

PLAGIARISM POLICY

Taking into account that the University's core values include (a) commitment to excellence in learning and character, (b) integrity and respect and (c) enforcement of innovative culture and ethical conduct,

Recognizing that achievement of these core values requires collaboration between lecturers and students and among students, where there can be open exchange of ideas and rigorous discussion, clarification and formation of concepts, all of which represents the essence of life in an academic community,

Noting however, that integrity and respect in learning and promotion of ethical conduct requires due recognition of ideas of others to which they are entitled and that where there has been reliance by one on such ideas in making his or her ideas or incorporation of others' ideas in one's work, there should be good faith acknowledgement of others' works and ideas and ready support for their protection,

Noting further that there have been instances where student (undergraduate and postgraduate) and staff, have brazenly procured the works of others, which had been submitted to authorities in other institutions, and submitted same to their supervisors as their own works,

Noting further that promotion of the value of due recognition and acknowledgment of the works and ideas of others, even in the context of academic dialogue and collaboration, require proper formulation or adoption of protocols on sources or proper use thereof among academics and students,

Noting further that every educational institution adopts plagiarism policy in order to promote academic integrity,

The University hereby adopts this policy on plagiarism.

Definition

"Plagiarism" means copying another person's texts or ideas and passing the copied materials as one's own work without differentiating the text and ideas from those of the person presenting the work or due recognition or acknowledgment of the source of the copied text or ideas.

Authorship of Works Submitted for Academic Credits

1. All homework assignments, projects, lab reports, paper, theses, and examinations and other works submitted for academic credits must belong to, in that they are prepared by, the submitting students;

2. It is the responsibility of student to distinguish between their own ideas and knowledge from information derived from other sources;
3. Sources as used in this policy includes primary and secondary sources published in print or online and also information and opinions received directly from other people in the course of academic dialogue

Guides to Using Sources

4. In order to promote sources recognition and acknowledgment of work of others, each discipline should develop or adopt by references its guides to citation which is generally accepted in those disciplines;
5. Each faculty should create sufficient awareness of the existence of its guide to citation. In this regard, Faculties must make deliberate effort to teach students or junior academics on how to avoid plagiarism, realizing that it involves academic dishonesty, unethical conduct, violation of the copyright of others which are protected by the law, and will unavoidably affect the quality of students produced by the University, just as it may impair the image of the University, if the University condones the practice.
6. Each faculty as well as the School of Post Graduate Studies shall ensure that students and staff are given copies of this policy and the guide to citation, and shall emphasize the importance of adherence to the policy and implication of non-compliance.

Responsibility of Student and Staff

7. Plagiarism occurs whether or not a student know that she/he is plagiarizing or that s/he is plagiarizing himself or herself, which occurs where the student submits the same (or substantially the same) paper for two courses without taking permission from the lecturers involved, or copies the text or ideas from work that belongs to the students which is already elsewhere. It is expected that such text or ideas shall be duly recognized or acknowledged in the latter work.
8. It is the responsibility of every student and staff to learn the proper forms of citation and imbibe the culture of recognizing the works of others in his or her own works. Any student or staff who is unsure of how academic works should be prepared to seek advice from the lecturer in charge of the assignment, project or thesis to which the work relate from his or her head of unit,
9. The use of a source require that it is integrated in one's argument in a manner that it becomes clear to readers that the ideas comes from the source, and to also demonstrate how the source affects the writer's thought process, It is therefore

the responsibility of students and staff to learn how to properly integrate others' ideas in their works.

10. It is misconduct for the staff or student not to recognize the works or contributions of others in his or her own work.

Disciplinary Action and Sanctions for Violation of Policy

11. Any staff or student who submits a work which is not his or her own or submits a work without clear acknowledgment of its sources will be subject to disciplinary action.
12. In case of student, disciplinary action may take result in (a) withdrawal from the University, depending on the degree of violation or the level of the student, evidence of previous violation or warning (b) rustication from University for two semesters, (c) award of failure grade in the course to which the submission or writing relates, (d) warning, with the obligation to resubmit another work complies with this policy.
13. In case of staff, disciplinary action may result in (a) dismissal, (b) termination, (c) demotion, (d) warning, (e) any other penalty the disciplinary panel considers necessary in the circumstance, bearing in mind the status of staff involved.
14. **Procedure for Establishing Violation of this Policy against Students**
 - (a) A lecturer or supervisor who reasonably believe that the work submitted by the student violates this policy in any respect shall notify the relevant Head of Department or Unit of the case, and in so doing, shall present relevant facts that support the claim of violation;
 - (b) The Head of Department shall notify the student of the claim and set up a panel of three lecturers which shall look into the claim, the panel shall notify the student of the claim and invite him or her to respond to the claim, and shall note the facts of notification and invitation to defend the claim in its report;
 - (c) Where a claim of violation is substantiated, the panel shall recommend to the Head of Department what it considers as the appropriate sanction, bearing in mind the level of the student involved, upon receipt of the recommendation, the Head of Department shall notify the Dean accordingly, who shall report the decision to a meeting of the Dean and Heads of Department, if the meeting confirms the panel's findings, it may confirm its recommendation on sanctions or impose the sanction it considers appropriate in the circumstance.

- (d) The Dean shall thereafter present to the Faculty Board of Studies of the decision of the meeting of Dean and the Head of Department on the case for ratification. The decision of the Faculty Board of studies shall be communicated to the student
- (e) Where the panel finds that a case of violation is not substantiated, it shall equally report the same to the Head of Department, except the Head of Department disagrees with the decision of the Panel, the case of violation shall be closed, and the student shall be notified of the decision in writing if, however, the Head of Department disagrees with the decision of the panel that there is no case of violation, s/he shall notify the Dean of his or her disagreement and the basis of such disagreement. The Dean shall look into the case and take appropriate decision, whether to end the case or set up another panel.

Senate Approved Date: November 29, 2017