

CATHOLIC UNIVERSITY OF HEALTH AND ALLIED SCIENCES



PLAGIARISM AND ACADEMIC DISHONESTY POLICY

DIRECTORATE OF QUALITY ASSURANCE

2021

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LIST OF ABBREVIATIONS

BMC	Bugando Medical Centre
CUHAS	Catholic University of Health and Allied Sciences

DEFINITION OF TERMS

Academic dishonesty: Academic dishonesty (misconduct) is any type of cheating that occurs in relation to a formal academic exercise which includes plagiarism, fabrication, deception, cheating and sabotage

Academic integrity: Is the moral code or ethical policy of academia which includes but not limited to honesty, trust, fairness, respect, and responsibility

Academic staff:

The academic staff of the University shall include:

- (a) The Deputy Vice-Chancellor for academic matters
- (b) Professors/Research Professors/Professors *Emeritus*;
- (c) Associate Professors/Associate Research Professors;
- (d) Senior Lecturers/Senior Research Fellows/Senior Librarians;
- (e) Lecturers/Research Fellows/Librarians;
- (f) Assistant Lecturers/Assistant Research Fellows/Assistant Librarians;
and
- (g) Such other members of staff of the University who are engaged wholly or partly in teaching or research in any college, school, faculty, institute, the University Library or centre or directorate, as shall be designated as academic staff by the Council on the advice or recommendation of the Senate.

Administrative staff:

The Administrative Staff shall comprise -

- (a) the Deputy Vice Chancellor responsible for Administration;
- (b) the Dean of Students;
- (c) the Bursar;
- (d) the Corporate Counsel;
- (e) the Chaplain; and
- (f) all other officers and support staff of the College who are not members of the academic staff.

Acknowledgement: A Reference(s) indicating the source of previously expressed ideas or published material and the details of the publication

Plagiarism: Plagiarism is using someone else's words, ideas or work without acknowledgement

Scholarly work: This is a peer-reviewed work that been written and submitted for either publication or assessment for academic qualifications. This also includes the following but not limited to: research proposals, research reports, dissertations, theses, book, book chapter, and journal articles

Student: Any person who is studying at CUHAS

Reference: Something that refers a reader or consulter to another source of information

CHAPTER ONE

1.1 Background

The Catholic University of Health and Allied Sciences (CUHAS) was established in 2003 as a Constituent University of the St. Augustine University of Tanzania with a vision *“to become an outstanding Tanzanian Catholic University excelling in health care, training, and research; while remaining responsive to societal needs”*. The establishment of the University was an implementation of Tanzania Episcopal Conference’s primary objective, which was *“to establish in Tanzania a place which would train skilled and competent human resources in the health sector; a human resource that was vested with moral and ethical values that could advance the frontiers of knowledge and provide quality services to the individual and the community”*. CUHAS was initially known as Weill Bugando University College of Health Sciences.

The University retains its location at Bugando Medical Centre (BMC) in Mwanza. The location allows the clinical training of the students in this 870-bed teaching, referral and consultant hospital, which also belongs to the Tanzania Episcopal Conference and serves about a third of the country's population, around 44.5 million people.

1.2 Rationale of the Policy

Since CUHAS’s transition into a full-fledged university in 2011, there has been a marked increase in the number of academic activities, including research. The research activities involve staff and students from undergraduate to PhD level, under the guidance of the Directorate of Research and Publication, established in 2009. In 2011 it became Research and Innovation Directorate, which published a research policy in 2015.

On average, the number of research activities at CUHAS per year amounts to 400 for the undergraduates, 30 for the postgraduate; each year, about 100 papers are published in local and international peer reviewed journals. *“Search, discover and communicate the truth to advance the frontiers of knowledge”* is the CUHAS mission statement; it is therefore a CUHAS mission to produce quality original research work. Plagiarism demonstrates a lack of honesty, integrity and a character that is inconsistent with the CUHAS vision and mission. Plagiarism has become a global problem in this era of advancement in science and technology. Furthermore, for academic staff, the culture of “publish or perish” has forced many into unethical practices of plagiarism. It is high time for CUHAS to introduce this policy to guide all its users, and it is expected that every student and faculty member will perform their scholarly work with integrity and honour.

CHAPTER TWO

2.1 Policy Statement

This policy will enable CUHAS students and staff to strengthen and maintain academic honesty and integrity in the scholarly work of the University.

2.2 Scope of the Policy

- The scope of this policy is to create awareness of plagiarism in scholarly work.
- This policy will be applicable to all students, staff, visiting scholars, and collaborators involved in teaching and/or research.
- The policy will also be applicable to all printed and electronic materials generated, including but not limited to, assignments, reports, dissertations/theses, books, research grant proposal/application, consultancy reports and publications.

2.3 Objectives of the Policy

The objectives of this policy are:

- i) to complement other existing policies and guiding documents, hence supporting the achievement of vision and mission of the University,
- ii) to promote and upkeep academic integrity,
- iii) to raise the awareness of all students and staff on the meaning, forms, and consequences of plagiarism,
- iv) to assist staff in educating students on plagiarism during the process of research and presentation of scholarly work,
- v) to provide guidance on appropriate procedures to deal with all incidents of plagiarism.

CHAPTER THREE

DEFINITIONS AND COMMON FORMS OF PLAGIARISM

3.1 Plagiarism

Plagiarism is the process or practice of using another person's ideas or work and pretending that it is your own, and according to Merriam-Webster online dictionary, to "plagiarize" means:

- i) to steal and pass off (the ideas or words of another) as one's own,
- ii) to use (another's production) without crediting the source,
- iii) to commit literary theft,
- iv) to present as new and original an idea or product derived from an existing source.

Therefore, with this definition, all of the following are considered as a plagiarism:

- i) Turning in someone else's scholarly work as your own
- ii) Copying words or documented ideas without giving credit
- iii) Copying text from a source exceeding the allowable percentage
- iv) Failing to quote appropriately
- v) Giving incorrect information about the source of a quotation
- vi) Using text downloaded from the Internet and social media without acknowledgment
- vii) Copying or downloading figures, photos, videos, images or drawings without permission/acknowledgment
- viii) Hiring or assigning someone to write your scholarly work and present as yours

3.2 Types of Plagiarism

3.2.1 Intentional Plagiarism

Deliberate presentation of someone's words, ideas, or research as own scholarly work; this includes the following:

- i) Presenting entire or part of a written scholarly work by another person, either published or unpublished, as your own
- ii) Hiring/assigning somebody to write a scholarly work for you
- iii) Purchasing a pre-written scholarly work
- iv) Presenting a group work you participated in as your own

3.2.2 Accidental Plagiarism

Failure to properly acknowledge someone's words, ideas, and research although the intention was not to present as own's scholarly work; this includes the following:

- i) Accidentally fail to correctly cite a source
- ii) Failure to cite paraphrased words
- iii) Incorrect paraphrasing causing distortion of the facts

3.3 Categories of Plagiarism

3.3.1 Global

This is taking an entire work from someone else and presenting it as your own work. In this form, the act is deliberate lying about the authorship of a scholarly work.

3.3.2 Paraphrasing

This is presenting someone's ideas, information in your own words, or rephrasing a piece of text in your own words without acknowledgement of the source. Paraphrasing is not plagiarism as long as the source is properly cited. This also includes the translation of a text from one language to another without correct citation of the original source.

3.3.3 Verbatim (Copy and Paste)

This is the direct copying of a text from a source and pasting it into your scholarly work without attribution, even after deleting or changing some of the words. To use an exact text from another author, you need to quote the original source and such copied text should be written with a quotation mark.

3.3.4 Mosaic (Patchwork)

This is creating a new text by copying words, phrases, and ideas from different sources without proper citing of the sources. This also includes rephrasing some of the sentences while the structure and majority of the words remain the same as in the original.

3.3.5 Incorrect, Incomplete, or Inconsistent Citing

This will include all of the following but not limited to the following:

- i) No list or bibliography at the end of the document
- ii) Incorrect referencing
- iii) Quoting without quotation marks or a block quotation

3.3.6 Collusion

This includes two or more people working together and producing a scholarly work and decisively presenting it as a separate work of each individual or of one person.

3.3.7 Self-plagiarism (Auto plagiarism)

This is presenting previously published or submitted scholarly work for any purpose as a new one; this includes the following:

- i) Publication of the same article in more than one journal
- ii) Re-using own previously published part of the work in later publications without ascribing the previous publication
- iii) Re-using words or results of previously published work in a new publication without proper citation
- iv) Unnecessarily dividing one study into multiple publications (segmented publication)

CHAPTER FOUR

POLICY IMPLEMENTATION

4.1 Committing an Act of Plagiarism

A student or staff shall be guilty of plagiarism when he/she commits any forms of plagiarism as stipulated in Chapter Three.

4.2 Detection of Plagiarism

4.2.1 Manual Method

Plagiarism detection is generally based on the knowledge, ability, time and effort of anyone assessing a scholarly work. The following, but not limited to, may be used as indicators:

- i) Use of an advanced grammar level or technical vocabulary inconsistent with the usual output of the writer
- ii) A large improvement in writing style compared to previous submitted work
- iii) Inconsistencies within the written text itself
- iv) Incoherent text with inconsistent flow suggesting cut-and-pasted from an existing electronic source
- v) A large degree of similarity between the content of two or more submitted texts by individual authors
- vi) Shared spelling mistakes or errors between texts by individual authors
- vii) Swinging references, e.g., a reference appears in the text, but not in the bibliography
- viii) Use of inconsistent referencing in the bibliography suggesting cut-and-paste

4.2.2 Automatic Plagiarism Detection

This will assist the manual method by reducing the time spent comparing texts, as well as comparing large multiple texts at the same time. A suitable, internationally acceptable powerful plagiarism checker software will be identified by the University. All research proposals, case reports, research reports, dissertations/theses submitted for any award or as a part of course work at CUHAS will be accompanied by a plagiarism checker report on the submission.

4.3 Acceptable and Non-acceptable Levels of Plagiarism Detecting Plagiarism

CUHAS does not tolerate any form of academic dishonesty including plagiarism. Surveys from different East African, and Asian Universities showed a range of tolerance levels of plagiarism varying from 10% to 33%.

At CUHAS, scholarly work with a similarity index equal or more than **25%** shall be considered as plagiarism and shall be referred to the Examination Committee.

4.4 Procedures and Penalties for Plagiarism

4.4.1 Submission Process for Research Proposal

Students presenting a research proposal for dissertations/theses should fill the declaration of originality form declaring that the work is free from plagiarism. This will be accompanied by a plagiarism check report signed by the supervisor(s). The signed work together with the plagiarism check report can then be forwarded for ethical clearance. Such scholarly work shall be presented in hard copy and soft copy.

4.4.2 Submission Process for Research Project Report and Dissertation/Thesis

All research reports and dissertations/theses should be accompanied with a plagiarism check report signed by a student and supervisor(s) before being presented to appropriate authorities.

4.4.3 Submission of Research Proposal/Report by a Staff

A staff member presenting a proposal for ethical clearance or a research work for publication should submit a plagiarism check report.

4.4.4 Procedures for Alleged Cases of Plagiarism

In case of plagiarism allegations, the following procedures will be followed:

- i) The Directorate of Postgraduate Studies shall check all master and PhD dissertations/theses for plagiarism. If plagiarism is detected, a plagiarism incident form shall be filled.
- ii) The Head of Department shall check all undergraduates research project reports for plagiarism. If plagiarism is detected, a plagiarism incident form shall be filled.
- iii) The Directorate of Research and Innovation shall check all proposals, manuscripts and consultancy reports for plagiarism. If plagiarism is detected, a plagiarism incident form shall be filled.
- iv) Plagiarism will be considered as an examination irregularity/academic dishonesty and will be processed as per University Examination Regulations.

4.4.5 Penalties for Plagiarism

The Examination Committee shall recommend to the Senate the action to be taken regarding each individual case.

4.5 Prevention of Plagiarism

The University will take the following measures to prevent plagiarism.

- i) The students and staff shall be educated on the causes and consequences of plagiarism through sensitization distribution of the plagiarism policy, seminars, workshops, intranet and social media.
- ii) Academic integrity topics will be included in courses related to research.
- iii) All lecturers should reinforce basic principles of academic integrity in the class at the beginning of lectures in those sessions where students have to write course work or research proposal.
- iv) Students and staff will be educated on anti-plagiarism software in use.

4.6 Policy Review

The policy will be reviewed every five (5) years; however, a change of plagiarism checker software can be made at any time if it suits the need of the University.

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APPENDICES

APPENDIX I: STUDENT DECLARATION FORM



CATHOLIC UNIVERSITY OF HEALTH AND ALLIED SCIENCES

DECLARATION OF ORIGINALITY BY STUDENT

Name of student..... Registration number.....

School/Institute..... Department.....

Course (Diploma, Degree, Master, PhD).....

Type of work (Assignment, Research Report, Masters thesis/Project or PhD Thesis)
.....

Title of the work.....

Supervisors (if applicable) Names

1)

2)

3)

Declaration

I declare that this ----- (Assignment, Research Report, Masters thesis/Project or PhD Thesis) is my original work and has not been submitted elsewhere for any award or publication. Where other people’s work or my own previous work has been used, this has properly been acknowledged and referenced in accordance with CUHAS requirements. I also understand what plagiarism is and I am aware of the University’s policy regarding plagiarism. I stand to be held responsible for any false information in respect of this work consistent with University Plagiarism Policy.

Signature of Student.....Date.....

Signature of supervisor.....Date.....

Signature of supervisor.....Date.....

Signature of supervisor.....Date.....

APPENDIX II: STUDENT PLAGIARISM CLEARANCE CERTIFICATE



CATHOLIC UNIVERSITY OF HEALTH AND ALLIED SCIENCES

PLAGIARISM CLEARANCE CERTIFICATE (FOR STUDENTS)

Name of student.....

Registration No.

School

Department

Type of scholarly work.....

I declare that the above mentioned scholarly work by student is free of plagiarized material.

Chairperson-the Examination Committee

Name Signature..... Date

APPENDIX III: STUDENT PLAGIARISM INCIDENT FORM



CATHOLIC UNIVERSITY OF HEALTH AND ALLIED SCIENCES

PLAGIARISM INCIDENT REPORT FORM (FOR STUDENTS)

In alleged case of plagiarism, this form should be filled by a supervisor/course director/director of post graduate studies or director research and innovation, and this will be submitted to the Examination Committee. This form shall be submitted with the alleged work.

Name of student.....Registration Number.....

School/Institute.....Department.....

Programme (Diploma, Degree, Master, PhD)..... Year of study.....

Type of work submitted (Assignment, Research Report, Masters thesis/Project or PhD Thesis, Others specify.....)

.....

Name of person who identified plagiarism.....

Description of the plagiarism incident

Signature of person who identified plagiarism.....Date.....

Signature of the student.....Date.....

APPENDIX IV: STAFF DECLARATION FORM



CATHOLIC UNIVERSITY OF HEALTH AND ALLIED SCIENCES

DECLARATION OF ORIGINALITY BY STAFF

This form will be submitted by all staff when submitting a scholarly work in respective department/school, or directorate

Name of staff.....School/Institute.....

Department.....Academic Rank.....

Type of scholarly work (Paper, Book, Book Chapter, Research Report, Other: specify.....):

.....

Title of scholarly work.....

Declaration

I declare that this is my own original work. This work has not been copied another person and claim my own. Where the work of another person has been used, this has been appropriately acknowledged. I have not fabricated or falsified results or data, and I have not submitted false records, information or documents. With this information, I therefore stand to be held responsible for any false information in respect of this work consistent with University Plagiarism Policy.

Signature.....Date.....

APPENDIX V: STAFF PLAGIARISM CLEARANCE CERTIFICATE



CATHOLIC UNIVERSITY OF HEALTH AND ALLIED SCIENCES

PLAGIARISM CLEARANCE CERTIFICATE (FOR STAFF)

Name of Staff member.....

School/Institute..... Department.....

Type of scholarly work.....

Title of the work.....

The aforementioned scholarly work by the above-named member of staff is free of plagiarized material as stipulated in University Plagiarism Policy.

Name..... Signature Date

Secretary, the Examination Committee

APPENDIX VI: STAFF PLAGIARISM INCIDENT FORM



CATHOLIC UNIVERSITY OF HEALTH AND ALLIED SCIENCES

PLAGIARISM INCIDENT REPORT FORM (FOR STAFF)

This form shall be filled in any case of staff members with alleged act of plagiarism in his/her scholarly work in accordance with University Plagiarism Policy. This form shall be submitted together with the alleged work and other important documents.

Name of staff member.....

School/Institute.....Department.....

Type of Scholarly work.....

Title of Scholarly work.....

Name of person who identified plagiarism.....

Description of incident of plagiarism

Signature of person who identified plagiarism.....Date.....

Signature of the staff member.....Date.....