suspected actions, unless required to do so by an investigator or law enforcement official.

### **Fraud Detection measures at UJ**

Fraud is detected through various tools, such as Internal Audits to evaluate controls, External audits to review financial activities and the Ethics Hotline to report suspected fraud or dishonesty.

### **Witnessed a fraudulent activity, here's what to do next?**

In the event that you witness a fraudulent activity, you are urged to report the matter to the UJ Ethics Hotline. The hotline is independently managed and is available 24 hours a day in all official South African languages. The hotline maintains the highest level of anonymity on all reported cases.

### **Matter has been reported, what happens next?**

All Ethics Hotline reports are reviewed and assessed in terms of the details of the incident reported, maintaining the highest level of anonymity throughout the case assessment. The reports are referred for investigation based on the context of the matter and monitored to conclusion. Where required, the case will be referred to an external forensic service provider for further investigation.

### **Be fraud aware**

Always be aware of possible third-party scammers or individuals posing as UJ representatives to commit financial fraud for personal gain.

Ensure a clear understanding of UJ's policies and procedures, especially regarding utilisation or UJ resources, academic regulations and delegations of authority.

**UJ adopts a zero-tolerance approach to any form of fraud, corruption and related acts of dishonesty or misconduct among its employees, students, prospective students, and external stakeholders.**

### **UJ Ethics Hotline:**

**Free Call** : 0800 872 846  
**Email** : [UJ@tip-offs.com](mailto:UJ@tip-offs.com)  
**Website** : [www.tip-offs.com](http://www.tip-offs.com)