



ZETECH UNIVERSITY

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FOREWORD

Zetech University is a dynamic Private university in Kenya, established to develop human resource and promote technological advancement nationally and globally. To achieve its educational mission, Zetech offers diverse academic programmes through her state of the art schools and institutes across three campuses. As a Technological University, Zetech promotes creativity and innovation through research, quality education, and technology transfer and is committed to high standards of academic excellence and integrity.

With increased awareness and accessibility of information propelled by explosion in information technology, the temptation and possibility of academic dishonesty is made a lot easier. Indeed, it is not complicated to interface information from the internet during one's scholarly work. It is for this reason that Zetech has developed this Anti- Plagiarism Policy to ensure ethical academic practice among her community and stakeholders.

The Policy provides guidelines on what constitutes plagiarism and ways to promote best academic practices. In addition, it establishes mechanisms for detecting, preventing, reporting, and procedures for dealing with plagiarism cases.

It is envisaged that this Anti-Plagiarism policy will promote academic integrity in Zetech through creativity, active learning, academic appreciation, critical thinking, and academic confidence.

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CHAPTER ONE INTRODUCTION

1.0 General Information

Plagiarism is defined as the unacknowledged use of the work of others as if this were your own original work. Plagiarism is a very serious offence. It is an illegal form of copying.

Ethics and integrity are the two most significant components of the research activities. Research is a novel proclamation based on extremely high moral values. There cannot be any margin for claiming the credit for the work that a person has not attempted. It is ascertained that some “authors” consciously or unconsciously publish or present other peoples work as their own. Such acts affect healthy research atmosphere, which also harm the reputation of the university as well as the individual presenting the work. It is therefore, noteworthy for all authors to adhere to the ant plagiarism policy to avoid such type of works.

1.1 Vision and Mission of the University

a) Vision

The University aspires to be:

“The best university, in the world, in research, innovation, knowledge creation and dissemination.”

b) Our Mission Statement

Deriving from the vision the university mission is:

“To provide holistic higher education by promoting excellence in research, integrating innovation and technology in learning with the aim of developing well rounded citizens to impact the social, political and economic world.”

1.2 Philosophy of the University

Zetech University purposes to offer competent based learning that is leveraged on Information Communication Technology, business, innovation and entrepreneurship to produce holistic graduates who will positively impact human life and guided by our core values.

1.3 Rationale

This Policy shall guide the handling of curricular matters within the university. An idea or suggestion for curriculum or course modification, or for new courses or programs, can originate from any stakeholder, student, faculty member, university staff member, administrator or advisors. This policy also identifies the university committees associated with curriculum development and review and their responsibilities. The University Curriculum Committee is the university committee that oversees all curriculum matters.

1.4 Definition of Terms

Academic staff: “a member of the staff of the University who is, in terms of appointment, a professor, an associate professor, a senior lecturer, a lecturer, an assistant lecturer, a teaching assistant or a person who holds any teaching or research post which the Council has recognized as a post having academic status in the University”.

Advancement of knowledge in the University”.

Collaborators: persons or organizations Zetech University chooses to work with in the realization of its mandate. They include and are not limited to external examiners/supervisors and institutions collaborating with Zetech University under mutually agreed upon terms.

Electronic Materials: scholarly work made available in digital formats

Inappropriate/Incorrect acknowledgement: referencing that contravenes best scholarly practices.

Overloading: the act of putting too much demand on a person hence affecting effective and efficient performance.

Plagiarism: “to copy another person’s ideas, words or work and pretend that they are your own”.

Research: “an act of gathering and analyzing data, information and facts for

Scholarly work: include any idea conceived or work written and submitted either for publication or assessment for academic qualifications.

Staff: “the person appointed as such staff by or on the authority of the university council”.

Student: “a person registered by the University for the purposes of receiving instructions in a particular area of study with a view to obtaining a qualification of the University or any other person who is determined by Senate to be a student”.

Work: in the context of this policy “work” means any scholarly ideas, lecture notes, texts, illustrations, musical quotations, mathematical derivations, computer codes, projects either in published either in print or digital format or unpublished.

Zetech Community: University staff and students.

1.1 Context

Zetech University is committed to providing quality education through teaching and research; promoting effective application of knowledge and skills to life; participating in scholarly work, the discovery, the transmission, utilization, preservation and enhancement of knowledge that will go a long way in ensuring sustainable economic, social, cultural, scientific and technological development in Kenya. The University continues to engage in the development of relevant curricula whose graduates' skills are much needed to enable the realization of the Kenya's Vision 2030 and Global sustainable development agenda.

In order to guarantee academic integrity and promote best scholarship, innovation and appropriate teamwork practices, it has become necessary for the University to develop an Anti-Plagiarism Policy. This demonstrates the University's unrelenting commitment to integrity as regards the realization of its strategic pillars: education, research and community engagement. Being a University of Technology that supports technological transfer, ICTs usage, and diverse local and international collaborations, the Institution takes cognizance of the impacts- likely to be brought about by such endeavors notably academic fraud plagiarism- can have on its reputation and provides a framework to address them.

1.2 Objectives of the Policy

The objective of the policy is to

- a) To provide an understanding of the meaning of plagiarism;
- b) To provide good academic practice information to students, staff and collaborators;
- c) To provide guidelines for detecting and preventing plagiarism in order to promote best scholarly practice and academic integrity;
- d) To establish mechanisms for reporting plagiarism and procedures for dealing with reported cases.

1.3 Scope of the Policy

The policy covers the definition of plagiarism and its forms, areas prone to plagiarism, policy statement, and procedures to detect and handle plagiarism.

The policy affects: -

- a) Zetech University community: all staff, students and all collaborators as relates to staff recruitment and promotion, teaching, learning, research and consultancy.
- b) Academic resources: the policy apply to all print and electronic materials generated by the Zetech University and to any other documents submitted to the University, such as books, journals, thesis, reports, curricula, essay, registration exercise, assignments, examinations, other publications and products.

2.0 LEGAL AND POLICY FRAMEWORK

Plagiarism policy shall be implemented in compliance with the spirit in the following documents:

- a) The Constitution of Kenya, 2010.
- b) The Universities Act, No. 42. 2012.
- c) The Penal Code.
- d) The Anti-Corruption and Economic Crimes Act, 2003.
- e) Ethics and Anti-Corruption commission Act, 2001.
- f) Science, Technology and Innovation Act, 2013
- g) Employment Act, 2007.
- h) CUE Guidelines 2014.
- i) Zetech University Charter.
- j) Zetech University Statutes.
- k) Zetech University Research Policy.
- l) Zetech University Intellectual Property Policy.
- m) Zetech University Consultancy Policy.
- n) Zetech University Academic Quality Assurance Policy.
- o) KIPI Guidelines
- p) All Laws passed and applicable in the Republic of Kenya.

3.0 DEFINITION AND FORMS OF PLAGIARISM

3.1 Definition

In the context of this policy, plagiarism is defined as “to copy another person’s ideas, words or work and treat it as if they are your own” (Advanced Oxford English Dictionary, 7th Ed). Copying, irrespective of intent to deceive, could be in part or in its entirety occurring without due acknowledgement to the source.

3.2 Forms of Plagiarism

From an academic perspective, and in the context of this policy, plagiarism being in itself poor scholarship and a breach of academic integrity can be classified as major or minor, that can manifest under different examination / assessment levels¹, but not limited to the list below.

a) Major Plagiarism

It is the most serious plagiarism offence that occurs when one takes a substantial fraction or the entirety of somebody else’s work, ideas, texts, illustrations, musical quotations, mathematical derivations, computer codes, projects either in published or unpublished form without due acknowledgement of the originator/source.

- i. Direct duplication of works of another,
- ii. Using someone’s else material, ideas or concepts without reference to the source;
- iii. Direct cutting and pasting of material, ideas... from the Internet;

¹ Cf. University of Cambridge, Harvard University, University of Nairobi, Massachusetts Institute of Technology.

- iv. Colluding with unauthorized persons to develop and submit scholarly works;
- v. Submitting another person's work as your own e.g. when one buys academic work or commissions professional agencies to do the same on one's behalf which is eventually submitted to for examination or assessment.
- vi. Significant paraphrasing of another person's work by changing some words or order of the words, sentences etc.
- vii. Significantly quoting verbatim another person's work and failing to acknowledge them;
- viii. Impersonation;
- ix. Claiming individual ownership of work done by a group;
- x. Selling term papers, laboratory/workshop reports;
- xi. Submitting custom written papers;
- xii. Using fictitious citations in a work;
- xiii. Supervisor publishing student's work and claiming authorship.
- xiv. A scholar uses another scholar's ideas without due acknowledgement.

b) Minor

Citation of less than five lines from someone else's work without due acknowledgement;

- i. Paraphrasing another person's work and pretending to be the originator;
- ii. Using one's name on someone else's phrases;
- iii. Self plagiarism (using one's previous work);
- iv. Failure to put in quotation marks, or providing incorrect information about source;
- v. Collusion – a scholar illegally and willingly doing academic works for another scholar (unauthorized collaboration).
- vi. Inappropriate/Incorrect citation.

3.3 Areas Prone to Plagiarism

Plagiarism potential areas include and are not limited to:

- a) Academic assignments
- b) Academic projects and theses
- c) Scientific publications
- d) Consultancy

3.4. Plagiarism Detection Stages/Points

- a) Supervision of student's research
- b) Student admission
- c) Examinations
- d) Staff recruitment and promotion
- e) Academic publishing
- f) Collaborative research and innovation

4.0 POLICY STATEMENT

DeKUT endeavors to provide academically stimulating, culturally diverse and quality learning environment that engenders research, innovation and technology in a plagiarism free context. This Anti-Plagiarism Policy will encourage academic integrity through creativity, active learning, academic appreciation, critical thinking and academic confidence.

5.0 PROCEDURES

Plagiarism is an academic fraud never to be tolerated at DeKUT. Any reported allegations shall be diligently looked into and, if proven, appropriate penalties prescribed in this policy shall apply. All allegations shall be handled as per the procedures provided hereunder:

5.1 Detecting Plagiarism

The University shall be committed to detecting acts of plagiarism and shall take appropriate actions where such acts are discovered. To facilitate detection, all scholarly work shall be submitted both in print and electronic format. Furthermore, the university shall identify, recommend and approve plagiarism detection tools and mechanisms. Plagiarism can be noticed at different levels using and not limited to the following means: -

- a) Rigorous assessment/examination/reviewing of submitted scholarly work.
- b) Use of the DeKUT approved plagiarism detection software.
- c) Use Internet search tools.
- d) Monitoring at supervisory level.
- e) Counter checking the citations with references.
- f) Counter-checking of any suspicious work.
- g) Random sampling of references.
- h) Maintaining all scholarly work in electronic format.

5.2 Dealing with Plagiarism in Students' Scholarly Work

The University shall appoint a Student Plagiarism Investigation Committee domiciled in the Deputy Vice Chancellor Academic Affairs' Office-answerable to the Senate-to deal with plagiarism incidents among students.

The following procedures shall apply where plagiarism offences are suspected: -

- a) The Instructor/Assessor/Examiner/Editor shall fill in a Plagiarism Incident Reporting Form (PIRF) and write an independent report pointing out suspected plagiarized areas.
- b) Submit the dully filled Plagiarism Form and independent report together with the appropriately assessed/examined/reviewed material to relevant authorities.
- c) The relevant authorities shall upon receipt of the duly filled plagiarism form and independent report, submit these documents to the Students' Plagiarism Investigation Committee for investigations.
- d) The Students' Plagiarism Investigative Committee shall determine whether or not the incident amounts to any form of plagiarism.
- e) The Students' Plagiarism Investigation Committee shall submit a written report to the relevant authorities. The written report shall provide grounds that support the committee's conclusion.

- f) Relevant authorities shall upon careful consideration the report determine whether or not disciplinary action should be taken against the student.
- i. Where disciplinary action is inevitable, relevant authorities shall refer the matter to the students' disciplinary committee established under the statutes. Upon determining the matter, the students' disciplinary committee shall recommend penalties as prescribed in this policy, and the **Students' Disciplinary Committee shall communicate the decision in line with the timelines stipulated in the statutes.**
- ii. Where disciplinary action is not necessary, relevant authorities in their own wisdom and impartial judgment can drop plagiarism allegations levelled against the student, **and the decision shall be promptly communicated to the student.**

5.3 Dealing with Plagiarism in Staffs' Scholarly Work

The University shall constitute Staffs' Plagiarism Investigation Committees-answerable to the University Management Board or the University Council depending on the staff member appointment grade. The procedure outlined hereunder shall apply in the event of plagiarism allegations levelled against a member of staff:

- a) Any person convinced that a staff member has committed plagiarism shall write an independent report pointing out suspected plagiarized areas and submit a written independent report to the relevant authorities.
- b) The relevant authorities shall refer the matter to the relevant Staffs' Plagiarism Investigation Committee for investigations.
- c) The Committee shall carefully scrutinize the Staff documents/ publications, technology, ideas e.t.c. submitted to it, and shall determine whether or not the incident amounts to any form of plagiarism.
- d) The Committee shall then submit a written report to the relevant authorities. The written report shall provide grounds that support the committee's conclusion.
- e) Relevant authorities shall upon careful consideration the report determine whether or not disciplinary action should be taken against the member staff.
- i. Where disciplinary action is inevitable, relevant authorities shall refer the matter to the relevant university disciplinary committee established under the statutes. Upon determining the matter, the disciplinary committee shall recommend penalties as prescribed in this policy, and shall communicate **the decision of the Staffs' Disciplinary Committee in line with the timelines stipulated in the statutes.**
- ii. Where disciplinary action is not necessary, Relevant Authorities in their own wisdom and impartial judgment can drop plagiarism allegations levelled against the staff member, **and the decision shall be promptly communicated to the member of staff.**
- f) There shall be a register of blacklisted persons (whether on permanent or part-time or contract basis) and the University's Legal Office shall keep the register.

2.4 Penalties for Plagiarism

Table 1: Students' Penalties

Major	Minor
i). Fail the student ii). Withhold the award iii). Revoke the award (s) iv). Discontinuation/Expulsion v). Suspension vi). Recommend criminal proceedings	i). Academic counselling ii). Retraction iii). Adjust marks to reflect extent of poor scholarship iv). Resubmission of the work after alteration v). Any of the above plus a vi). Warning letter.

Table 2: Staffs' Penalties

Major	Minor
i). Blacklist ii). Total retraction of the work(s) iii). Revoke recognition/awards iv). Summary Dismissal v). Termination of appointment vi). Legal action	i). Warning ii). Retraction of work (s) iii). Demotion or reduction in rank/seniority iv). Withholding of increment v). Deferment of increment vi). Any of the above plus a

2.5 Preventing Plagiarism

The best way to deal with the plagiarism vice is to take proactive and preventive measures. Ignorance shall not be a defense in view of this Anti-Plagiarism Policy. In this regard, Zetech University is committed to sensitize staff, students and collaborators on causes of plagiarism like ignorance, lack of clarity in what is expected from student, over assessment (recycling of tasks) and fear of failure. Preventive measures shall include and shall not be limited to the following: -

- a) The University shall strive to promote best innovation, integrity and teamwork practices.
- b) Sensitize staff, students and collaborators on the forms, causes and consequences of plagiarism through orientation, University prospectus, induction, seminars, workshops, intranet etc.
- c) All departments/Institutes/Centres shall ensure that staff and students are adequately informed of this Anti-Plagiarism Policy and procedures of dealing with plagiarism cases.
- d) All students shall be required to ensure that their scholarly works are not plagiarized and shall be required to sign declarations to that effect.
- e) It shall be the responsibility of all staff and collaborators to ensure that their scholarly works as well as those of their students are not plagiarized.
- f) Educating students and creating awareness among staff on appropriate research referencing and citation practices.

- g) Each academic staff should reinforce basic principles of academic integrity in class. Instructions to examinable tasks should be aligned to scholarly best practices.
- h) Establish a plagiarism register.
- i) Mandatory electronic submission of student's assignment.
- j) Caution students and staff that anti-plagiarism software is in use.
- k) Discourage overloading for it is likely to lead to the use of shortcuts.
- l) Encourage departmental/institute advice or guidelines on plagiarism.
- m) Encourage discussion at departmental/institute level on the prevention of plagiarism.
- n) Staff should lead by good example (lecture notes should be presented as per the best academic rigor; reinforce informative assessment e.g. examiner/assessor/Editor should highlight careless referencing).
- o) Design individualized assessment to minimize opportunities for plagiarism (avoid re-use of questions in assignments). Emphasize on reflective and application assignments.
- p) Avail the policy to all staff and students (print and electronic format).
- q) The University shall make available up to the Departmental Level the Anti-Plagiarism Software.

3.0 REVIEW OF THE POLICY

Anti-Plagiarism Policy shall be reviewed every four (4) years, unless there is an urgent need to do so before the expiry of the term. The Right to amend this policy shall vest with the Zetech University Senate.

4.0 REVISION LOG

Issue/Revision		Page(s)	Change Description	Changed by	Approved by
Previous	Current				

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APPENDICES

Appendix I: Anti-Plagiarism Declaration Form

This form must be completed and signed for all scholarly works submitted to DeKUT for examination/Publication/any other academic consideration. It must be filled and signed in triplicate.

Name of Student/Staff.....

Registration Number (student)/Payroll number (staff).....

Student/Staff email address.....

Faculty/School/Institute.....

Department.....

Course Name (student)/Title of Publication (staff)

.....
.....

DECLARATION

1. I understand what Plagiarism is and I am aware of the University Anti-Plagiarism policy in this regard;
2. I declare that this _____ (Thesis, project, paper, report, etc) is my original work and has not been submitted elsewhere for examination, Publication, award of a degree or considered for any University certification;
3. Where other people’s work or my own work has been used, this has appropriately been acknowledged and referenced in accordance with the University Proposal/Thesis/Project /scientific writing formats;
4. I have not sought or used the services of any professional agencies to produce this work
5. 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;
6. I understand that any false claim in respect of this work shall result in disciplinary action, in accordance with University Anti- Plagiarism Policy.

Signature.....

Date.....

Appendix ii: Plagiarism Incident Reporting Form (PIRF)

(To be completed by Reporter of Plagiarism)

This form shall be completed in duplicate and submitted to the relevant Zetech University office with plagiarism evidence attached.

Name of Student/Staff.....
Registration Number (student)/Payroll number (if staff) :.....
Student/Staff email address.....
Faculty/School/Institute.....
Department.....
Course Name (student)/Title of Publication (staff)
.....
.....

Name of Plagiarism Reporter.....
Identification Card/Passport No/Payroll number
.....

Description of plagiarism incident:
.....
.....
.....
.....

Signature of the reporter.....Date.....
Email address.....
Telephone number.....

Dean/Director/Head of Dept.
Name.....signature.....
Date.....

Appendix iii: Anti-Plagiarism Software

Checking of plagiarism shall be through the use of proprietary or free software. They shall include and not limited to the following:-

- a) Turnitin (Proprietary software),
- b) Viper (Free software),
- c) Plagiarism detector (Free software),
- d) Plagirisma.Net (Free online checking),
- a) Copyscape (Online Free Plagiarism detecting software).