

## **ACADEMIC INTEGRITY AND HONESTY FOR THE COLLEGES OF TECHNOLOGY**

### ***(PLAGIARISM POLICY)***

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### Version Control Table

Version	Author	Date (dd/mm/yyyy)	Summary of Changes
1.1	QD	May 2011	Approved Policy
2.0	QD	October 2016	<ul style="list-style-type: none"> <li>a. Reformatted: PMS Format (PSW CoTs)</li> <li>b. Added 1. Purpose, 3. Definitions, 4. Policy Statement</li> <li>c. Included few more instances</li> <li>d. <i>Moved from attachment to procedure: Membership Roles and Responsibilities Disciplinary Action for Staff / Student Plagiarism</i></li> <li>e. <i>Incorporated relevant feedback received from CoTs (ACT &amp; SCT).</i></li> </ul>

**Approval Authorities Signature/Date:**

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## 1. Purpose

The purpose of the Academic Integrity and Honesty for the Colleges of Technology (Plagiarism policy) is to:

- Provide students, faculty, and staff members with guidelines about the expectations for academic integrity & honesty and what behaviors violate academic integrity, and the process for addressing academic integrity issues.
- Protect and enhance the College's reputation and academic standards and are committed to academic excellence.

## 2. Scope

This policy applies to all staff and students of Colleges of Technology involving teaching, learning and research.

## 3. Definitions

**Academic integrity** is the moral code or ethical policy of academia. This includes values such as avoidance of cheating or plagiarism; maintenance of academic standards; honesty and rigor in research & academic publishing.

**Plagiarism** is the act of stating or implying that another person's work is your own.

## 4. Policy Statement

The Colleges of Technology are committed to keeping up with high standards of academic honesty and integrity among its staff and students by dealing pro-actively with cases of all forms of plagiarism. Staff and students are encouraged to use proper citations and acknowledgements to the work of others in respect of the principle of intellectual property.

#### **4. a Instances of Plagiarism**

Plagiarism occurs when other's work such as print material, images, audio-visual creations, computer programs, electronic materials, etc. are used without appropriate acknowledgement.

Plagiarism includes, but not limited to, the following:

- Copying full or part (paragraphs, sentences or significant part of a sentence) of other's work directly
- Copying from other's work with an end reference to the original source but without putting the copied text between quotation marks paraphrasing, summarising or rearranging words, phrases or ideas of other's work or / in-text citations.
- Copy-Paste of statements from multiple sources (electronic or print material)
- Presenting a work, done in collaboration with others, as independent work
- Using one's own work presented previously
- Borrowing Statistics from another person
- Fabricating data

#### **5. Responsibilities and Stakeholders**

##### ***College Plagiarism Committee***

**Plagiarism Committee** This Committee is responsible for taking care of all matters related to plagiarism.

##### **A. Membership**

Chairman : Asst Dean for Academic Affairs

Members : HODs/HOCs  
: 1 or 2 Subject Experts (ad hoc basis)

##### **B. Roles and Responsibilities of College Plagiarism Committee**

A. Receiving referrals or complaints for cases of plagiarism

- B. Investigating cases of plagiarism referred or complaints received
- C. Recommending appropriate actions depending on the degree of seriousness of the case
- D. Forwarding recommendations agreed upon to the Dean/College Council for taking action
- E. Documenting cases and reports of plagiarism
- F. Reviewing the Plagiarism Policy regularly and recommending changes, if needed
- G. Submitting reports to the Dean/College Council regarding cases of plagiarism heard and their dispositions at the end of each semester

## 6. Procedures

### 6. a Procedures for dealing with Staff Plagiarism

S.No	Task	Responsibility
<b>A. PLAGIARISM PREVENTION</b>		
1.	Disseminate the policy to all staff.	HoD
2.	Conduct awareness programs for all staff on standards of academic honesty and integrity of the college and the importance of being a role model to students.	HoD
3.	Train staff on the use of the plagiarism detection software.	HoD
4.	Conduct a test on their academic work (e.g., Course Handouts, Seminar Papers, PowerPoint Presentations, Projects, etc.) for plagiarism using the software.	Concerned Staff Member
5.	Submit a signed declaration using the Staff Declaration Form and test report along with the original work to the HOD/HOC.	Concerned Staff Member
6.	Verify the originality of work submitted	HoD
<b>B. HANDLING VIOLATIONS</b>		
1.	Inform the staff in writing using the Staff Plagiarism Notice Form, in case plagiarism is detected.	HoD
2.	Report the case through proper channel for further actions.	Plagiarism Committee
3.	Implement the action approved by the College Council.	Plagiarism Committee
<b>C. SANCTIONS</b>		
	<b>First offense</b>	: Written Warning and revise the work
	<b>Second offense</b>	: Dismissal from the college
	<b>Note</b>	: Staff is given a chance to lodge their appeal against the sanctions to the Dean or College Council

### 6. b Procedures for dealing with Student Plagiarism

S.No	Task	Responsibility
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<b>A. PLAGIARISM PREVENTION</b>		
1.	Disseminate the policy to all students.	HoD
2.	Conduct awareness programs for all students on plagiarism and its consequences.	HoD
3.	Submit a signed declaration using the Student Declaration Form.	Concerned Student
4.	Check student work for cases of plagiarism using the plagiarism software.	Concerned Staff
<b>B. HANDLING VIOLATIONS</b>		
5.	Inform the student in writing using the <i>Student Plagiarism Notice Form</i> , in case plagiarism is detected	Concerned Staff
6.	Report the case through proper channel for further actions.	Plagiarism Committee
7.	Implement the action approved by the College Council.	Plagiarism Committee
<b>C. SANCTIONS</b>		
	<b>First offense</b>	: Written warning and repeat the work
	<b>Second offense</b>	: Zero mark and suspension for one semester
	<b>Third offense</b>	: Dismissal from the college
	<b>Note</b>	: <i>Students are given the chance to lodge their appeal against the sanctions to the Dean or College Council</i>

## 7. Acceptable percentage for Turnitin Originality Report

According to the Turnitin article on Interpreting Turnitin Originality Reports “As a guide a returned percentage of below 15% would probably indicate that plagiarism has not occurred. However, if the matching text is one continuous block this could still be considered plagiarism. A high percentage would probably be anything over 25%”.

## 8. Related Policies and References

1. Bylaws of Colleges of Technology
2. Strategic Plan
3. Quality Assurance Manual
4. OAAA ISAA Manual – Standard 1 Criterion 2.6
5. GFP Quality Audit Scope – Standard 2 Criterion 2.5
6. Staff Code of Conduct
7. Student Handbook

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## **Appendix: Forms**

### **Staff Declaration Form**



Name of the College  
Department

**Staff Declaration**  
(To accompany all Academic Submissions made by Staff)  
(Semester..... Year.....)

To  
The Head, Department of .....

I, .....(Name).....  
(Designation): ....., hereby declare that this (Specify the work) ....., with the title  
.....which is being  
submitted by me as a requirement for ...(Specify the purpose of the work) ..... is result of my own research  
activity and original work except for source material explicitly acknowledged by proper citations.

I also understand that plagiarism is an offense that can lead to disciplinary actions depending on the seriousness of  
the case.

Signature :  
Name :  
Date :

**Student Declaration Form**

Name of the College  
Department

**Student Declaration**  
(Semester..... Year.....)

To  
The Head, Department of .....

I, .....(Student's Name).....  
(Student's ID): ..... student of .....Level, in .....Section of .....  
.....Department, hereby declare that all my submissions/(specify, if it is for a particular  
submission only) ..... as  
requirements for the course/program ..... are results of my own original work except for source  
materials explicitly acknowledged by proper citations.

I also understand that plagiarism is an offense that can lead to disciplinary depending on the seriousness of the  
case.

Signature :  
Name :  
Date :

**Staff Plagiarism Notice Form**

Department

**Staff Plagiarism Notice**  
(Semester..... Year.....)

**Student Plagiarism Notice Form**

Name of the College  
Department

**Student Plagiarism Notice**  
(Semester..... Year.....)

To

### Attachment 3: Alternatives

While implementing the policy, the Colleges may find it difficult to detect plagiarism for large numbers of submissions (assignments, reports, projects, etc.). The following alternatives are proposed:

Instead of requiring students to sign the Student Declaration Form for each academic submission, the college may opt to require a similar declaration from each student for each course at the beginning of every semester.

The software for testing plagiarism may be made available to students for testing their academic work and generating plagiarism report (similar to the procedure for staff).

Note: The software should be capable of archiving all submissions, providing comparison with web resources and previous submissions, and generating reports/alerts automatically.

In case the software is not available; the College may decide to implement the policy on major academic work of students in selected levels, preferably the diploma, higher diploma and bachelor levels.