



COLLEGE OF BUSINESS EDUCATION

ANTI-PLAGIARISM GUIDELINE

JANUARY 2020

INTRODUCTION

Preamble

The College was established by an Act of Parliament No. 31 of 1965. The said Act gave the College its legal status as an autonomous institution with its Governing Body. The duties of the Governing Body are to govern and administer the College activities under the Ministry responsible.

The College is a higher learning institution that provides training, conducts research and provides advisory services in business and other related disciplines. The College offers PhDs, Masters Degrees, Postgraduate diplomas, Bachelor degrees, Ordinary diplomas, and Basic certificates in various business disciplines. As part of its awareness creation campaign and ensuring good service delivery, the College has prepared Anti-Plagiarism Guideline for Staff and Students. This guideline is intended to monitor and avoid plagiarism and other inappropriate writing practices. It will also help students, as well as professionals, to identify and prevent such malpractices and to develop an awareness of ethical writing and authorship. Few writing guides, on issues related to responsible writing which is an area that continues to receive increasing number of writers and researchers who English is not their mother tongue, but also predatory publishers who misuse open access or are after quick money or even cheaters. It is because of this and other related factors the College decided to have a guideline to avoid plagiarism.

1. INTRODUCTION

1.1 Objective of the Anti-Plagiarism Guideline

The purpose of this guideline is to establish a framework for detecting, falsification, deterring and dealing with Plagiarism in the College. The specific objective are:-

- a) To set rules and regulations for detecting, preventing and addressing plagiarism in order to promote the principle of mutual academic integrity across the College.
- b) Ensure a clear understanding of the concept and meaning of plagiarism.

- c) To establish mechanism for reporting plagiarism.
- d) To develop procedures for dealing with cases of plagiarism.
- e) To create originality in writing scholarly works.
- f) To create an attitude of creativity and innovation in writing scholarly works.

1.2 Scope of the Guideline

The Plagiarism Guideline encompasses understanding of plagiarism, prevention, detection, and attendant corrective actions. The Guideline applies to:

- a) The College including its campuses as may be established from time to time.
- b) All Academic staff, Researchers and Students with emphasis on teaching, learning, research and consultancy.
- c) Academic resources meaning the Guideline will apply to all print and electronic materials generated by the College and to any other documents submitted to the College, such as journals, books, thesis, dissertations and other academic publications.

2. Definition of terms

Detection System - Any method or activity that the College uses to detect plagiarism such as consultation, plagiarism detection software, online tools, etc.

Electronic materials – These are information documents that are in digital format.

Inappropriate acknowledgement – These are citation or acknowledgment that intentionally disguises the source of the cited work, with intention to mislead the reader as to the actual source.

Ethical Writing- is the written work of an author, be it a manuscript for a magazine or scientific journal, a research paper submitted for a course, or a grant proposal submitted to a funding agency, represent an implicit contract between the author of

that work and the readers. As Kolin (2013) states that ethical writing is clear, accurate, fair, and honest.

Anti-Plagiarism- Acts of malpractice in the preparation of research proposal, dissertations/theses, especially where someone uses another person's words, ideas, or work and pretends they are his/her own without citing the origin, refers to plagiarism. Such acts constitute cheating which is an academic misconduct as it can result in unearned or undeserved academic award or credit.

Scholarly work- Research works, scientific paper, fiction works, reports and other literary works that have been written and submitted for either publication or assessment for academic qualification.

Staff- Shall means any person employed by the College the College of Business Education on contract or permanent and pensionable terms.

Student- Enrolled student of the College of Business Education.

3. Identification of Plagiarism in a document

i. Acknowledging the sources of ideas

Scholarly or any scientific paper contains footnote or indicating sources of the facts, ideas, or evidence used to in support of arguments, hypothesis etc. If the author hasn't acknowledged the source of facts, ideas and evidence that is unethical and is considered to be plagiarism.

ii. Verbatim must be acknowledged

Using exactly the same words as were used originally in another source must be enclosed in quotation marks and be accompanied by a citation to indicate its origin.

For example:

“Agriculture sector is significant for socio-economic growth because most of the rural poor in developing countries depend on Agriculture” (Lwoga, 2010:3).

iii. Using others work

When we use others works or summarizing works of others we use our own words in shorter version of the original and include in the text an indication of the source of the material. For example ... as Mjema (2002) has discussed, (give detail of the work in the reference in your work). This is also known as ***paraphrasing*** as a part of using your own words you use own syntactical structure while presenting another person thought. But using another person thought in your own words and claims to be yours is plagiarism.

iv. Modification

In order to make a substantial modification to the original text that result in an appropriate paraphrasing the user must have a good command of the language and a good understanding of the ideas and terminology being used. In certain circumstance the author may find it difficult to modify the theory, process, thought without altering the meaning. Therefore it is suggested to use the original authors wording but enclose it with quotation marks. For example: “..... Mjema, 2002”.

v. Self-Plagiarism

This happens when one reuse his/her own previously work and use it as a new work/content without letting the reader know that the material has previously been used. May be it was applied for research or scholarship or funding. Even using text, data, images used in previous work, sending the books or scholarly papers to different publisher without informing them that it was rejected by another publisher and duplication, and recycling. The author needs to acknowledge the explained scenario in order to avoid plagiarism.

vi. Conference to journal article/book OR journal article to book OR book to journal article

The author can present a paper in a conference or written a book or paper and needs to reuse it in either of the above must be transparent. Some Conferences organizer needs their presenters to request permission before reusing the material in either situation. But the reader must know the previous background of the work before reading it or listening. The author (s) must declare the background of the material to the reader or audience before otherwise it is plagiarism.

vii. Copyright

The author needs to understand the standard practices of ethical scholarship, authors must be mindful of readers' expectations, applicable issues related to intellectual content rights (copyright). The use of other people work or even yours must take consideration of copyrights which is a legal right of publisher or author. The author needs to be transparent in work when reusing materials across the various dissemination domains. Otherwise it is considered plagiarism which entails legal action.

viii. Level 3 plagiarism

This occurs when significant fraction of the entire work was written by someone else like;

- a. Claiming individual ownership of work done by a group,
- b. Presenting someone else's assignments as your own for assessment.
- c. Submitting custom written papers.
- d. Using fictitious citations in a work.
- e. Supervisor publishing student's work and claiming lead authorship.
- f. Collusion (where a student has willingly provided assignment(s) to another student).

4. Guidelines of Plagiarism acts in the College

The College is committed to upholding the standards of academic integrity and honesty to promoting responsible practice in research. Plagiarism lowers the level of academic integrity and will therefore not be tolerated by the College. In curbing plagiarism, the College adopts the following Guidelines:-

- i. The College shall be committed to detection of any acts of plagiarism and will take appropriate action when such acts are detected.
- ii. The College shall put a system in place to ensure that all staff are adequately sensitized on plagiarism, its prevention and detection.
- iii. All departments/units shall ensure that students are adequately informed on plagiarism guidelines and procedures.
- iv. The students shall be required to ensure that all their scholarly works are not plagiarized and shall be required to sign declaration to that effect (Appendix I).
- v. It shall be the responsibility of all teaching staff to ensure that their scholarly works as well as those of their students are not plagiarized.
- vi. All scholarly work should be submitted in electronic format.

- vii. The College shall put systems in place and provide tools for the detection of plagiarism. However, the College shall expect professional judgment from the teaching staff in dealing with the vice.
- viii. The College Examination Irregularities Committee shall handle all appeals cases of plagiarism.
- ix. The College shall endeavor to adapt best practices in dealing with plagiarism.
- x. The College shall ensure that this guideline is understood and adhered to by academic staff and postgraduate students.
- xi. The right to amend this guideline shall vest with the College Academic Board (CAB).

5. Procedures

5.1 Detecting plagiarism

Plagiarism will be detected with the aid of the following:-

- i. Use of plagiarism detection software (approved by the CAB).
- ii. Internet search tools
- iii. Monitoring at supervisory level
- iv. Counter-checking the citations with references
- v. Counter-checking of any suspicious work
- vi. Random sampling of references
- vii. Maintaining all scholarly work in electronic format
- viii. Every student is supposed to submit the research proposal for plagiarism check before moving to the next stage.
- ix. The act of offence in the document will be established when the detected plagiarism percentage is over 30 percent.
- x. Detection software originality check is used as a teaching tool to address citation and academic honest to all post graduate students before starting writing a research proposal.

5.2 Dealing with plagiarism in students' scholarly work

- i. Acts of malpractice in the preparation of dissertations/theses, especially where someone uses another person's words, ideas, or work and pretends they are his/her own without citing the origin, refers to plagiarism. Such acts constitute cheating which is an academic misconduct as it can result in unearned or undeserved academic award or credit.

- ii. A candidate shall be deemed to have committed an act of plagiarism if a supervisor, examiner, Head of Department, member of the various committees responsible for checking and certifying compliance to approved publication standards or any other person observes the following:
- (a) One has submitted or presented the work of another person as his or her own;
 - (b) There is submission of the same, or substantially the same work more than once at the same or another institution;
 - (c) There is fabrication or falsification of results/data;
 - (d) There is submission of false records, information or documents;
 - (e) There is omission of due acknowledgement of the work of another person;
 - (f) There is collusion, i.e. when two or more students collaborate to produce the same work submitted by each, without prior formal permission for such collaboration; and
 - (g) Has used by payment or otherwise a third-party to produce the dissertation/thesis in whole or in part.
 - (h) The instructor or staff responsible for the student's work shall fill in a plagiarism incident reporting form (appendix II).
 - (i) The work shall be subjected to a suitable recommended detection system.
 - (j) The candidate shall be orally interviewed to assess the originality of the work.
 - (k) Academic judgment shall be exercised in order to determine the level of plagiarism.
 - (l) If there is evidence of plagiarism, the case shall be recommended, for action, to the relevant authorities.
 - (m) If the authorities concerned ascertain that plagiarism has occurred, the student shall be penalized in accordance with the existing guidelines.
 - (n) The student has the right of appeal in accordance with the procedures governing academic programmers.

5.3 Dealing with plagiarism in staff's scholarly work

Where plagiarism has been alleged to have occurred in staff scholarly work:-

- i. The work shall be submitted for scrutiny. If ascertained that the plagiarism level is significant, the case shall be recommended, for action, to the relevant authorities (Appendix III).
- ii. If the authorities concerned ascertain that plagiarism has occurred, appropriate Disciplinary action shall be taken according to employment regulations.

5.4 Penalties for plagiarism

- i. All cases of plagiarism shall be reported to the College Examination Irregularities Committee that shall advise the Postgraduate Studies Committee [PSC] accordingly. The Committees shall have powers of summoning students and members of staff, as it deems necessary for purposes of examining the case for evidence of plagiarism. Upon completion of the case's examination, the committee shall submit a report of its findings and recommendations to the Committee for approval, prior to any action. Depending on the nature and extent or seriousness of plagiarism committed the following sanctions shall be applicable:
 - (a) Rejection of the work (research proposal, dissertation or thesis) or part of the work and therefore the student be required to re-write or re-take the research work;
 - (b) Discontinuation from studies; and
 - (c) Deprivation of a degree or other academic credentials already awarded.
- ii. Any candidate found guilty of plagiarism shall be discontinued from studies.
- iii. For Staff disciplinary measures will be taken according to Public Service Regulations, Standing Order, Public Service Act and any other provision in the Public Service.

Iii.Where the case of plagiarism is discovered after the candidate has been awarded a degree, the College shall have the power to withdraw the award after due process.

5.5 Preventing plagiarism

Prevention of plagiarism shall include but not be limited to the following:-

- i. Educating students and staff on the causes and consequences of plagiarism through orientation, College prospectus, student handbooks, pamphlets, information skills, induction, seminars, workshops, internet and social media.
- ii. Inclusion of academic integrity and information ethics in the curriculum.
- iii. Educating students on research and citation process.
- iv. Empowering students on how to evaluate information resources on the internet and in other sources.
- v. Each lecturer should reinforce basic principles of academic integrity in the class at the beginning of lectures in programs where students have to write course work.
- vi. Establish plagiarism register.
- vii. Have a mandatory requirement that student assignments be submitted in both print and electronic forms.
- viii. Caution students and staff that anti-plagiarism software is in use.

Appendix I Declaration form for students

COLLEGE OF BUSINESS EDUCATION

Declaration of Originality Form

This form must be completed and signed for all works submitted to the Director of Post Graduate Studies.

Name of student _____
Registration Number _____
Campus _____
Department _____
Course Name _____
Title of the work _____

DECLARATION

1. I understand what plagiarism is and I am aware of the College Guideline in this regard.
2. I declare that this _____ (Thesis, project, essay, assignment, paper, report, etc.) is my original work and not been submitted elsewhere for examination, award of a degree or publication. Where other people's work or my work has been used, this has properly been acknowledged and referenced in accordance with the College requirements.
3. I have not sought or used the services of any professional agencies to produce this work
4. I have not allowed, and shall not allow anyone to copy my work with the intention of passing it off as his/her own work.
5. I understand that any false claim in respect of this work shall result in disciplinary action, in accordance with College Plagiarism Guideline.

Signature _____

Date _____

Appendix II Plagiarism Form for Students

College of Business Education
Plagiarism incident reporting form
(To be completed by Supervisor/instructor/staff)

This form is to be completed and submitted to the College Examination Irregularities Committee.

Please attach all relevant information on all case of plagiarism.

Name of student: _____

Registration Number: _____

Student email address: _____

Campus: _____

Department: _____

Course Name: _____

Name of Staff Member: _____

Description of plagiarism incident:

Staff Member Signature: _____ Date: _____

Student's Comments:

Student's Signature: _____ Date: _____

Director of Post Graduate: Signature: _____ Date: _____

Appendix IV Plagiarism incident Reporting Form for Staff

**College of Business Education
Plagiarism incident reporting form**

This form is to be completed and submitted to the Director of Post Graduate Studies.

Please attach all relevant information on all case of plagiarism.

Name of staff: _____

ID Number: _____

Staff emails address: _____

Campus: _____

Department: _____

Name of person reporting plagiarism: _____

Description of plagiarism incident:

Signature of person reporting: _____ Date: _____

Email Address of Reporter: _____

Telephone of reporter: _____

Director Signature: _____ Date: _____

Reference:

College of Business Education (2017): Examination Rules

College of Business Education (2017/18): Prospectus

Kolin, F.C. (2013), *Successful Writing at Work*, 10th Edition, Cengage Learning

Lwoga, E.T. (2010), “Bringing the Agricultural Knowledge and Information Divide: The Case of Selected Telecenters and Rural Radio in Tanzania”, *The Electronic Journal On Information Systems in Developing Countries*, 43,(6).

Mjema, E.A.M. (2002), “An analysis of personnel capacity requirement in the maintenance Department by using a simulation method”, *Journal of Quality in Maintenance Engineering*, 8(3)