ANTI-PLAGIARISM POLICY

2018

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FOREWORD

Maseno University Anti-Plagiarism Policy reaffirms the commitment to best practices in all research and scholarship carried out by members of the University and collaborators. The University recognizes the undeniable truth that plagiarism is a vice with serious consequences to society. Each member of the University must be original in his or her research and must always respect the work of others. The recognition of the vice tasks each member of the University community with the responsibility to report any suspected cases of plagiarism to the Chairman, Anti-Plagiarism Committee. Perpetrators of the vice will be firmly dealt with as outlined in the Policy.

Cognizant of the fact that detecting, reporting and punishing all cases of plagiarism is not enough in the fight against plagiarism, all Schools and Departments must design tool-kits for training both staff and students on how to avoid plagiarism. It is only through the implementation of such tool-kits that we will be justified in our pursuit to safeguard the sanctity of the University in the conduct of research and scholarship.

Prof. Julius Omondi Nyabundi, PhD, OGW
VICE-CHANCELLOR

APPROVAL AND COMMENCEMENT

This policy shall be known as Maseno University Anti-Plagiarism Policy herein after also referred to as Policy No. MSU/ACA/PO/014 and shall take effect on approval by Council.
In exercise of the powers conferred by section 23(1) and section 35(1)(a)(iii) of the Universities Act, Section 19(2)(q) of the Charter for Maseno University 2013 and Schedule I (1.2)(q) of the Maseno University Statutes, Maseno University Council certifies that this policy has been made in accordance with all relevant legislations.

Dated the ....12th.... day of ....October.....2018

Signed_____ Date 12/10/2018

Prof. Abdullah Naji Said
CHAIRMAN, MASENO UNIVERSITY COUNCIL

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VISION AND MISSION

Vision

The University of Excellence in Discovery and Dissemination of Knowledge

Mission

To discover, harness, apply, disseminate and preserve knowledge for good of humanity

CORE VALUES OF THE UNIVERSITY

- **Relevance**
  The University is committed to ensuring relevance in its programs and activities
- **Excellence**
  Excellence shall be targeted in outputs of the university
- **Equity**
  The University shall ensure that there is equity in all the opportunities within its jurisdiction
- **Quality**
  All outputs and processes of the University shall ensure that quality is maintained
- **Integrity**
  The University shall ensure integrity in all their undertaking

QUALITY STATEMENT

Maseno University is committed to quality through teaching, research and development, providing timely services to foster and develop academic excellence in basic and applied research at all levels of study by training practice oriented manpower, who can contribute effectively to social, intellectual and academic development.

The University is internally engaged with its employees, to continually improve its services, products, processes, methods, and work environment to ensure each customer is receiving the highest quality service or product at the committed cost and on time. It is committed to quality through teaching, research and development; providing on time services to foster and develop academic excellence in basic and applied research at all levels of study by training practice oriented manpower, who can contribute effectively to social, intellectual and academic development in the community, nation and community of nations. The University is committed to communicating exhaustively with its customers, and internally with its employees, to continually improve its services, products, processes, methods, and work environment to ensure each customer is receiving highest quality service or product at committed cost and on time.

In order to realize this commitment, the University Management will monitor and review its quality performance from time to time through implementation of an effective quality management system based on ISO 9001:2015 standard.

PREAMBLE

Plagiarism erodes honesty and integrity which is at the core of scientific inquiry. It undermines learning and knowledge creation and above all it is an intellectual crime.

Students plagiarize for several reasons including fear of failure; fear of taking risk in their own work; poor time-management skills; viewing the consequences of cheating as inconsequential; when assignment requirements are not specific or outside the scope of course syllabus.

Members of staff also plagiarize for reasons including promotion and recognition from their peers and colleagues.

It is for the above reasons that the University finds it necessary to develop an anti-plagiarism policy so as to curb the vice.

DEFINITION OF TERMS

Academic staff: a member of the teaching staff of a university (CHE Guidelines, 2011).

Anti-plagiarism software: is a computer based information retrieval system used to detect instances of plagiarism in writings (National Crime Research Centre Plagiarism Policy 2016).

Collaborator: a person who works with another person to create or produce something such as a book or *an article* (Oxford Advanced Learners 7ed, 2005).

Plagiarism: The action or practice of taking someone else's work, idea, etc., and passing it off as one's own (National Crime Research Centre Plagiarism Policy 2016).

Policy: a plan of action agreed or chosen by an entity (Oxford Advanced Learners 7ed, 2005).

Student: any person registered in a university or an institution offering university education (The Universities Act, 2012).

University community: students, staff, and staff dependent in a university.

1.0 SITUATIONAL ANALYSIS

This is the first kind of policy directly related to efforts to curb plagiarism in Maseno University. The policy has been necessitated by the realization that in this era of information explosion, there is need to put a check on knowledge outputs in the University given that plagiarism has become endemic in scholarly circles. In Maseno University, this will augment the University's efforts to instill quality in research and other related educational services.

2.0 SCOPE

The Anti-plagiarism policy shall be applied to all members of Maseno University staff, students and any collaborators and shall cover term papers, other course assignments, manuscripts, journals, theses, project reports and other published work in print or electronic form. It is expected that with the application of this policy, plagiarism will be curbed thereby improving the quality of research output.

3.0 OBJECTIVES

The policy aims:

i. To provide a formal framework to guide scholarly conduct by members of the University Community.
ii. To provide clear definitions and procedures for detecting and dealing with plagiarism cases at the University.
iii. To sensitize the University community on the policy including definitions and procedures
iv. To sensitize the University Community on how to avoid plagiarism.
v. To provide mechanisms of appeal for individuals deemed to have committed plagiarism.

4.0 GUIDING PRINCIPLES

i. To implement an effective quality management system based on ISO 9001:2015 by establishing procedures to enhance access to quality university education and support undertaking of research and development.
ii. To strengthen and enhance quality linkages and collaborations leverage community in research and outreach programmes.
iii. To ensure Maseno University academic output compete both nationally and internationally.

iv. To continuously monitor and review performance of University structures and systems to ensure continual improvement of our services to our customer.

5.0 IMPLEMENTATION FRAMEWORK

This policy was developed through participatory process. The policy shall be enforced and implemented by Maseno University Anti-Plagiarism Committee which in turn shall be answerable to the University Senate. Membership shall comprise of the following;

a) DVC ASA, Chairman
b) DVC PRI
c) Dean, Graduate School
d) University Librarian
e) Legal Officer
f) Director, Research and Publications
g) Director ICT
h) One Full professor
i) Any other person co-opted by the committee

The Chairman of the Anti-Plagiarism Committee shall ensure that all project reports/theses are run through the anti-plagiarism software. This is meant to ensure that quality and effective examination of project reports/theses occurs and other publications conform to the University Academic Integrity Policy and Examinations Policy.

6.0 STRATEGIC FOCUS/INTERVENTIONS

All project reports and theses submitted for the award of certifications, diplomas, and degrees offered at the University shall be checked for plagiarism using University approved plagiarism detection software.

i. Each student will be required to submit a completed Plagiarism Declaration Form, Appendix 1, to the Dean, School of Graduates Studies.
ii. Accordingly, the Dean School of Graduate Studies shall forward electronic copies of all dissertations and theses to the University Librarian.
iii. The University Librarian shall run each project report or thesis through the University approved plagiarism detection software.
iv. The University Librarian shall report the outcome of the plagiarism check using approved form to the school of Graduate Studies within two (2) weeks.
v. Upon receipt of the results, the Dean School of Graduate Studies shall write to the Chairman of Anti-Plagiarism Committee making the case for investigation of the case.
vi. The Chairman of the Anti-Plagiarism Committee shall convene a meeting of the Anti-Plagiarism Committee within four (4) weeks of the notice by the Dean School of Graduate Studies.

vii. The Chairman of the Anti-Plagiarism Committee shall notify the student on the levels of plagiarism in his/her work.

6.1 Right of appeal

After the University Anti-Plagiarism Committee has reached verdict that a member of the University, staff, student or active collaborator, plagiarized a body of work, such a member shall have the chance to appeal said verdict.

i. Right of appeal includes provisions for access to evidence by a member of the University deemed by Maseno Anti-Plagiarism Committee to have plagiarized another identifiable entity's work.
ii. All appeals shall be submitted to the Chairman of the Maseno University Anti-Plagiarism Committee.
iii. The Chairman shall upon receipt of the appeal convene Anti-Plagiarism Committee within four (4) weeks to review the merits of the appeal.

7.0 MONITORING, EVALUATION AND REPORTING

This is a mechanism put in place to operationalize the policy.

7.1 Levels of Plagiarism

Each work shall be judged as follows after running it through the anti-plagiarism software

i. 15% acceptable.
ii. Above16% -29% unacceptable but send back for revision and resubmission
iii. Above 30% unacceptable.

7.2 Forms of Plagiarism

i. Changing the authorship of a manuscript, article, dissertation or thesis and passing it as one's own work.
ii. Copying and pasting another entity's work by cutting chunks of literature from the Internet or from PDF files and pasting them onto the author's document where they are presented as the author's original work.
iii. Sourcing of material in another language, translating it for presentation as original work.
iv. Strategically changing certain words or phrases in another entity's work and presenting it as original work.
v. Incomplete attribution whereby acknowledgement or credit to original author is given only in some but not in all of the original author's work.
vi. Self-plagiarism whereby one reuses excerpts of one's work with or without the addition of new material but without reference to the earlier work or whereby

one submits similar or substantially similar work to different journal for publication.

vii. Supervisors taking lead role in the publication of work done by students under their supervision and in particular where the work is a substantial part of the student's report, dissertation or thesis.

viii. Student copying another student's assignment, report or examination.

ix. Student taking an examination on behalf of another student.

x. Student submitting an assignment, research proposal, report, dissertation or thesis from a ghost writer or a paper mill.

xi. Failure to partly or fully provide a list of cited sources or works.

7.3 Detection of plagiarism in the work of students

Procedures for detecting plagiarism by students will depend on nature of work such as course work and dissertations and theses.

7.4 Course work

In the case of assignments including term papers and reports, course lecturers will bear the responsibility to ensure that all submitted work are in compliance with the Policy. In order to do so, course lecturers can use a variety of plagiarism detection approaches including

i. Plagiarism detection software approved by the University.

ii. Internet search tools

iii. Counter-checking suspected work against library resources.

7.5 Detection of plagiarism in the work staff

Allegations/Reports of plagiarism for works by University staff (with their collaborators) may be made by entities from within or outside the University including colleagues and representatives of journal or book publishing organizations. Regardless of the source of the allegation and procedures including penalties by third parties, the Anti-Plagiarism Committee may at its own discretion conduct an independent inquiry and administer appropriate penalties in addition to or notwithstanding those administered by third parties.

7.6 Penalties

There shall be penalties or sanctions for those found to be culpable of plagiarizing.

7.7 Penalties to Undergraduate Students

Rules and Regulations that govern student conduct during examinations at the University shall apply to all cases of plagiarism for undergraduate students.

7.8 Penalties to Post-Graduate Students

i. For examinations relating to coursework, Rules and Regulations that govern student conduct during examinations at the University shall apply to all cases of plagiarism by postgraduate students.
ii. For project or thesis research, the Anti-Plagiarism Committee shall recommend the student to the Disciplinary Committee.

7.9 Penalties to University staff and Collaborators

i. Where work deemed to have been plagiarized contributed in part or entirety to the staff's promotion, such promotion shall be nullified.
ii. Where work deemed to have been plagiarized contributed in part or entirety to the staff's recognition or award, such recognitions or awards shall be revoked and the staff shall be required to pay any costs the University incurred in providing said recognitions or awards.
iii. Dismissal of University staff as determined by the University Anti-Plagiarism Committee.
iv. Recall or retraction of work deemed to have been plagiarized.

8.0 REVIEW OF POLICY

The Policy shall be reviewed at least every (3) years.

9.0 RELATED LEGISLATION AND DOCUMENTS

The policy should be read alongside the under mentioned:

i. Universities Standards and Guidelines (2014)
ii. Teaching and Learning Policy (2017)
iii. Human Resource Policy and Procedure Manual [2017]
iv. Examination Policy [2018]
v. Student Admission Policy [2017]
vi. Curriculum Development and Review Policy [2018]
vii. Research Policy [2017]
viii. Academic Integrity Policy [2018]
ix. Intellectual Property Policy [2017]
x. The Constitution of Kenya, [2010]
xi. The Universities Act, [No. 42. 2012]
xii. The Penal Code
xiii. The anti-corruption and Economic Crimes Act, [2003]
xiv. The Public Officers Ethics Act, [2003]
xv. The Code of Conduct for Public Universities

xvi. Employment Act, [2007]
xvii. Copy Right Act, [2001]
xviii. Science and Technology Act
xix. Maseno University, School of Graduate Studies Rules and Regulations
xx. Maseno University Charter [2013]
xxi. Maseno University Research Policy [2017]
xxii. Maseno Intellectual Property Policy [2017]
xxiii. Maseno University Consultancy Policy [2017]
xxiv. Maseno University Quality Assurance Policy [2017]
xxv. And all other relevant legislations.

APPENDICES

Appendix 1: Plagiarism Declaration Form

*Name of Student:*_____
*Department:*_____
*School:*_____

*Supervisor:*_____
*Head of Department:*_____
*Dean:*_____

Title of Project/Thesis

I declare that I am aware of the Maseno University Anti-Plagiarism Policy and that I understand what Plagiarism is and I affirm that the conceptualization, conduct of data collection, and ultimately the writing of the project/thesis is my original work.

*Signature of Student:*_____ _____

Appendix 2: Plagiarism Check and Reporting Form

*Name of Student*_____ *Reg. No.*____ _____

*Signature*_____

*Department*_____*School*_____

Project/Thesis title

_____

_____

_____

*Date of Plagiarism Check:*_____

*Level of Plagiarism Detected in Student's Work:*_____*%*

*Name of Officer*_____

*Signature of Officer Conducting Plagiarism Check*_____