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Plagiarism Policy
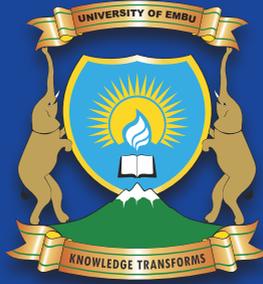

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UNIVERSITY OF EMBU

Plagiarism Policy

"stop infringement of copyright"

Knowledge Transforms

UNIVERSITY OF EMBU

PLAGIARISM POLICY

Name:	**UNIVERSITY OF EMBU**		
Title:	**PLAGIARISM POLICY**	**Reference:**	**UoEmb/4/13**
		Issue/Rev.	**00**

APPROVAL AND ISSUE DATE

Approved by:... Date:..................................

VICE-CHANCELLOR

FUNDAMENTAL UNIVERSITY STATEMENTS

MISSION

To generate, advance and disseminate knowledge through training, research and innovation for the development of humanity.

CORE VALUES

Integrity
Professionalism
Team work
Innovativeness
Customer focus

FOREWORD

<div style="float:left">VICE-CHANCELLOR</div>

University of Embu University is committed to creating an environment that fosters academic integrity by actively educating and supporting staff and students to prevent breaches of academic integrity. The University Code of Conduct for students and staff recognizes plagiarism as an act of academic fraud and dishonesty and provides measures to deal with those in violation. This policy provides details on the various aspects of plagiarism including: identification, classification, reporting, record keeping and an appeal process. It also includes information and advice to staff and students on the detection and avoidance of plagiarism.

EXECUTIVE SUMMARY

The University is committed to distinguished scholarship, excellence in teaching and learning and the provision of credible and innovative research findings that can earn international recognition as well as national credibility and legitimacy. Academic honesty and integrity are preconditions for fulfilling this ideal.

Plagiarism, as a worldwide phenomenon and a component of academic dishonesty, undermines the value of university degrees, scholarship and intellectual progress. It poses a potential threat to the University's goal of realising the highest international standards of academic and professional performance. This policy makes a clear statement on the importance of ethical values in teaching and learning and emphasizes acknowledgement of the contribution by others to the knowledge capital of society. It provides staff and students with developmental opportunities for the acquisition of academic and referencing conventions so that they can be held accountable for future infringements.

The Plagiarism Policy forms part of the policies and practices of the University of Embu and is a key element in maintaining a culture of academic honesty and integrity as well as preventing and managing acts of plagiarism by University employees and students, thereby minimising a potential source of legal risk to the University.

The implementation, monitoring and review of this policy is vested on the Deputy Vice-Chancellor in charge of academics. This policy shall be reviewed after five years. However, a review can be done earlier if need arises.

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DEFINITION OF TERMS

a) Cheating

Cheating is the actual or attempted practice of fraudulent or deceptive acts for the purpose of improving one's grade or obtaining course credit. For the purpose of this policy, inappropriate behaviour reasonably interpreted as evidence of the intent to cheat is also interpreted as cheating. Typically, such acts occur in relation to examinations. However, it is the intent of this definition that the term "cheating" not be limited to examination situations only, but that it include any and all actions by a student that are intended to gain an unearned academic advantage by fraudulent or deceptive means.

b) Copyright

An original work of authorship which has been fixed in any tangible medium of expression from which it can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device, such as books, articles, journals, software, computer programs, musical works, dramatic works, videos, multimedia products, sound recordings, paintings, pictorial, sculpture and graphical works

c) Plagiarism

Plagiarism is a specific form of cheating which consists of the misuse of the published and/or unpublished works of others by misrepresenting the material (i.e., their intellectual property) so used as one's own work.

1.0 INTRODUCTION

1.1 Preamble

In the light of an improved availability of education and research resources, particularly the electronic resources, a considerable increase in the number of plagiarism cases is being experienced in the higher education system. This is partly as a result of a deficiency in proper training in referencing techniques at the early stages of learning. While the outcomes-based curriculum requires learners to deal with vast amounts of information, scanty regard is given to the correct referencing of such resources, with the result that learners do not appreciate the seriousness of appropriating someone else's work. Plagiarism poses a considerable problem for academic institutions worldwide. It is a serious form of academic misconduct which can lead to breach of academic integrity of individuals involved and may also tarnish the image and reputation of the institution

1.2 Policy statement

The University is committed to the development and promotion of academic integrity as a tool for improving trust in scholarly work, and for preventing plagiarism in educational and research material. The policy seeks to affirm the University's commitment to dealing firmly with any act of plagiarism while at the same time creating awareness of plagiarism issues and monitor all acts of plagiarism. Clear articulation of plagiarism issues will allow for a uniform and consistent handling of plagiarism acts.

1.3 Purpose of the policy

The purpose of this policy is to establish consistent guidelines and procedures for deterring, detecting and dealing with plagiarism at the

University of Embu. It sets out processes and procedures for creating awareness of plagiarism issues, educating and monitoring and acting upon plagiarism in a uniform manner across the university..

1.4   Scope of the policy

This policy applies to all programmes and products offered by the university. It will inform and direct the university academic community in maintaining academic integrity at the University.

1.5   Policy objectives

The objectives of this policy are to:

a)   Provide a clear statement and understanding about the nature and definition of plagiarism to serve as a point of reference across the entire University.

b)   Establish a clear set of processes, guidelines and procedures that addresses a developmental approach towards the prevention of plagiarism as well as the management of acts of plagiarism and associated disciplinary actions;

c)   Identify the responsibilities of faculties and other structures, academic employees and students with regard to acts of alleged plagiarism.

d)   Contribute to academic integrity within University of Embu and enhance its academic reputation

e)   Improve the quality of research of the university and enhance the attributes of its graduates.

1.6   Legal and regulatory framework

This policy shall be interpreted in accordance with the following;

a)   The Constitution of Kenya 2010;

b)   UoEm statutes

c)   UoEm Charter

d)   The Universities Act, 2016;

e)   The Anti-Corruption and Economic Crimes Act, 2003;

f)   The Public officer Ethics Act, 2003;

g)   The Proceeds of Crime and Anti-Money Laundering Act;

h)   Books and Newspapers Act;

i)   Copyright Act;

j)   Stage and Plays Act;

k)   Industrial Property Act;

l)   Information and Communications Act;

CHAPTER 2: GUIDING PRINCIPLES AND FORMS OF PLAGIARISM

2.1   Guiding Principles

The University will use the following principles to govern the approaches to be used in identification and management of plagiarism;

a.   Integrity: The University is committed to promoting academic integrity of scholarly works undertaken at the University of Embu.

b.   Open Communication: The University will endeavor to educate students and staff on plagiarism and its impact on their academic work and the university.

c.   Fairness: Plagiarism is not only an issue in the academic sphere. The principles apply equally for ensuring that administrative work is conducted with integrity.

d.   Integrity: Academic activities within the University shall be conducted with scholarly integrity and excellence. Plagiarism constitutes a breach of academic integrity and compromises and undermines the values and processes by which knowledge is created, disseminated and evaluated.

e.   Responsibility: The University shall put systems in place and provide tools for the detection of plagiarism. However, the university shall expect professional judgement from the teaching staff in dealing with the vice.

f.   Transparency: The University is committed to adopting practices that govern procedures for acting upon plagiarism. Accordingly, rules and the consequences of their breach must be certain, clear and known to the alleged malefactor; and compliance and remedial standards and procedures shall be uniform, transparent and evenly applied.

2.2   Forms of Plagiarism

Plagiarism includes (but is not limited to):

a)   Copying of sentences, paragraphs or creative products which are the work of other persons without due acknowledgment

b)   Too closely paraphrasing sentences, paragraphs or themes without due acknowledgment

c)   Using another person's work/s-or research data without due acknowledgment

d)   Submitting work which has been produced by someone else

e)   Copying or submitting computer files, code or website content in whole or in part without indicating the origin of these

f)   6. Submitting one's own previously assessed or published work for assessment or publication elsewhere, without appropriate acknowledgement (self-plagiarism)

g)   In the case of collaborative projects, falsely taking authorship without making an individual contribution

Plagiarism encompasses understanding of plagiarism, prevention, detection, and attendant corrective actions and will apply to:

a)   The University Community: The policy will be applicable to all members of the University community, namely: all members of staff, all students and all collaborators; with emphasis on teaching, learning, research and consultancy.

b)   Academic Resources: The policy will apply to all print and electronic materials generated by the University community and to any other documents submitted to the University, such as books, journals, thesis, dissertations, reports, other publications and products.

CHAPTER 3: POLICY IMPLEMENTATION

3.1 Procedures for Detecting Plagiarism

Plagiarism will be detected with the aid of the following;

a) Use of a plagiarism detection software approved by the Senate
b) Internet search tools
c) Monitoring at supervisory level
d) Counter-checking the citations with references
e) Counter-checking of any suspicious work
f) Random sampling of references
g) Maintaining all scholarly work in electronic format

3.1.1 Dealing with plagiarism in students' scholarly work

Where there are suspected or alleged offences of plagiarism in a students' work, the following procedure will be followed;

a) The work shall be subjected to a suitable recommended detection system
b) The candidate shall be orally interviewed to assess the originality of the work
c) Academic judgement shall be exercised in order to determine the level of plagiarism
d) If there is evidence of plagiarism, the case shall be recommended, for action, to the relevant authorities
e) If the authorities concerned ascertain that plagiarism has occurred, the student shall be penalized in accordance with the existing code of conduct
f) The students have the right of appeal as provided for in the regulations governing academic programmes.

3.1.2 Dealing with plagiarism in staff's scholarly work

Where plagiarism has been alleged to have occurred in staff scholarly work;

a)   The work shall be submitted for scrutiny.

b)   If ascertained that the plagiarism level is significant, the case shall be recommended, for action to the relevant authorities.

c)   If the authorities concerned ascertain that plagiarism has occurred, appropriate action shall be taken.

3.2   Preventing Plagiarism

Prevention of plagiarism shall include but not be limited to the following:

a)   Educating students and staff on the causes and consequences of plagiarism through orientation, University prospectus, student handbooks, pamphlets, information skills, induction, seminars, workshops, intranet and social media

b)   Inclusion of academic integrity and information ethics in the curriculum

c)   Educating students on research and citation process

d)   Empowering students on how to evaluate information resources on the internet and in other sources

e)   Each lecturer should reinforce basic principles of academic integrity in the class at the beginning of lectures in programs where students have to write course work.

f)   Have a mandatory requirement that student assignments be submitted in both print and electronic forms.

g)   Caution students and staff that anti-plagiarism software is in use

3.3   Plagiarism detection software

The University makes use of an electronic plagiarism detection software/ tool which is used to detect plagiarism. The software is completely web-based and has been implemented as an integrated tool within the

university website. Originality will be generated to help supervisors find sources that contain text similar to submitted papers. The decision to deem any work plagiarized must be made carefully, and only after in-depth examination of both the submitted paper and suspect sources in accordance with the standards of the class and institution where the paper was submitted.

3.4   Staff and student responsibilities
3.4.1 Academic staff will:

a)   Inform all commencing students of appropriate referencing techniques in their fields of study and provide clear examples of what is acceptable.

b)   Clearly explain academic expectations and what constitutes plagiarism to students in subject outlines.

c)   Set realistic assessment loads and vary assignments and questions from semester to semester.

d)   Set appropriate conditions for group work and make clear the distinction between group work and individual work.

e)   Cultivate with students a climate of acknowledgement of the original work by using appropriate referencing practices.

3.4.2 Students will:

a)   Act with academic integrity.

b)   Submit only work which properly acknowledges the ideas or words of others and which is otherwise their own work.

c)   Follow orientation and awareness programmes to educate them about plagiarism.

d)   Be clear about the appropriate referencing and assessment practices in their field of study.

e)   Discourage others from plagiarising.

3.5   Monitoring and review

The implementation, monitoring and review of this policy is vested in the office of the Deputy Vice-Chancellor in charge of academics.

Regular monitoring and review of the policy will be done in line with the approved University Policy on Policy Development and Review. Monitoring and review shall take place in consultation with relevant departments.

This policy shall be reviewed after five years. However, a review can be done earlier if the need arises.

NOTES