

# **DR HILLA LIMANN TECHNICAL UNIVERSITY**



## **PLAGIARISM POLICY**

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## **1.0 Introduction**

- 1.1 Dr. Hilla Limann Technical University has a vision ‘to become a world-class center for applied technology and career-focused education for rural poverty reduction and national development. To realize this vision, the University offers academic programmes leading to the award of Degrees, Higher National Diplomas and Certificates
- 1.2 In carrying out its functions, the University has an ongoing commitment to the values of Knowledge, Respect and Service. Both staff and students are required to uphold the highest level of academic integrity and avoid academic dishonesty completely.
- 1.3 In keeping with the values of the University and principles of good conduct, the University is committed to ensuring that its staff and students do not plagiarize their own work or that of others.
- 1.4 Staff and students have a responsibility to avoid plagiarism but the University shall have in place a policy framework and support system to prevent, reform or punish plagiarism.

## **2.0 Plagiarism Policy Statement**

Plagiarism is considered to be academic dishonesty, fraud or theft and should not be tolerated. As a fraud or theft, plagiarism may not only be legally wrong but also a breach of ethical and pedagogical standards. Consequently, the sanctions for this misconduct can be very harsh.

## **3.0 Purpose**

The purpose of this policy is to clearly define plagiarism and its forms, spell out the University’s efforts to prevent and detect plagiarism, outline the permissible extent of similarity, and outline the procedures for investigating plagiarism and the sanctions thereof.

## **4.0 Definitions of Plagiarism**

- 4.1 Plagiarism is defined as any form of copying of another person’s text or ideas and passing the copied material as one’s own work. This definition also applies for figures and figure legends as well as tables and table legends which are copied without credit to the author(s) of that source.

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This section's contents are drawn from "Plagiarism: What is plagiarism " 2014). Available at: <http://www.plagiarism.org/plagiarism-101/what-isplagiarism>

- 4.2** The above definition of plagiarism applies to copied text and ideas, regardless of:
- a) the source of the copied text or idea;
  - b) whether the author(s) of the text or idea which are copied actually copied that text or idea from another source;
  - c) whether or not the authorship of the text or idea which is copied is known;
  - d) the nature of text (journal paper/article, webpage, book chapter, paper submitted for college course, etc.) into which the copying is done;
  - e) whether or not the author of the source of the copied material gives permission for the material to be copied; and
  - f) Whether the copying is from one's own earlier work(s)(self-plagiarism).
- 4.3** Plagiarism does not arise when copied text or ideas are delineated (i.e. separated and identified) from one's own text and ideas and giving credit to (i.e. citing the source) the source(s) of the copied text.

## **5.0 Types of Plagiarism**

- 5.1** Plagiarism may be intentional (or blatant or prototypical) or unintentional (or accidental or non-prototypical).
- 5.2** Intentional plagiarism occurs when one knowingly or deliberately appropriates to oneself another person's work. Plagiarism is unintentional or not deliberate when an author does not follow the appropriate rules for referencing.
- 5.3** Even though intentional plagiarism may be considered to be more serious, all plagiarists are held to the same standards and account, regardless of whether or not the plagiarism is blatant, accidental or self-plagiarism.
- 5.4** Intentional and unintentional plagiarism may occur for self-plagiarism.

## **6.0 Evaluating Plagiarism**

- 6.1** Plagiarism is complex, in terms of whether it relates to another person's work or one's own work. This complexity must be taken into consideration when the scale and consequences of plagiarism are being evaluated.
- 6.2** Transparency is ascertained using three criteria: language, presence of a citation and presence of a secondary citation.
- i. Language: when the language used in a text is presented as a quotation, this suggests a secondary source has been consulted; when the language is not presented as a quotation it is assumed the writer owns the language.

- ii. Presence of a citation: when a segment of text is presented without a reference, it is assumed that the form and content of that segment are original to the writer.
- iii. Presence of a secondary citation: if a source is cited the writer should ensure that the source has been consulted. Without consulting the source, the use of secondary citation presents the appearance of a writer consulting several primary sources rather than a small set of secondary sources.

## **7.0 Institutional Responsibility**

The University recognizes the need to have a policy framework that is not just punitive but preventive and reformatory in character. In this respect, plagiarism and related issues shall constitute essential aspects of the culture of learning and scholarship of this academic community. Therefore, as an institution the University shall endeavor to:

- iv. Highlight issues pertaining to plagiarism (skills and strategies for avoiding plagiarism, plagiarism cases and sanctions thereof) from the first year of the university curricular through graduate studies;
- v. Consider education on not plagiarizing as an intrinsic part of the teaching and learning process and hence create the necessary support services;
- vi. In this regard establish a Plagiarism Avoidance Support Services (PASS) as part of the Academic Quality Assurance Unit shall:
  - a. Acquire and manage appropriate software for detecting plagiarism
  - b. Ensure best practices in assignment/assessment design and teaching across disciplines
  - c. Assist departments, schools, and colleges to strengthen their capacity to teach discipline-specific writing conventions to students
  - d. Ensure that faculty demonstrate competence in writing from multiple sources

## **8.0 Procedures for Investigating Plagiarism**

- 8.1** It is suggested that a clearly defined set of procedures be established to deal with all forms of plagiarism.
- 8.2** Deciding whether plagiarism has occurred is a matter for the professional judgment by academics and the University or Partner Institution.
- 8.3** The University will exercise its professional judgment and follow agreed processes for determining the existence of plagiarism.
- 8.4** When plagiarism is suspected, a formal written allegation shall be made to the Vice Chancellor by the Director of Research through the Head of Department and the Dean.

**8.5** The Vice Chancellor shall constitute an independent committee to investigation into the allegation and submit a report to the Vice Chancellor through the Pro-Vice Chancellor. This body should be made up of a maximum of five persons, excluding all those who have along the way been involved in the earlier process. Among the membership should be a Professor, a representative from the Academic Directorate, a legal representative, one or two Deans and representative from Registrar as a Secretary.

**8.6** Where the Vice Chancellor is satisfied that an obvious case of plagiarism has been established, he shall refer the matter to the Disciplinary Committee for further and detailed investigation.

**8.7** The person alleged to have plagiarized, should be afforded the opportunity to defend himself before the Disciplinary Committee. The Disciplinary Committee should allow the alleged plagiarist to have legal representation if he/she so wishes.

**8.8** Upon conclusion of its investigation, the Disciplinary Committee shall submit their findings and recommendations to the Vice Chancellor who shall refer the decision and implementation of the report to the Academic Board and Governing Council for students and staff/faculty respectively.

**8.9** Any student, faculty member or staff who makes malicious, false and unjustifiable accusations of plagiarism against any student, faculty member or staff shall be reported by the relevant Head of Department/Unit to the Vice Chancellor for referral to the Disciplinary Committee.

## **9.0 Sanctions for Plagiarism**

**9.1** The disciplinary authority for students and staff shall be with the Academic Board and Governing Council respectively.

**9.2** The sanctions for plagiarism differ according to whether the plagiarist is a student or staff and the extent/gravity of the offence.

**9.3** Subject to the disciplinary rules of students, one or more of the following sanctions may apply upon conviction of any student on account of plagiarism:

- a) an oral or written reprimand;
- b) an order for the resubmission of the piece of academic work in respect of which the offence was committed;
- c) assignment of a grade of zero or a failure for the piece of academic work in respect of which the offence was committed;
- d) a reduction of the final grade in the course in respect of which the offence was committed;
- e) denial of privileges to use any facility of the University, including library and computer facilities;
- f) a monetary fine;

- g) suspension from a course or courses, a programme, an academic unit or division, or the University for such a period of time up to five years as may be determined by the Disciplinary Committee;
- h) Expulsion from the University. Expulsion shall mean that the student shall be permanently denied registration in any University programme;
- i) disqualification from contesting elections or removal from any office in the University;
- j) cancellation, withholding or withdrawal of any degree, diploma, certificate, or any other qualification previously awarded;
- k) loss of academic position;
- l) withdrawal of certificate;
- m) cancellation of academic work,
- n) award of a reduced or failing grade in a course;
- o) issuance of public apology or
- p) Withdrawal of plagiarized material.

**9.4** Subject to the disciplinary rules of staff/employees, a faculty member or staff found guilty of plagiarism shall attract one or more of the following sanctions:

- q) dismissal;
- r) termination of appointment;
- s) suspension for a period with or without pay;
- t) demotion or reduction in rank or grade;
- u) deferment of increment;
- v) stoppage of increment;
- w) withholding of increment;
- x) reprimand;
- y) warning;
- z) signing of a bond to be of a good behaviour;
- q) issuance of public apology or
- r) Withdrawal of plagiarized material.

## **10.0 False Accusation of Plagiarism**

Any student, faculty member or staff who makes malicious, false and unjustifiable accusations of plagiarism against any student, faculty member or staff shall be reported by the relevant Head of Department/Unit to the Vice Chancellor for referral to the disciplinary committee.

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