



SD DOMBO UNIVERSITY OF  
BUSINESS AND INTEGRATED  
DEVELOPMENT STUDIES

**(SDD-UBIDS)**

# PLAGIARISM POLICY

November, 2022



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# 1. BACKGROUND

Simon Diedong Dombo University of Business and Integrated Development Studies (SDD-UBIDS) is a public institution established in 2019 by Act 1001 to be an outstanding internationally acclaimed centre of applied research and practical-oriented educational institution dedicated to the development of business and integration studies and related matters. SDD-UBIDS is situated in the Upper West Regional capital, Wa, found in the North-Western part of Ghana. While the main campus of the University is in Wa, the Act makes provision for campuses to be in other locations.

## **2. THE ACT OF PARLIAMENT (ACT 1001)**

The Act of Parliament (Act1001) which established the University was gazetted on August 23, 2019 with academic work commencing in May 2020. The University currently has seven faculties and schools, namely: Faculty of Integrated Development Studies (FIDS), Faculty of Planning and Land Management (FPLM), School of Business (SoB), School of Education and Life-long Learning, Faculty of Social Science and Arts (FSSA), Faculty of Public Policy and Governance (FPPG), Faculty of Law, Faculty of Information and Communication Technology (FICT).

### **2.1 POLICY CONTEXT**

The vision of Simon Diedong Dombo University of Business and Integrated Development (SDD-UBIDS) is "to be an internationally acclaimed centre of excellence in higher education", while its mission is "to provide quality teaching, learning, development-oriented problem-solving, research and innovative practical training to qualified and capable people and institutions ..." (SDD-UBIDS Strategic Plan, 2021-2025:9). With excellence, innovativeness, integrity, professionalism, transparency and accountability as some of its key values, the University is committed to ensuring its staff and students adhere to the highest academic and ethical standards in seeking, creating and disseminating knowledge. This policy document is in tandem with the efforts of the University at putting in place the necessary policy documents for effective and efficient functioning of the University as required by the Ghana Tertiary Education Commission.

### **3. POLICY STATEMENT**

The Policy on Plagiarism is informed by the values of respect for the intellectual property rights of authors, academic integrity, honesty, originality and the imperative of zero-tolerance of plagiarism in scholarly writing. For SDD-UBIDS, plagiarism is academic and administrative wrongdoing on the part of students and staff who reproduce or recreate existing academic materials, ideas, knowledge or academic materials that rightfully belong to themselves, second or third parties and submit them as their own original product or creation without fully disclosing and acknowledging the rightful owners. To protect the University's image, it is imperative to prevent plagiarism among staff and students. Consequently, the Policy serves as both an instrument of education and deterrence for acts of plagiarism in academic/scholarly work related to teaching, learning and research by staff and students of the University, for whom avoidance of plagiarism is both an individual and collective responsibility.



## 4. POLICY AIM AND OBJECTIVES

### 4.1 AIM

The aim of the Policy is to highlight the wrongfulness of plagiarism and to create an academic and research environment of zero tolerance for it.

### 4.2 OBJECTIVES

The objectives of the Policy are to:

- i. highlight plagiarism as an ethical, scholarly, disciplinary and legally punishable offence that runs counter to the University's stance, particularly its mission, vision and core values;
- ii. educate and raise staff and students' awareness of the wrongfulness of plagiarism and its implications;
- iii. provide staff and students with a clear understanding of the nature of plagiarism, and its forms and types;
- iv. outline ways of determining, detecting, preventing and addressing plagiarism, including highlighting the essence of appropriate forms of acknowledgement;
- v. outline responsibilities of various institutional actors and procedures to follow in handling perceived incidents of plagiarism;
- vi. prescribe sanctions for actual acts and levels of plagiarism applicable to undergraduate and postgraduate students, on the one hand, and measures applicable to staff, researchers/postdoctoral fellows, on the other hand; and
- vii. outline procedures for revoking an awarded plagiarised degree.

## 5. POLICY SCOPE

This Policy applies to all students (undergraduate and postgraduate), University staff in all capacities and levels (academic and non-academic), as well as researchers and postdoctoral fellows in the discharge of their responsibilities relating to administration, teaching, learning and research. With respect to research, originality of outputs (books/book chapters, conference proceedings, dissertations/theses, journal articles, project work and others) are at the core of this Policy. In terms of geographical scope, the Policy applies to all current and future campuses of SDD-UBIDS.

The Policy works hand-in-hand with and must be read in conjunction with other policies, including School of Graduate Studies and Research Policy, Policy on Research Ethics, Policy on Research, relevant provisions in the Undergraduate and Postgraduate Students' Handbooks, Staff Code of Conduct and other relevant policies.

## **6. POLICY OVERSEER**

The Office of the Vice-Chancellor shall be the overseer of this Policy and shall be responsible for ensuring its effective enforcement. This is in accordance with 16(5) of Act 1001 and Statute 8(3) of the University's Statutes, which stipulate that the Vice-Chancellor is the academic and administrative head and chief disciplinary officer of the University.

## **7. OPERATIONALISATION: IMPLEMENTATION AND REVIEW**

The Policy shall become effective upon approval by the University Council. Thereafter, it is subject to review after five (5) years of implementation to evaluate its effectiveness. Comprehensive reviews for purposes of amendment shall be undertaken every five (5) years.

## 8. CONCEPTUALISATION OF PLAGIARISM

Plagiarism is the act of using someone else's words or ideas without giving credit where credit is due. Figures, tables and their legends fall under this definition if they are duplicated without acknowledging the original author(s).

For SDD-UBIDS, plagiarism is an academic or administrative wrongdoing on the part of students and staff who reproduce or recreate existing academic materials, ideas, knowledge or academic materials and works of art, that rightfully belong to themselves, second or third parties and submit them as their own original product or creation without fully disclosing and acknowledging the rightful owners. This may occur deliberately or inadvertently and constitutes a disciplinary and punishable offence.

Plagiarism is defined as a crime involving pilfering someone's intellectual right and/or production (Merriam-Webster Online Dictionary, 2022) or appropriation of someone else's words, ideas and/or work of art, without credit to the primary source (U.S. Department of Health & Human Services, 2000). Helgesson and Eriksson (2015) describe plagiarism as an inexcusable offence in which someone presents something done in research by another person as one's own. Again, plagiarism is the use of others' research output without recognising and crediting original owners of that research output (ALLEA, 2017). Persistence of plagiarism, inevitably, will lead to recycling of existing knowledge to the detriment of creating original or new knowledge. Consequently, plagiarism is unethical behaviour in research and an affront to academic quality assurance in research (Bahadori, Izadi & Hoseinpoufard, 2012). The existence of plagiarism leads to unmerited rewards, including awarded degrees

and promotions; increase in wages and others; hence, it is an immoral or dishonest act (Shahabuddin, 2009).

Thus, for SDD-UBIDS, plagiarism constitutes:

- i. Wrongdoing ('academic crime').
- ii. Recycling existing knowledge as new knowledge.
- iv. Using personal, second or third-party research output without crediting or citing the original source.
- v. Using another person's thought as one's own.
- vi. Violation of the rights of original authors or researchers.
- vii. Dishonesty when done deliberately.
- ix. A slur on academic quality and results in undeserved rewards.

## **9. BROAD TYPES OF PLAGIARISM**

Plagiarism may be classified as deliberate (intentional) or accidental (unintentional).

### **9.1 DELIBERATE**

This occurs when a person intentionally appropriates another person's work. A typical example is submitting someone else's work as one's own (known as cloning) or presenting content that has been taken verbatim and unaltered from a single source. It also includes copying from many sources and changing the phrases to fit together, while preserving most of the original language or by replacing a few key words and phrases, while retaining as much of the original text as possible.

### **9.2 ACCIDENTAL**

Accidental plagiarism occurs when an author inadvertently fails to follow proper citation guidelines. Examples include: providing inadequate information about cited materials; making it difficult to track down the original sources; rewording and incorrect quotations. It also includes cases where proper referencing has been done, but no new knowledge has been added. Further, it includes cases of material copied verbatim, but not placed in direct quotation marks.

## 10. SPECIFIC FORMS OF PLAGIARISM

SDD-UBIDS adopted the types of plagiarism outlined in Grammarly Inc (2022). The types may include, but are not limited to the following:

### **Type 1: Complete Plagiarism**

This happens when one submits another person's academic work under one's name, be it an assignment, term paper, dissertation/long essay, thesis, research paper or report with or without the consent of the rightful owner or when one purchases another person's work and submits it under one's name. Plagiarism also occurs when one contracts someone else to write a document one is required by the University to produce by oneself (ghost-writer). In Type 1, a whole document or portions of it, pictures and diagrams may be plagiarised.

### **Type 2: Paraphrasing Plagiarism**

This involves re-writing a whole document or portions of it in one's own words and failing to credit the rightful owner of the document. It includes paraphrasing without citing the source(s) of the original document.

### **Type 3: Self-Plagiarism**

This is where authors use portions of their previously published or copyrighted documents without citing the source (also called covert plagiarism).

### **Type 4: Patchwork Plagiarism**

Mixing of words, clauses, phrases or sentences verbatim with one's own words, clauses, phrases or sentences with or without proper citations (mosaic plagiarism) exemplifies this form. It involves using more than three original words of an author immediately following each other, together with one's own words.



### **Type 5: Source-Based Plagiarism**

This form involves deliberately giving wrong citations in the text and in the references. For instance, one may use a second source of an idea, but credit only the first source.

### **Type 6: Accidental Plagiarism**

Failing to put quotation marks around clauses, phrases or sentences taken verbatim from a source. It also includes failing or forgetting to cite the original sources of words or ideas used in one's work or not citing them correctly.

### **Type 7: Direct Plagiarism**

This is where authors use substantial contributions made by others (such as colleagues at conferences, seminars and workshops) or reviewers and supervisors during proofreading, without acknowledging them.

# 10. PRINCIPLES UNDERPINNING PLAGIARISM

Principles underpinning plagiarism include, but are not limited to, the following as outlined by Drew (2022):

## 10.1 EDUCATION

In order to achieve learning outcomes, some assessments such as assignments, examinations, term papers, dissertations/long essays or theses are undertaken to induce learning. The objective of these exercises is defeated if someone's existing work is copied in part or whole and submitted as a student's own work. In this case, learning or education does not take place.

## 10.2 ATTRIBUTION

The hard work of authors needs to be recognised and acknowledged through proper citation in the text and in the references section. Failure to do proper citation is an infringement on the rights of authors and constitutes wrongful use of their intellectual property.

## 10.3 ACADEMIC INTEGRITY

Plagiarism flouts the principle of academic integrity. Using someone's work as one's own amounts to unethical behaviour, dishonesty and disregard for academic quality in research. Academic honesty requires one to be truthful in all academic productions and throughout one's academic career to ensure that high integrity standards are maintained at all times.

# **11. PLAGIARISM DETECTION, AVOIDANCE AND PREVENTION GUIDELINES**

Proactive measures are needed to address the incidence of plagiarism before it occurs. These include:

## **11.1 DETECTION: TURNITIN AS THE MAIN INSTRUMENT CENTRALISED AT THE UNIVERSITY LIBRARY**

Turnitin software, which is used to detect potential plagiarism, is a web-based/online software. This software is an integrated tool within the learning management system, Moodle, of the University. It has prepared guides/manuals accessible on the website (Turnitin.com). These guides complement the University's Policy on Plagiarism.

Lecturers and supervisors are responsible for detecting potential plagiarism and should mandate students to subject all their work to Turnitin before submitting them for assessment and grading. Reports produced by Turnitin typically indicate degrees of similarity with existing texts, which gives an opportunity for revision. Before arriving at conclusions, lecturers/supervisors need to review submitted works and discuss with students whose works have more than the recommended Turnitin similarity indices to address problematic submissions.

Provision has been made to grant Undergraduate, Master's and Doctoral students access to Turnitin to enable them evaluate and improve their theses/dissertations before submission.

Turnitin creates originality reports on submitted documents. According to the Turnitin licence agreement, it is the responsibility of

lecturers and supervisors to exercise their independent, professional judgment, and to assume sole and exclusive responsibility for determining the actual existence of plagiarism in a submitted work. They should acknowledge and understand that originality reports are only tools for detecting textual similarities between compared works and do not conclusively determine the existence of plagiarism.

Lecturers are required to deal with incidents of detected plagiarism in a fair and consistent manner within the provisions of this Policy.

## 11.2 SIMILARITY INDICES CUT-OFF POINTS

The University's quest for zero tolerance for plagiarism necessitates the adoption of rigorous, but realistic, similarity indices as standard cut-off points for various texts. These indices are based on genuine, untampered Turnitin outcomes that allow authors to use a maximum of seven words following each other in an original text. Preliminary pages, such as declaration, table of contents and list of references are not included in the computation of the index. Recommended Turnitin cut-off points for staff and students are as follows:

### I. Academic/Administrative Staff

Books and book chapters	20%
Journal articles	20%
Research reports	20%
Conference papers	20%
Technical papers	20%
Minutes of meetings	20%
Policy documents	20%
Poems/Play	20%

## II. Students

Postgraduate thesis/term paper	20%
Postgraduate assignment	20%
Undergraduate thesis and dissertation	25%
Undergraduate assignment	25%
Seminar presentation	20%

The similarity indices for academic and administrative staff shall serve as a guide for classifying published articles for promotion purposes.

### 11.3 ENABLING DETECTION OF PLAGIARISM

Lecturers are required to:

- i. be conversant with the University's installed anti-plagiarism software (Turnitin) and to lead and facilitate its use for detecting potentially plagiarised works;
- ii. be vigilant in checking works submitted by students for plagiarism and record any occurrence of suspected plagiarism;
- iii. confirm any claims of plagiarism and ensure such claims are founded on readily available and documented facts or evidence; and
- iv. comply with laid down procedures of this policy whenever there are allegations or evidence of plagiarised works and not resorting to the implementation of sanctions not prescribed herein.

### 11.4 AVOIDANCE

This involves capacity building, that is, educating and raising awareness of staff and students on plagiarism.

## **11.5 STAFF**

Staff of SDD-UBIDS, especially academics, should be made aware of the importance the University places on detecting, avoiding and preventing plagiarism. To this end, lecturers are encouraged to employ innovative ways to train students such that they produce original works and avoid reproducing works from the worldwide web. Further, lecturers should avoid setting standard assessment tasks that have answers easily available from search engines, databases or repositories.

In order to make it easier to detect plagiarism, the University shall purchase and install Turnitin software and make it available and accessible to staff to complement their efforts in detecting and, thereby, reducing incidence of plagiarism. Turnitin software shall be used to scan assignments submitted by students to identify situations where works match published sources or the work of others. The use of Turnitin will not be an end in itself; lecturers shall be required to do further checks on the similarity or matching texts flagged by the software to determine whether, indeed, it is plagiarised, even if sources are properly quoted or referenced.

Departments shall ensure that staff and students are adequately conscientised and trained in the proper use of the software. The cooperation of staff and students is required for the use of Turnitin software to eliminate the likelihood of copyright infringement of work submitted to the database. A declaration of originality form shall be properly signed and submitted by students.

The SDD-UBIDS Library is tasked with providing support for Turnitin with technical assistance from the Directorate of Information Management Services (DIMS) and shall make provision for training from time to time to members of the University community on how the software works.

## **11.6 PREVENTION**

Preventing plagiarism requires the commitment of all those in the educational environment. Thus, a strong drive for creating awareness

of plagiarism and dissemination of the content of this policy is critical to preventing plagiarism.

On the one hand, to prevent plagiarism all staff are required to:

- i. have an appreciable level of understanding of what plagiarism is and to make conscious efforts to avoid plagiarism in their academic writings such as research papers, publication, lecture paper notes/teaching materials, etcetera;
- ii. have a good understanding of the University's policy on plagiarism and always use or implement it;
- iii. make available to students sufficient reference materials on plagiarism to arm them on the subject matter;
- iv. be vigilant on the use of reference sources and how the references are done. Remember to provide feedback to students on the referencing of their work when they have not applied it properly for them to improve subsequently;
- v. insist on students signing a plagiarism declaration form for submitted works, especially for project works/dissertations and theses;
- vi. ensure that the declaration captures that all works of other parties are clearly referenced or acknowledged appropriately, and that the student has checked the work to ensure that there are no instances of plagiarised content within; and
- vii. countersign declaration form as supervisors, after confirming that the works are original, and all sources cited in the work are appropriately acknowledged and referenced.

On the other hand, students are required to:

- i. get a copy of the Policy on Plagiarism, study it and obey all that it prescribes;
- ii. acquaint themselves with ideas espoused in this policy and pay heed to its content, especially referencing style and academic writing;

- iii. seek assistance from lecturers/staff when in doubt or unclear about plagiarism in their own writing;
- iv. ensure they do not submit any work that would not pass plagiarism test;
- v. submit all works with signed plagiarism declaration forms;
- vi. paraphrase even where the ideas are put together by a group during group studies;
- vii. pre-scan all works using Turnitin software before submitting for assessment; and
- viii. note that employing Turnitin software in research projects, dissertations and theses is compulsory for undergraduate and postgraduate students before submission of term papers, project works, dissertations or theses.



## **12. REPORTING LINES (REFER TO APPENDIX C)**

Upon detection of plagiarism, a written complaint shall be made to the Office of the Head of Department of the affected student or senior member/staff. Upon receipt of a complaint of plagiarism, the Head of Department shall constitute a committee within 2 weeks to investigate the complaint and submit a report for onward transmission to the Office of the Dean, if a case of plagiarism is established. The Academic Integrity/Misconduct Committee of the School/Faculty shall, within 2 weeks, examine the report of the Department and make recommendations to the Office of the Vice-Chancellor for further action.

## **13. HEARING PROCEDURE**

If sufficient grounds exist for a hearing, the office of the Vice-Chancellor shall constitute a Committee on Academic Integrity/Misconduct with clear Terms of Reference to hear from relevant parties and submit a written report, based on which the office of the Vice-Chancellor may apply the appropriate sanctions.

# 14. RESPONSIBILITIES

## 14.1 INSTITUTIONAL

The University shall highlight recognition and avoidance of plagiarism as core to its teaching/learning and research in order to promote originality and true scholarship. The University shall put the following measures in place:

- i. organise frequent training sessions in Academic Writing Skills for students and staff;
- ii. make learning materials on recognising and avoiding plagiarism available to students;
- iii. give access to plagiarism detection software to lecturers and students;
- iv. ensure that all journals and publishing outlets in the University take particular interest in plagiarism detection;
- v. situate the avoidance of plagiarism at the centre of quality assurance practices at all levels of teaching/learning and research;
- vi. establish a Standing Committee on Academic Integrity/Misconduct responsible for dealing with all matters related to plagiarism levelled against University staff and students at the Department, Faculty and University-wide levels.
- vii. make available to staff and students the University's plagiarism policy;
- viii. provide opportunities for training, dissemination of information and advice to staff and students on how to avoid plagiarism; and

- ix. ensure disciplinary procedures against staff and students alleged to have engaged in plagiarism are implemented in a fair and consistent manner.

## **14.2 FACULTIES/SCHOOLS AND ADMINISTRATIVE STAFF (REFER TO APPENDIX D)**

Faculties/Schools/Departments are expected to play a critical role in ensuring that they put forward measures to promote teaching/learning and research culture devoid of plagiarism by:

- i. Setting up Academic Integrity/Misconduct Committees at the Department and Faculty levels. Each Academic Integrity/Misconduct Committee shall consist of five senior members with the HoD/Dean serving as the Chairperson to investigate written allegations of plagiarism. In the case of any member of the Committee being the subject of investigation, he/she shall recuse him/herself. If the HoD/Dean is the subject of investigation, the most senior member of the Committee shall chair the Committee. The work of Academic Integrity/Misconduct Committees shall be underpinned by three key principles: first, *audi alteram partem* ('hear the other side'); secondly, strict confidentiality and, thirdly, fairness/impartiality. Legal representation, if requested, shall be allowed, and witnesses, if any, shall be allowed to testify for both sides.
- ii. organising training sessions on recognising, avoiding and redressing plagiarism for lecturers, especially the newly-recruited and postgraduate students;
- iii. liaising with the School of Graduate Studies and Research to ensure that theses pass through Turnitin software and are certified as having met similarity index cut-off point of not higher than the prescribed (20%) before they are sent for external examination; and

- iv. ensuring that students use the University Library for running the plagiarism test of their theses, term papers or dissertations.

### **14.3 LECTURERS**

As facilitators, lecturers play a critical role in knowledge production and must ensure that teaching/learning and research is plagiarism-free at all times. Specifically, they shall promote critical thinking by:

- i. familiarising themselves with skills essential to detecting plagiarism and taking necessary measures for its redress;
- ii. certifying that students apply the referencing styles prescribed by the University for all Faculties/Schools regarding in-text citations and bibliographic referencing;
- iii. ensuring theses under their supervision are plagiarism-free and meet scholarly conventions; and
- iv. being alert to ghost-writing ( contract cheating) and free-riding.

### **14.4 STUDENTS**

With research at the heart of SDD-UBIDS' mandate, students shall understand that the aim of the University is to produce critical and independent thinkers. Consequently, they shall demonstrate commitment to the collaborative spirit of scholarship by:

- i. abiding by the guidelines of the University, Faculties and Schools on how to avoid plagiarism;
- ii. engaging in self-learning to familiarise themselves with online resources regarding how to avoid plagiarism through paraphrasing, quoting, summarising and synthesising with appropriate citations and referencing;
- iii. completing a plagiarism declaration form for all graded work (assignments, reports, group work and theses);

- iv. ensuring they pass their work (assignments, reports, group work and theses) through Turnitin before final submission;
- v. revising their work and ensuring they do not exceed the prescribed Turnitin similarity index cut-off point before submission; and
- vi. reporting non-contributors (free-riders) in group work and assignments.

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# APPENDICES

## APPENDIX A

### Glossary: Meanings of Terms/Words Used in the Policy

#### A

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<b>Academic</b>	<p>A practice related to education, research, or learning in schools, universities, or colleges.</p> <p>A teacher or researcher employed to work in a college or university setting.</p> <p>Cambridge Dictionary: Abettor, <a href="https://dictionary.cambridge.org/dictionary/english/abettor">https://dictionary.cambridge.org/dictionary/english/abettor</a></p>
<b>Academic Dishonesty</b>	<p>Academic dishonesty is the act of committing or contributing to dishonest acts by people involved in teaching, learning, research and other relevant academic activities.</p> <p>Adapted from: McClung E. L., &amp; Schneider J. K. (2015). Concept Synthesis of Academically Dishonest Behaviors. <i>Journal of Academic Ethics</i>, 13: 1-11.</p>
<b>Academic Fraud</b>	<p>Deceitful acts performed to gain an unfair advantage by breaking academic rules.</p> <p>Stoesz, B. M., Eaton, S. E., Miron, J., &amp; Thacker, E. J. (2019). Academic integrity and contract cheating policy analysis of colleges in Ontario, Canada. <i>International Journal for Educational Integrity</i>, 15(1), 1-18.</p>

**Academic Integrity**

Honest commitment to ethical and professional standard practices in academic settings.

Tauginiene, L., Gaižauskaite, I., Glendinning, I., Kravjar, J., Ojsteršek, M., & Ribeiro, L. (2018). Glossary for academic integrity. ENAI Report G, 3.

**Academic Integrity Committee**

A body constituted to investigate and make or propose decisions about academic integrity violations.

Tauginiene, L., Gaižauskaite, I., Glendinning, I., Kravjar, J., Ojsteršek, M., & Ribeiro, L. (2018). Glossary for academic integrity. ENAI Report G, 3.

**Accountability**

The realisation of individuals and institutions that, they would be held responsible for performing their duties appropriately as they are answerable to stakeholders.

Macheridis, N., & Paulsson, A. (2021). Tracing accountability in higher education. *Research in Education*, 110(1), 78-97.

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Acknowledgment: What is acknowledgment in research paper? <https://acknowledgementsample.com/2020/05/05/what-is-acknowledgement-in-research-paper/>

**Author**

A person who developed or helped to generate original work.

Foucault, M. (2017). What is an Author? (pp. 284-288). Routledge.

## C

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<b>Citation</b>	<p>A formal reference to a published or unpublished source from which one obtained the information while writing a research paper or book</p> <p>Plagiarism.org: What is Citation? <a href="https://www.plagiarism.org/article/what-is-citation">https://www.plagiarism.org/article/what-is-citation</a></p>
<b>Code of Conduct</b>	<p>A policy that outlines beliefs, moral and ethical standards for employees, and third parties who interact with an organisation.</p> <p>The Ethics &amp; Compliance Initiative: Developing code of ethics, <a href="https://www.ethics.org/resources/free-toolkit/code-of-conduct/">https://www.ethics.org/resources/free-toolkit/code-of-conduct/</a></p>
<b>Copyright</b>	<p>An intellectual property that gives exclusive rights to originators of works.</p> <p>Copyright: Copyright in Derivative Works and Compilations, <a href="https://www.copyright.gov/circs/circ14.pdf">https://www.copyright.gov/circs/circ14.pdf</a></p>

## D

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<b>Disciplinary Hearing</b>	<p>A formal process used by a university's management to address issues about a student's status with the school due to his or her unacceptable or improper behaviour.</p>
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## E

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<b>Ethics</b>	<p>A moral philosophy concerned with what is ethically good and bad, right or wrong.</p> <p>Britannica: Ethics philosophy, <a href="https://www.britannica.com/topic/ethics-philosophy">https://www.britannica.com/topic/ethics-philosophy</a></p>
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## G

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<b>Ghost writing</b>	<p>Occurs when one actively participates in writing a paper, but is not acknowledged by the author's by-line or acknowledgment.</p> <p>Elsevier Author Services: Gift authorship and ghost authorship, <a href="https://scientific-publishing.webshop.elsevier.com/publication-process/gift-authorship-ghost-authorship/">https://scientific-publishing.webshop.elsevier.com/publication-process/gift-authorship-ghost-authorship/</a></p>
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## H

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<b>Honesty</b>	<p>"Systematically behaving truthfully and transparently"</p> <p>Tauginiene, L., Gaižauskaite, I., Glendinning, I., Kravjar, J., Ojsteršek, M., &amp; Ribeiro, L. (2018). Glossary for academic integrity. ENAI Report G, 3.</p>
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## I

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<b>Infringement</b>	<p>A violation of good practice caused by questionable, illegal, or unethical behaviour.</p> <p>Tauginiene, L., Gaižauskaite, I., Glendinning, I., Kravjar, J., Ojsteršek, M., &amp; Ribeiro, L. (2018). Glossary for academic integrity. ENAI Report G, 3.</p>
<b>Integrity</b>	<p>A professional's ability to carry out his duties effectively, attentively, and responsibly, while considering all relevant interests.</p> <p>Huberts, L. W. (2018). Integrity: What it is and why it is important. <i>Public Integrity</i>, 20(sup1), S18-S32.</p>

## M

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<b>Major Infringement</b>	A bigger, or more serious offence.
<b>Minor Infringement</b>	A less serious offence.
<b>Mosaic Plagiarism</b>	The act of lifting word-for-word another person's work of writing without properly indicating that the words are quoted from the source.

## O

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<b>Operationalisation</b>	<p>The process of transforming an abstract concept into a precise definition that is measurable and testable.</p> <p>Open Education Sociology Dictionary: <a href="https://sociologydictionary.org/operationalization/">https://sociologydictionary.org/operationalization/</a></p>
<b>Original</b>	<p>An independent work not copied or derived from anything else</p> <p>Tauginiene, L., Gaižauskaite, I., Glendinning, I., Kravjar, J., Ojsteršek, M., &amp; Ribeiro, L. (2018). Glossary for academic integrity. ENAI Report G, 3.</p>

## P

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<b>Paraphrasing</b>	The act of rephrasing another person's written work and passing it off as one's own work.
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<b>Plagiarism</b>	<p>The act of taking someone else's idea, writing, work, opinion, or discovery and passing it off as one's own original work.</p> <p>Park, C. (2003). In other (people's) words: Plagiarism by university students--literature and lessons. <i>Assessment &amp; evaluation in higher education</i>, 28(5), 471-488.</p>
<b>Policy</b>	<p>A guide that establishes expectations for decisions made or actions performed by members of the university community about student, professor and staff rights and responsibilities, as well as terms and conditions of engagement.</p> <p>Rochester Institute of Technology: Glossary of Policy Terminology, <a href="https://www.rit.edu/academicaaffairs/policiesmanual/resources/glossary">https://www.rit.edu/academicaaffairs/policiesmanual/resources/glossary</a></p>
<b>Policy Statement</b>	<p>A policy statement specifies the guiding concepts or actions to be taken.</p> <p>Science Direct: Policy Statement, <a href="https://www.sciencedirect.com/topics/computer-science/policy-statement">https://www.sciencedirect.com/topics/computer-science/policy-statement</a></p>
<b>Policy Ownership</b>	<p>The one directly responsible or in charge of ensuring the effective enforcement of the policy stipulations.</p>
<b>Policy Scope</b>	<p>The policy scope defines who and/or what is affected by the policy such as all faculties, departments and academic units.</p> <p>Rochester Institute of Technology: Glossary of Policy Terminology, <a href="https://www.rit.edu/academicaaffairs/policiesmanual/resources/glossary">https://www.rit.edu/academicaaffairs/policiesmanual/resources/glossary</a>.</p>

<b>Proofreading</b>	<p>Correction of grammatical errors to improve the quality of a written work.</p> <p>Tauginiene, L., Gaižauskaite, I., Glendinning, I., Kravjar, J., Ojsteršek, M., &amp; Ribeiro, L. (2018). Glossary for academic integrity. ENAI Report G, 3.</p>
<b>Principles Underpinning Plagiarism</b>	<p>The set of values and ideals that serve as a guide to one's behaviour in relation to plagiarism.</p> <p>Tauginiene, L., Gaižauskaite, I., Glendinning, I., Kravjar, J., Ojsteršek, M., &amp; Ribeiro, L. (2018). Glossary for academic integrity. ENAI Report G, 3.</p>
<b>Paraphrase</b>	<p>The same thing written or said in a different way, usually in a simpler and shorter form that clarifies the original idea</p> <p><a href="https://dictionary.cambridge.org/dictionary/english/paraphrase">https://dictionary.cambridge.org/dictionary/english/paraphrase</a></p>

## Q

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<b>Quotation</b>	<p>Words taken directly from someone else's text or speech.</p> <p><a href="https://dictionary.cambridge.org/dictionary/english/quote">https://dictionary.cambridge.org/dictionary/english/quote</a></p>
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## R

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<b>Recycling</b>	<p>This involves copying from many sources and changing the phrases to fit together, while preserving most of the original language or by replacing a few key words and phrases, while retaining as much of the original text as possible and without adding new knowledge.</p>
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**Revocation of Degree**

The revocation of a degree means taking the degree back from the one it was awarded to.

<https://www.studentdisciplinedefense.com/could-past-academic-misconduct-cost-you-your-job>

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**S**

**Sanctions**

Sanctions are used to address inappropriate behaviour and to assist students in making good decisions in accordance with the School Ethos.

Rainford High School: Sanctions and Consequences, <https://rainford.org.uk/students/sanctions-and-consequences/>

**Self-plagiarism/  
Self-attribution**

Citing one's own work without acknowledging or referencing the source.

**Synthesising**

Merging various concepts or ideas together to create a new and distinct one

<https://dictionary.cambridge.org/dictionary/english/synthesis>

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**U**

**Unintentional**

"Not planned or intended"

<https://dictionary.cambridge.org/dictionary/english/unintentional>

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**V**

**Verbatim**

"Using exactly the same words as were originally used"

<https://dictionary.cambridge.org/dictionary/english/verbatim>



## APPENDIX B

### Penalty Scale for Incidents of Plagiarism Among Undergraduate and Postgraduate Students

Undergraduate			
Categories of Plagiarism Offences	*First Incident (this is assumed to be unintentional)	Second Incident (Intentional)	Third or More Incident (Intentional)
<b>Undergraduate</b>			
<b>Minor Infringement</b>	<ul style="list-style-type: none"> <li>- Lecturer/supervisor provides guidance for improvement</li> <li>- Compulsory training/retraining in university's bibliographic referencing system by lecturer/library/supervisor</li> </ul>	<ul style="list-style-type: none"> <li>- Verbal/written warning</li> <li>- Deduction of marks</li> <li>- Resubmission <b>may</b> be accepted</li> </ul>	<ul style="list-style-type: none"> <li>- No resubmission</li> <li>- Note in student's file</li> <li>- Disciplinary hearing</li> </ul>

<p><b>Major Incident</b></p>	<ul style="list-style-type: none"> <li>- Lecturer/supervisor may provide guidance for improvement</li> <li>- Written warning</li> <li>- Resubmission accepted</li> <li>- Deduction of marks</li> <li>- Compulsory training/retraining in university's bibliographic referencing system by lecturer/library/supervisor</li> </ul>	<ul style="list-style-type: none"> <li>- Filed written warning</li> <li>- Deduction of marks</li> <li>- Resubmission <b>may</b> be accepted</li> </ul>	<ul style="list-style-type: none"> <li>- No resubmission</li> <li>- Assignment/dissertation failed</li> <li>- Disciplinary hearing</li> </ul>
<p><b>Major, extremely serious infringement incident</b></p>	<ul style="list-style-type: none"> <li>- Lecturer/supervisor may provide guidance for improvement</li> <li>- Written final warning</li> <li>- Resubmission accepted</li> <li>- Deduction of marks</li> <li>- Compulsory training/retraining in university's bibliographic referencing system by lecturer/library/supervisor</li> </ul>	<ul style="list-style-type: none"> <li>- Filed final written warning</li> <li>- No resubmission</li> </ul>	<ul style="list-style-type: none"> <li>- Assignment/dissertation failed</li> <li>- Disciplinary hearing</li> <li>- Outcome noted in student's file</li> </ul>

Postgraduate			
<b>Major, extremely serious infringement incident</b>	<ul style="list-style-type: none"> <li>- Written warning with note in student's file</li> <li>- Resubmission <b>may</b> be accepted</li> <li>- Compulsory training/retraining in university's bibliographic referencing system by lecturer/library/supervisor</li> </ul>	<ul style="list-style-type: none"> <li>- Final filed written warning with note in student's file</li> <li>- Deduction of marks</li> <li>- No resubmission</li> <li>- Offence <b>may</b> be reported for disciplinary hearing</li> </ul>	<ul style="list-style-type: none"> <li>- Assignment/thesis failed</li> <li>- Disciplinary hearing</li> <li>- Outcome noted in student's file</li> </ul>
<b>Major incident</b>	<ul style="list-style-type: none"> <li>- Written warning</li> <li>- Resubmission accepted</li> <li>- Compulsory training/retraining in university's bibliographic referencing system by lecturer/library/supervisor</li> </ul>	<ul style="list-style-type: none"> <li>- Final filed warning with note in student's File</li> <li>- Deducing of marks</li> <li>- Resubmission <b>may</b> be accepted</li> <li>- Offence <b>may</b> be reported for disciplinary hearing</li> </ul>	<ul style="list-style-type: none"> <li>- No resubmission</li> <li>- Assignment/thesis failed</li> <li>- Disciplinary hearing</li> <li>- Outcome noted in student's file</li> </ul>

<p><b>Minor infringement</b></p>	<ul style="list-style-type: none"> <li>- Verbal warning</li> <li>- Lecturer/supervisor provides Suggestions to improve</li> <li>- Resubmission accepted</li> <li>- Compulsory training/retraining in university's bibliographic referencing system by lecturer/library/supervisor</li> </ul>	<ul style="list-style-type: none"> <li>- Final revision recommended</li> <li>- Deduction of marks</li> <li>- Resubmission <b>may</b> be accepted</li> </ul>	<ul style="list-style-type: none"> <li>- No resubmission</li> <li>- Outcome noted in student's file</li> </ul>
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## APPENDIX C

### Plagiarism Reporting Process in Faculties/Schools and Among Administrative Staff (Refer to 14.2: Faculties/Schools/Departments)

<b>Reporting Line/Process</b>	<ul style="list-style-type: none"><li>- Written allegations of plagiarism, with documentary evidence constituting a prima facie case, shall be reported by Lecturers to Heads of Departments to Deans of Faculties/Schools.</li><li>- For avoidance of doubt, since academic staff in Directorates such as Directorate of Community Outreach and Business Incubation (DICOBI)) and Directorate of Research, Innovation and Consultancy (DRIC) belong to Faculties/Schools, that reporting process shall be followed.</li><li>- Non-academic staff in academic Directorates and staff in non-academic Directorates such as the Directorate of Information Management Services (DIMS), Directorate of Works and Directorate of Procurement report allegations of plagiarism to the Registrar.</li><li>- If the Registrar or Dean is convinced a prima facie case does exist, he/she will convene the Plagiarism Complaints Committee.</li><li>- Academic Integrity/Misconduct Committee shall be set up within each Department/Faculty/School, comprising five senior persons (a Professor in related field, representative from the Academic Department, representative from the Law Faculty, the Dean of the Faculty (Chairperson) and any other Dean/Academic Director).</li><li>- Academic Integrity/Misconduct Committees shall have competent Secretaries to take minutes.</li><li>- In all cases of major, extremely serious incidents of staff plagiarism that could tarnish the University's image, the accused has the right to a Counsel.</li></ul>
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<ul style="list-style-type: none"> <li>- After an Academic Integrity/Misconduct Committee has investigated allegations, a detailed written report with original supporting evidence shall be submitted to the Pro Vice-Chancellor, who shall assess the evidence, form an informed opinion and make recommendations to the Vice Chancellor for a final decision and action, if necessary.</li> <li>- Where both the Pro Vice-Chancellor and the Vice-Chancellor are convinced by a preponderance of evidence from an Academic Integrity/Misconduct Committee report, including the original supporting evidence, that plagiarism has been proved, the Vice-Chancellor shall refer the matter to the University Council for appropriate sanctions to be applied. The University Council shall take a decision to sanction the accused depending on the severity of the plagiarism offence, as follows:</li> </ul>	<ul style="list-style-type: none"> <li>- Dismissal/termination of appointment; or</li> <li>- Demotion or reduction in rank or grade and retraction/withdrawal of plagiarised material accompanied by public apology.</li> </ul>
<p><b>Major/ extremely serious infringement incident that could tarnish the University's image</b></p>	<ul style="list-style-type: none"> <li>- Demotion or reduction in rank or grade</li> <li>- Retraction/withdrawal of plagiarised material</li> <li>- Issuance of public apology by the accused person</li> </ul>
<p><b>Minor infringement</b></p>	<ul style="list-style-type: none"> <li>- Suspension without pay for a period not exceeding three months.</li> <li>- Retraction/withdrawal of plagiarised material.</li> <li>- Issuance of public apology by the accused person.</li> </ul>

## **APPENDIX D**

### **Declaration of Scholarly Originality: Undergraduate and Graduate Students**

**Name of Student:**

**Student Number:**

**Faculty/ School:**

**Department:**

**Course:**

**Title of Work:**

**Lecturer/Supervisor:**

#### **Declaration**

**I, the undersigned, declare that:**

1. I am aware of and have thoroughly read the University's Policy on Plagiarism.
2. I fully understand that plagiarism is passing off another person's work as one's own, which is wrong, constitutes academic dishonesty and makes me liable to be charged with misconduct.
3. I am aware of the consequences of violating the Policy on Plagiarism.
4. I confirm that the work submitted is my original work and that it has not been submitted elsewhere for assessment/ examination or any other purpose.
5. I confirm this work does not exceed the standard Turnitin cut-off point prescribed by the University for the type of work I am submitting.

**Signature:**

**Date:**

## **APPENDIX E**

### **Declaration Of Scholarly Originality: Graduate: Dissertation/ Thesis**

#### **I, the undersigned, declare that:**

1. I understand that plagiarism is a serious academic offence, which is wrong, constitutes academic dishonesty and makes me liable to be charged with misconduct.
2. I have thoroughly read the University's Policy on Plagiarism.
3. This dissertation/thesis is my own original work. Works of others have been properly acknowledged and referenced in line with the University's formally prescribed bibliographic referencing format.
4. This work has not been previously submitted anywhere in whole or part for examination purposes.
5. Sections with no citations are my own ideas, arguments and/or conclusions.
6. In this dissertation/thesis, I have neither taken work previously produced by another person and claim it as my own nor allowed any person to copy any part of this work and passed it off as theirs.
7. I confirm this work does not exceed the prescribed standard Turnitin cut-off point prescribed by the University for dissertations/theses.
8. I am aware of the consequences of plagiarism, which might include revocation of my degree should evidence clearly indicate the dissertation/thesis has been plagiarised.



**Full name of Student:** .....

**Student number:** .....

**Date Submitted:** .....

**Topic of Work:** .....

**Signature:** .....

**Supervisor:** .....

## **APPENDIX F**

### **Procedures for Revocation of Undergraduate, Master's and Doctoral Degrees**

Plagiarism violates ethical, pedagogical and legal norms. Consequently, the University has the legal right to revoke or withdraw degrees previously conferred on individuals if there are valid grounds to prove plagiarism, academic fraud/misconduct in the course of pursuing the degree. The procedure for withdrawing degrees on grounds of fraud or research misconduct must be addressed in the Policy on Research Ethics.

Since plagiarism constitutes valid grounds for revoking an awarded degree, the following steps, mirroring those of University of Pennsylvania Policy on Revocation of Degrees (2019), are essential to dealing with revocation of alleged plagiarised degrees.

#### **Preliminary Stage**

Credible information regarding any Undergraduate, Master's or Doctoral degree awarded by SDD-UBIDS that has been obtained by plagiarism must be directed to the Dean of the Faculty/School in which the individual enrolled and graduated for an initial investigation to be instituted.

#### **Investigation**

After receiving credible information, the Dean of the Faculty/School will set up a committee of two to five senior faculty members to investigate the existence or otherwise of prima facie evidence. The committee, in a written report, will submit its findings and recommendations as to whether the case requires no action at all, some form of corrective action or revocation of the degree. The affected graduate must be served with a written notice of the investigation, reasons thereof, investigative procedures to be followed and requested to provide relevant information to the committee. A copy of the committee's written findings and recommendations must be given to the affected graduate to study and respond to.

Having applied his/her mind to the committee's findings and recommendations and the affected graduate's response, the Dean will decide whether to take some form of corrective action, drop the matter or proceed with the revocation. If it is revocation, the Dean will formally bring the matter before the Board of the School of Graduate Studies and Research (hereinafter called 'Board') and the Office of the Pro Vice-Chancellor.

## **Hearing**

Once a date, place and time for a hearing has been decided, the affected graduate and his/her legal counsel must be notified accordingly within a reasonable time in advance with full information, including the process and with due regard to their ability to attend in person or participate by electronic means. Proof of such notice having been sent, is sufficient to commence a hearing even if the affected graduate and his/her legal counsel fail to participate. All relevant documents must reach members of the Board well ahead of the hearing and Office of the Pro Vice-Chancellor.

The Dean and affected graduate will provide names of witnesses and any necessary documents a week before the hearing. Witnesses may provide signed written statements, appear in person or participate by electronic means.

The Dean or representative and the affected graduate will present evidence and cross-examine each other's witnesses and members of the Board can ask the Dean, affected graduate and their witnesses questions. The University will have its legal counsel at the hearing if the affected graduate is accompanied by a legal counsel, whose duty is to advise, not participate, likewise the University counsel, but may be allowed to, on the affected graduate's behalf, make a statement. It is the affected graduate's responsibility to present his/her case to the Board, but his/her counsel may be allowed to address the Board. Unlike normal legal proceedings in court, where rules of evidence apply, they are inapplicable in a hearing.

While student members and ex-officio members of the Board may sit in the hearing and participate in closed sessions, they must not be present during voting on a decision. Only the Board of the School of Graduate Studies and Research will engage in closed session deliberations and vote on revocation, all others (Dean/representative, affected graduate, counsels and guests having to withdraw).

Owing to the gravity of revoking a degree, approval of two-thirds of Board members present and voting is required. If revocation is supported, the Board will advise the Dean and provide the Office of the Vice-Chancellor with copies of all relevant documents considered. Where revocation is not supported, the Board will advise the Dean accordingly to drop the case.

For record purposes, proceedings and transcriptions of the hearing will be recorded, excluding deliberation and voting sessions, and remain the permanent property and in the custody of the University.

## **Appeal**

Where the Board has decided on revocation, the affected graduate has 14 days within which to submit a written appeal to the Vice-Chancellor stating specific grounds for the appeal, which must relate to both or either material, prejudicial, procedural error or arbitrary/capricious outcome of the hearing.

An appeal will be based on the recording of the hearing and parties' written submissions and responses only. The Office of the Vice-Chancellor must be provided with a full record of the hearing. The Vice Chancellor, having considered the appeal, will convey in a written letter in support of revocation, reversing the revocation, requesting further investigation and/or a new hearing accompanied by copies to the affected graduate, Dean and other parties.

## **Revocation**

Should the appeal be rejected, or the appeal goes beyond the stipulated submission period, the Board's decision to revoke will go to the Vice-Chancellor for final revocation action. In this case, the

Registrar will be notified to officially write to the affected graduate informing him/her the awarded degree has been formally revoked and requesting the certificate and other documents whose validity depend on it, to be returned.

In the light of revocation, the affected graduate's academic transcripts and other documents will be corrected and the dissertation/thesis permanently removed from the Library and scholarly depositories. This may be followed by publicising the decision.

### **Mutually Agreed Resolution**

An easier and quicker alternative to the procedure outlined for a hearing is for the Dean and affected graduate to resolve the matter informally by reaching mutually agreeable terms that will see the affected graduate voluntarily relinquishing the degree.



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