ZETECH
UNIVERSITY

ANTI-PLAGIARISM

POLICY

ZU/PD/23

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ANTI PLAGIARISM POLICY	
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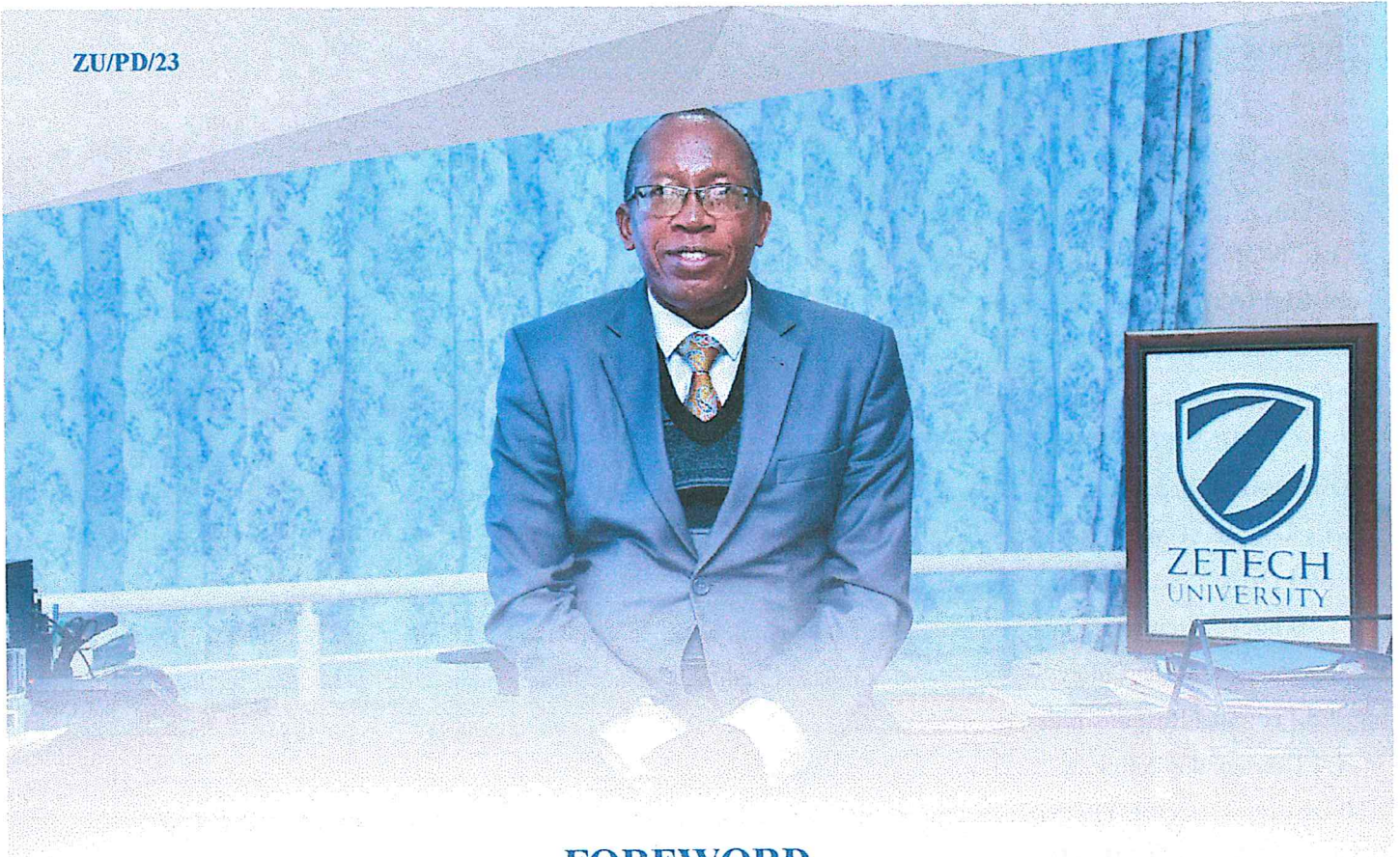SIGNATURE   DATE

Prof. Dr. Njenga Munene
VICE CHANCELLOR

ZETECH UNIVERSITY
P. O. Box 2768-00200,
NAIROBI.

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 University offers diverse academic programs through the established schools and Departments. 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. It is therefore not complicated to interface information from the internet or other sources during one's scholarly work. It is for this reason that Zetech University 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 University through creativity, active learning, academic appreciation, critical thinking, and academic confidence.

Prof Njenga Munene J {(BVM, MSc, PhD (UON) ADV PROT (OBIHIRO JAPAN)}.
Vice Chancellor Zetech University And Professor of Clinical Veterinary Medicine.

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ABBREVIATION AND ACRONYMS

DVC. ARE&S	Deputy Vice Chancellor Academics Research, Extension and Student Affairs
PIRF	Plagiarism Incident Reporting Form
ZU	Zetech University

VISION
A leading University in research, innovation, knowledge creation and dissemination.

MISSION
To promote excellence in education and research by integrating innovation, entrepreneurship and technology to impact society.

OUR GUIDING PHILOSOPHY

Zetech University believes in nurturing and inspiring an intellectually curious, adaptable and innovative generation that is guided by our core values.

CORE VALUES

i) Integrity- We do what is ethical
ii) Commitment to Excellence- We do it well
iii) Innovation- We are not afraid to explore
iv) Customer Focus- We are here for you
v) Teamwork- We are smarter together
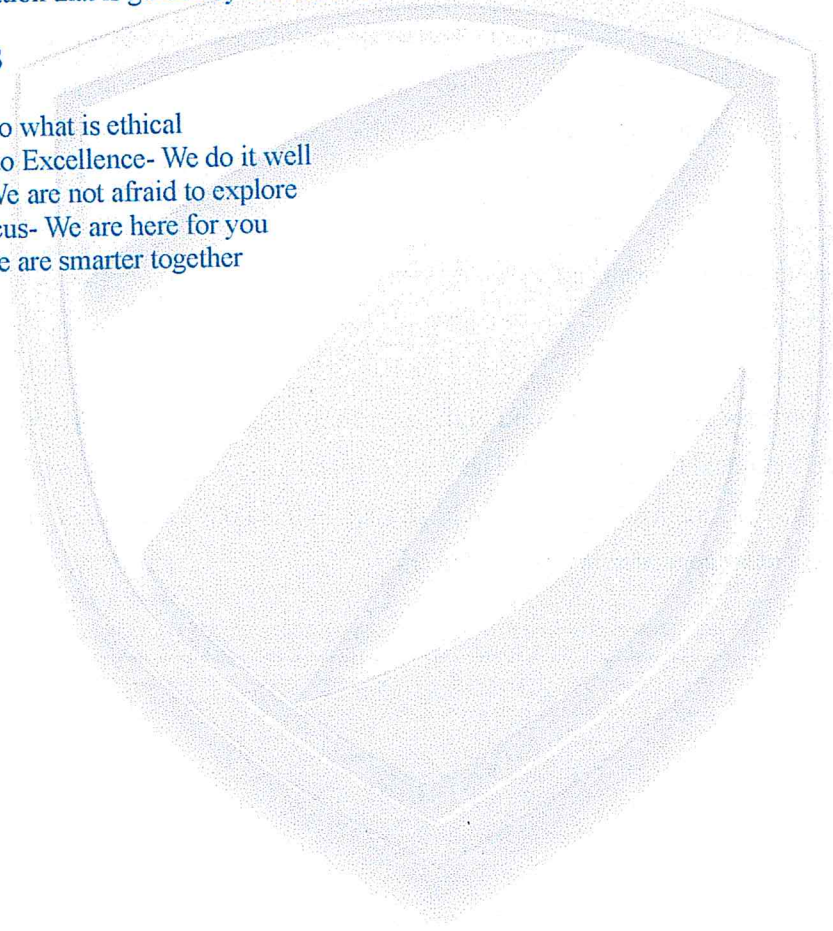
EXECUTIVE SUMMARY

The purpose of this Policy document is to provide a guideline on how to guarantee academic integrity and promote best scholarship, innovation and appropriate teamwork practices. 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.

It guides on 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.

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

The Plagiarism Policy addresses postgraduate research work, Staff research work as well as undergraduate work where projects or term papers are submitted for assessment. The Policy also addresses similar issues affecting collaborators and visiting professors who are involved in research. The aim of this Policy therefore, is to enhance and promote originality and protect ideas generated in Zetech University

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1.0 POLICY

1.1 Policy Statement

Zetech University 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.

1.2 Purpose of the Policy

The purpose 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 Principal Responsibility

The DVC Academics, research and Student Affairs has the responsibility to ensure that the University creates an ethical research Environment.

1.4 Users of the Policy

The users of this Policy are;

i) All Zetech Employees.

ii) Zetech University Students.

iii) Zetech University Partners.

2.0 DEFINITIONS

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.

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 either in part or in its entirety occurring without due acknowledgement to the source.

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.

Zetech Community

University staff and students.

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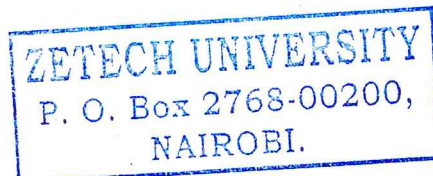
3.0 POLICY ELEMENTS

3.1 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 Academic Policy

   l) Zetech University Research Policy.

   m) Zetech University Intellectual Property Policy.

   n) Zetech University Consultancy Policy.

   o) Zetech University Academic Quality Assurance Policy.

   p) KIPI Guidelines

   q) All Laws passed and applicable in the Republic of Kenya.

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 levels, 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 some-body 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;

   iv) Colluding with unauthorized persons to develop and submit scholarly works;

v) Collusion – a scholar illegally and willingly doing academic works for another scholar (unauthorized collaboration);

vi) 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;

vii) Significant paraphrasing of another person's work by changing some words or order of the words, sentences among others;

viii) Significantly quoting verbatim another person's work and failing to acknowledge them;

ix) Impersonation;

x) Claiming individual ownership of work done by a group;

xi) Selling term papers, laboratory/workshop reports;

xii) Submitting custom written papers;

xiii) Using fictitious citations in a work;

xiv) Supervisor publishing student's work and claiming authorship;

xv) A scholar uses another scholar's ideas without due acknowledgement and

xvi) Paraphrasing another person's work and pretending to be the originator

b) Minor

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

i) Using one's name on someone else's phrases;

ii) Self-plagiarism (using one's previous work);

iii) Failure to put in quotation marks, or providing incorrect information about source

iv) Inappropriate/Incorrect citation.

3.3 Areas Prone to Plagiarism

Plagiarism potential areas include and are not limited to:

i) Academic assignments.

ii) Academic projects and theses.

iii) Scientific publications.

iv) Consultancy.

3.4 Plagiarism Detection Stages/Points

i) Supervision of student's research.

ii) Student admission.

iii) Examinations.

iv) Staff recruitment and promotion.

v) Academic publishing.

vi) Collaborative research and innovation.

3.5 Procedures for Handling Plagiarism

Plagiarism is an academic fraud never to be tolerated at Zetech University. Any reported allegations shall be diligently investigated, if proven, appropriate penalties prescribed in this Policy shall apply. All allegations shall be handled as per the procedures provided hereunder:

3.6 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 detected at different levels using and not limited to the following means: -

 i) Rigorous assessment/examination/reviewing of submitted scholarly work.

 ii) Use of the University approved plagiarism detection software.

 iii) Use Internet search tools.

 iv) Monitoring at supervisory level.

 v) Counter checking the citations with references.

 vi) Counter-checking of any suspicious work.

 vii) Random sampling of references.

 viii) Maintaining all scholarly work in electronic format.

3.7 Dealing with Plagiarism in Students' Scholarly Work

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

The following procedures shall apply where plagiarism offences are suspected

 i) The Instructor/Assessor/Examiner/Editor shall fill in a Plagiarism Incident Reporting Form (PIRF) and write an independent report pointing out suspected plagiarized areas.

 ii) Submit the dully filled Plagiarism Form and independent report together with the appropriately assessed/examined/reviewed material to the Head of department.

 iii) The Head of department shall upon receipt of the duly filled plagiarism form and independent report, submit these documents to the Students' Plagiarism Investigation Committee for investigations.

 iv) The Students' Plagiarism Investigative Committee shall determine whether or not the incident amounts to any form of plagiarism.

 v) The Students' Plagiarism Investigation Committee shall submit a written report to the University senate. The written report shall provide grounds that support the committee's conclusion.

 vi) The Senate shall upon careful consideration the report determines whether or not disciplinary action should be taken against the student.

vii) Where disciplinary action is inevitable, Senate 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.

viii) 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.

3.8 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:

i) 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 Head of Department.

ii) The Head of Department shall refer the matter to the Staffs' Plagiarism Investigation Committee for investigations.

iii) The Committee shall carefully scrutinize the Staff documents/ publications, technology, ideas etc. submitted to it, and shall determine whether or not the incident amounts to any form of plagiarism.

iv) The Committee shall then submit a written report to the University Senate The written report shall provide grounds that support the committee's conclusion.

v) The Senate shall upon careful consideration the report determines whether or not disciplinary action should be taken against the member staff.

vi) Where disciplinary action is inevitable, The Senate shall refer the matter to the staff disciplinary committee.

vii) 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.

viii) Where disciplinary action is not necessary, the Senate 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.

3.9 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 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 Warning letter.

3.10 Preventing Plagiarism

To deal with the plagiarism vice the University shall take proactive and preventive measures. Ignorance shall not be a defense in view of this Anti-Plagiarism Policy. In this regard, the University will be 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, webinars 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) Caution students and staff that anti-plagiarism software is in use.

 j) Discourage overloading for it is likely to lead to the use of shortcuts.

 k) Encourage departmental/institute advice or guidelines on plagiarism.

 l) Encourage discussion at departmental/institute level on the prevention of plagiarism.

 m) 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).

 n) Design individualized assessment to minimize opportunities for plagiarism (avoid re-use of questions in assignments). Emphasize on reflective and application assignments.

 o) Avail the Policy to all staff and students (print and electronic format).

 p) The University shall make available up to the Departmental Level the Anti- Plagiarism Software.

3.11 Confirmation of Plagiarism

The following are two ways for confirming plagiarism

a) Using one or more Search Engines

Various Web Search engines such as Google and Yahoo are available for use to confirm plagiarism. When using a Search Engine to check for plagiarism, enter an unusual phrase or sentence in the Search Engine's search box, and see if a match is found. To confirm, repeat the search using another Search Engine and compare the results. When performing a phrase search in a Search Engine, always enclose it in quotation marks.

b) Using a Text-matching Software or an Online Service

Using an antiplagiarism software for text matching service though the University. Instructors get an instructor ID, and they submit electronic copies of papers. The service then generates a report after searching the Web, including Cheat Sites. The service also stores papers in a database and searches its own database. However, it does not distribute database entries. It provides a detailed report with two windows, one with the student/staff text, complete with hyperlinks to the bottom window, which provides the submitted text and the text from the online source.

3.12 Anti-Plagiarism Software

Checking of plagiarism shall be through the use of antiplagiarism software. The library advisory committee shall propose and present for adoption and implementation of the preferred ant plagiarism software for use by the University.

3.12.1 Use by Students

Students have access to anti-plagiarism software/service for submitting drafts of original academic work for draft screening, and to help them learn about proper citation and attribution of external resources. The service is available to all University students for use in academic courses. Course Instructors may provide access through the learning management system or students can contact the University Library for access and education.

3.12.2 Use by Faculty and Other Instructional Staff

An instructor is responsible for deciding whether or not to use the anti-plagiarism software/service in their course. It is the responsibility of instructors to be knowledgeable about, and to conform to the procedures in the Student Code of Conduct in taking actions based upon evidence produced by the anti-plagiarism software or by any other means. An anti-plagiarism software/service report that negatively impacts a student's grade must be shared with the student as specified in the Student Code of Conduct. Notifications to students may appear in appropriate written documentation such as the course syllabus, LMS course announcements, and other systems faculty use to communicate with their classes. Instructors should not use an anti-plagiarism software/service without knowledge of the student. Instructors should only use the anti-plagiarism software supported by the University

3.12.3 Technical Support for Anti-Plagiarism Software/Service

The Information Communication Technology office and the University Libraries will support anti-plagiarism software/service. Training for instructors and students will be made available by the University Library.

3.12.4 Levels of Plagiarism

Each work submitted as final works for grading shall be judged as follows after submitting it through the anti-plagiarism software

i) 15% acceptable

ii) 16- 29% un acceptable but send back for revision and resubmission

iii) Above 30% unacceptable

3.13 Appeals

The University appeal procedure shall apply.

4.0 NON-CONFORMING PRODUCTS

Non-conforming products under this Policy shall be any plagiarized research work.

5.0 PERFORMANCE MONITORING

The operationalization and effectiveness of this Policy will be monitored periodically through surveys as well as analysis of the trend and nature of research integrity. The School of Graduate studies in conjunction with the research and Library departments shall undertake the task of Monitoring and Evaluation.

6.0 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.

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Issue/Revision				Changed/ Developed	Approved
Previous	Current	Pages	Change description	By:	By:
-	1/0	All	New Issue	Vice Chancellor	Chairman of University Council

8.0 FORMS

The department shall be guided by the below forms.

    i) Anti-Plagiarism Declaration Form

    ii) Certificate of Clearance of Plagiarism

    iii) Plagiarism Incident Reporting Form (PIRF)