



**2 August 2012**

## **POLICY FOR DEALING WITH PLAGIARISM**

### **1.0 Definition of Plagiarism**

Plagiarism is defined as an act of using, representing, copying wholly or partly or claiming directly or indirectly that someone else's work, including another student or staff member, or from other sources, as if it were your own, without acknowledgement. "Work" in this context includes but not limited to ideas, texts, theories, data, and graphic artifacts. Re-presenting one's own previously published work without proper referencing is also considered as plagiarism.

### **2.0 Responsibilities of Students**

- a) It is the responsibility of students:
  - To ensure that their work submitted for purposes of assessment is their own.
  - To ensure that the words and arguments of others are appropriately cited and referenced using a referencing system acceptable by the University.
  - To be acquainted with the rules and regulations pertaining to plagiarism.
- b) All students on taught or research programmes are subject to the Regulations on Anti-Plagiarism and other relevant policies with respect to submission of Coursework, Dissertation, Project, MPhil and PhD works.
- c) All students should submit their work electronically for it to be considered by the University's plagiarism detection system.
- d) All Students are required to sign a declaration form undertaking that they have read and understood the information on plagiarism and the penalties which may be imposed where the offence is committed. This form should be attached to their dissertation/projects reports.

### **3.0 Responsibilities of Academic Staff**

It is the responsibility of the academic staff (full time and part time):

- To stress to their students the unethical nature of plagiarism.

- To guide students to the University's policy on plagiarism and the consequences if they fail to comply.

#### **4.0 Dealing with suspected plagiarism**

- a) When an academic staff member, full-time or part-time, suspects that a case of plagiarism has been committed by using tools and techniques or methodology s/he deems appropriate, s/he should report the case formally, to the Head of Department where the suspected student concerned is registered. In case of Project / Dissertation, the case needs to be referred to the Chairperson of the corresponding Project / Dissertation Committee.
- b) The Head of Department or the Chairperson of the Project / Dissertation Committee should initiate actions to gather data and evidences, using tools and techniques s/he deems appropriate. The suspected student may also be interviewed to clarify any doubts.
- c) After careful study of all materials collected in relation to the suspected case of plagiarism, the Head of Department or the Chairperson of the Project / Dissertation Committee may either dismiss the case or proceed with further actions by forwarding a written report to the Academic Offence Committee for further enquiry.
- d) In case of dismissal, a note should be kept in the student file, giving grounds for dismissal.
- e) If the case is sent to the Academic Offence Committee, all evidences collected by the Department should be sent along in confidence, to the Secretary of the Committee. From there onwards, the matter will be dealt with by the Committee.

#### **5.0 Members of the Academic Offence Committee**

The Academic Offence Committee is constituted of the following members:

- (i) A Chairperson with Doctorate (appointed by the Director General).
- (ii) A Secretary (Registrar or his/her representative).
- (iii) Heads of Schools with Doctorate (minimum 2), or his/her representative with Doctorate.

- (iv) The Quality Assurance Officer or his/her representative.
- (v) A Subject Specialist relevant to the case being heard, recommended by the Chair and appointed by the Director General.
- (vi) Any other co-opted member, as the Chair may decide.

Members at (i), (v) and (vi) will normally serve for up to four years on the Academic Offence Committee. Changes of membership will be timed such that there is continuity on the Committee.

The recommendations of the Academic Offence Committee will be submitted to the Academic Council for approval.

## **6.0 Proceedings**

- i) The Committee shall consider cases referred to it by a Chairperson of the Project / Dissertation Committee, Head of School or any Heads of Departments.
- ii) The Secretary shall send to the student required to appear before the Committee a written summon setting out the alleged offence. This summon shall be delivered to the student at least seventy-two hours (Saturdays, Sundays and Public Holidays excluded) before the meeting of the Committee and a copy sent to the Head of School. Provided the student has been properly summoned, if she/he fails to attend the hearing, the Committee may proceed in his/her absence.
- iii) The student, against whom the suspected plagiarism case is made, may be accompanied to the committee by a person to assist him/her. He / She shall inform the Secretary of his / her intention to do so as well as the name of the person assisting him/her, at least twenty four hours before the date fixed for the meeting.
- iv) Any statement in connection with the case from:
  - The complainant;
  - The student against whom the suspected plagiarism is made;
  - Any witness the complainant or the student wishes to present; may be made in writing for the consideration of the Committee.
  - These statements shall be submitted in writing to the Secretary of the Committee not less than twenty-four hours before the date fixed for the meeting.

- v) The Committee may require the complainant, the student against whom the case is made and the witnesses for both parties to give evidence before it. The Committee may also require the presentation of such further evidence as it deems appropriate.
- vi) Either party may request an adjournment of not more than seven days. The Committee shall allow such cross-examination by either the complainant or the student against whom the complaint is made as it deems relevant.
- vii) Having concluded the hearing, the Committee shall deliberate in camera and send a formal report to the Academic Council with appropriate recommendation/s.

In the light of the Report, the Academic Offence Committee shall recommend the actual penalty to be applied having regard to the seriousness and the recurrence of the offence.

#### **7.0 Penalties Pertaining to Module(s) other than Project/Dissertation or MPhil/PhD Theses**

The following penalties may be applied individually or in combination taking into consideration whether student is on a taught or research programme, in cases where plagiarism is confirmed, in module(s) other than project/dissertation and MPhil/PhD theses.

- a) Issue a warning or severe written warning to the student depending on the seriousness of the offence.
- b) The student will have to resubmit the assignment for a minimum pass mark in the module.
- c) To reset all modules including project/dissertation cleared in the current semester to pass mark
- d) To reset all modules including project/dissertation in the current level to pass mark.
- e) Suspension from the University for a period to be determined by the Academic Offence Committee and to repeat, without exemptions, the level in which the student was found guilty.

## **8.0 Penalties Pertaining to Project/Dissertation or MPhil/PhD Theses**

The following penalties may be applied individually or in combination taking into consideration whether student is on a taught or research programme, in cases where plagiarism is confirmed, in Project/Dissertation, Transfer Report or MPhil/PhD theses.

- a) Issue a warning or severe written warning to the student depending on the seriousness of the offence.
- b) Re-submission of the work submitted, either in part where the plagiarism has been detected or the whole work for a minimum pass mark.
- c) In case of serious offence, a lower award will be conferred.
- d) Suspension from the University for a period to be determined by the Academic Offence Committee and where applicable to repeat, without exemptions, the level in which the student was found guilty.
- e) Termination of the student's registration at the University.

## **9.0 The use of plagiarism detection systems**

- a) The University is committed to use the appropriate methodologies and technologies to support its staff in the detection of plagiarism.
- b) The responsibility for determining whether plagiarism has taken place remains with the members of the Academic Offence Committee.
- c) If plagiarism is detected subsequent to the Convocation, the award may be revoked.