

ST. AUGUSTINE UNIVERSITY OF TANZANIA



PLAGIARISM POLICY

“Building the City of God”

2017

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Acknowledgement

This Plagiarism Policy is a result of a collaborative effort of a designated committee at St. Augustine University of Tanzania (SAUT). Appreciation goes to each of the committee members and those who contributed their views in the process of drafting this policy. The committee acknowledges the references made to other relevant SAUT documents/policies such as; the 2010 SAUT Charter, Research Policy of 2016 and various Faculty and Departmental research guidelines which were inspirational in guiding the designated committee in drafting this policy. The entire process of drafting this policy involved a comparative approach via appraisal of the same policies and practices from other universities including: the University of Nairobi Plagiarisms Policy of March, 2013, University of Kwazulu Natal Plagiarism Policy and Procedures (CO/05/0412/09), the University of Sydney Academic dishonesty and Plagiarism in Coursework Policy (2012) and the University of Pretoria Plagiarism Prevention Policy (S.4 726/09). The committee is grateful and would like to acknowledge all these institutions whose plagiarism policies were readily available online and were crucial in putting together this plagiarism Policy for St Augustine University of Tanzania. Through the comparative approach in which the above mentioned policies were efficiently assessed in terms of identifying what should be included in a Plagiarism Policy, the committee sought to build up a well, up to date and a standard plagiarism policy for SAUT. (A Plagiarism Policy which would cover all recognized incidences of plagiarism). To develop such a plagiarism policy would have been rather challenging in the absence of other SAUT policies which provided the members with references for the policy. The same can be said of other Higher Education Institutions whose plagiarism policies were thoroughly reviewed and contrasted. It is therefore expected that all academic staff, researchers and all SAUT students, will adhere to the proper scholarly standards of intellectual integrity in the production and presentation of knowledge. This policy is therefore envisioned to be a continuous machinery to ensure the adherence to intellectual honesty by detecting and preventing plagiarism in all SAUT research and publication framework.

Abbreviations and Interpretation

Academic Committee: means the academic committee as prescribed by the University Charter.

Academic Staff: has the same meaning prescribed in SAUT Staff Regulations.

Appropriate Citation: Adherence to the prevailing writing manual of the School, Faculty or Department

DVCAA: Acronym for Deputy Vice Chancellor for Academic Affair

Examiner: means any academic staff responsible for assessing the student's work

Material: Means any submitted paper work, books, manuals, reports articles, thesis, dissertations and other related academic paper work and includes visual, audio and video in any format

SAUT: Acronym for St. Augustine University of Tanzania

SAUT Research and Publication Framework: Means all theses, dissertations, Articles, Reports, Books, Manuals and other research related materials.

Introduction

The St Augustine University of Tanzania is an accredited committed university for higher education and training that imparts academic and professional skills which adhere to strategic innovation, research and publications. The university is founded on the peremptory norms of academic excellence, truth, transparency and intellectual honesty with the intent of safeguarding everlasting academic proficiency in terms of both theory and practical exercises. In its vision of developing persons with respect for human dignity, SAUT promotes academic honesty, innovative research, consultancy and publications. For this purpose, SAUT is an anti-plagiarism advocating university and it endeavors to outlaw all forms of plagiarism associated with both oral or written academic research presentations and publications. Based on this standpoint, this Plagiarism Policy is therefore, a backup document which should be used as a tool to safeguard and facilitate the achievement of SAUT mission and vision, particularly, in the aspects of promoting academic integrity and innovative research. Accordingly, SAUT adheres to “research ethical principles that ensures the non-violation of human and intellectual property rights” (Research Policy, 2016, p. 5). Similarly, the Research Policy states that; “SAUT shall have zero tolerance towards plagiarism” (Policy statement, N0-11, p. 10). SAUT Research Policy also warns that disciplinary measures shall be taken against academicians and students after proving plagiarism in their scholarly work. However, the SAUT Research Policy does not elaborate on the concept of plagiarism or the kind of disciplinary measures to be taken against those accused of plagiarism. To implement SAUT Research Policy stipulations effectively, a Plagiarism Policy is a requirement. The rationale is to provide a clear conceptualization of the aspect of plagiarism, measures to be taken against abusers of intellectual property and the roles of individuals and/or groups that are directly responsible in safeguarding and promoting, the identity, the mission and vision of the university.

This policy is also set forward as a catalyst to prevent and detect plagiarism practices within SAUT research and publication framework. Likewise, it is meant to establish the content and context of anti-plagiarism measures and to ensure that each unit of the university is involved in detecting and preventing` plagiarism via electronic and non-electronic measures. This policy is a multi-functional and multi-disciplinary at the same time. It is meant to be all inclusive to bring within its compass all academic programmes in the university. Therefore, it is the responsibility of every individual in SAUT to undertake informative, educative and preventive measures to avert all forms of plagiarism as defined in this policy.

Objectives

1. To foster a culture of zero tolerance to plagiarism in all research works and publications conducted by either SAUT staff members or students.
2. To safeguard the university integrity and encourage innovative research and publications.
3. To set rules and guiding regulations to detect and prevent plagiarism.
4. To set forth the responsibilities of every unit of the university towards anti-plagiarism.
5. To Alert Academic staff and students on the evils of plagiarism and penalties.

Policy Enforcement Framework

a) Name of the Policy

The name of this policy shall be: **The St Augustine University of Tanzania Plagiarism Policy**

b) Date of Approval and Commencement

This Plagiarism Policy was approved by the University Council on December 7th, 2017 which officially marked its commencement.

Scope

This policy covers the context and restrictions of plagiarism, the mechanism of prevention and detection and procedural dealing with the allegations of plagiarism at large. The policy is designed in a multidisciplinary function and adopts both the use of electronic and non-electronic measures to prevent and detect plagiarism. Furthermore, it imposes responsibilities to every unit of the university and its constituent colleges and centres, so as to safeguard the integrity of SAUT research and publication framework.

Application

This policy applies to every staff of SAUT and those in its constituent colleges and centres, and registered student at SAUT. Equal emphasis is placed on both oral and written academic undertakings, research presentations and publications.

Enforcement and Legal Framework

This policy is a binding document and enforced document within the university. Where there is conflict between this policy and other SAUT writing and guiding manuals on research and publication this policy shall prevail.

The enforcement of this policy shall be aligned with the prevailing listed principal and subsidiary legislation including:

1. The Copyright and Neighboring Rights Act [Cap 218 R.E 2002]

2. Whistleblower and Witness Protection Act, 2015
3. Universities Act, 2005
4. SAUT Charter, 2010
5. SAUT Students' By-Laws, 2015
6. SAUT Examinations Regulations and Guidelines, 2015
7. SAUT Departmental, Faculty and School Research and Publication Guidelines.

Plagiarism

Plagiarism is entirely not acceptable within SAUT research and publication framework. It is strictly prohibited to take on documentary, visual or audio materials of someone and pass it as one's innovative materials. For the purposes of this policy, plagiarism is the practice of presenting another person's work either orally or in written form, scholarly or ordinary documentary, visual or audio materials as one's own work without appropriately acknowledging the sources. The practices of plagiarism occur via copying or reproducing the published or unpublished materials of someone else without appropriate acknowledgment or citation of the principal source. Specifically, copying, inappropriate citation, inappropriate paraphrasing, exclusive publication or presentation of joint materials as independent work and self-plagiarism shall form part and parcel of forms plagiarism in terms of SAUT research and publication framework as described herein under.

Forms of Plagiarism

a) Copying

Copying is a form of plagiarism by way of using the same or similar words from the original text, idea or quotation marks without acknowledging the source and includes but not limited to copying materials, ideas, concept from a published and unpublished books, articles, reports, presentations, composition, artwork, design, drawing, computer programs or software, website, internet or other written materials in terms of electronic or hard copy without appropriate acknowledgement of the source.

b) Inappropriate Paraphrasing

Inappropriate paraphrasing refers to minimal alteration of the textual phrases from a book, articles or other written materials while at large retaining the original structure and progression of the same ideas of the original work without crediting the source either total or partial paraphrasing of another person's concept/idea or text and include piercing together quotes and combining together into a new whole without appropriate crediting the original source.

C) Exclusive Publication of Joint Materials

Exclusive publication of joint materials refers to publishing or presenting to the university written, visual, and audio or video as an independent work with the knowledge that it has been produced in whole or in part in joint effort with other people. It may include:

- 1) Finalizing someone else's scholarly article, dissertation, thesis, visual, audio or video work and presenting it on as your own without crediting the source.
- 2) Publishing or presenting to the university joint effort material as independent produced material.
- 3) Modifying of previous submitted paper, thesis or dissertation to SAUT or other academic institutions.
- 4) Engaging research institutions or any other person in thesis, dissertation writing, or articles for publication and presenting the same as your own independent work.
- 5) Publishing of student's submitted thesis, dissertations, assignments and other materials by academic staff without acknowledging the original author.
- 6) Student development of previous submitted thesis, dissertations, assignments, articles and other materials presenting the same as new and own findings
- 7) Students engaging lecturers to write assignment, thesis and dissertations and presenting it as their own independent work.

c) Inappropriate Citation

Inappropriate citation involves citing the source which have not be read or reviewed without acknowledging the secondary source from which knowledge has been obtained.

f). Self-Plagiarism

Self-Plagiarism refers to a condition in which an author republishes their own previously published written work, either in its entirety or partially form and presenting it as new findings without acknowledging the primary source. For example, under SAUT plagiarism policy, students re-using parts of or whole of their past submitted assignments, or any other paper work without appropriate citation of the earlier submitted work is considered as self-plagiarism. Likewise, academic staff re-using one's own thesis or dissertation chapters and passing it as new Article or new findings in subsequent studies without acknowledgement of the earlier assessed thesis or dissertation will be considered quilt of self-plagiarism.

Major and Minor Plagiarism

Plagiarism in terms of SAUT research and publication framework is categorized into two including (1) Major plagiarism and (2) Minor plagiarism. The two categories are outlawed subject to different academic penalties upon adherence to the procedures and establishment of the attached elements herein under.

a) Major Plagiarism

Major plagiarism is the zero tolerated plagiarism and it includes:

- i. Copying big chunks of other people's work without proper acknowledgement.
- ii. Exclusive publication, presentation and submission of joint effort materials without including the names of other authors who were involved in the production of the work being published.

b) Minor Plagiarism

Minor Plagiarism includes but not limited to:

- i. Inappropriate citation
- ii. In appropriate paraphrasing
- iii. Self-plagiarism

Prevention and Detection of Plagiarism

Prevention and detection of plagiarism is the university foremost priority at all levels of academic training and administration. The aim is to encourage innovative research and publication which adheres to appropriate citations of the referred materials. For this purpose, the office of the Deputy Vice Chancellor for Academic Affairs, Director of Postgraduate Studies, Deans of Faculties, and Heads of Departments shall unanimously ensure consistent research writing and reference citation training to both academic staff and students. They will also ensure availability of this policy and plagiarism detection software to the students and academic staff. However, the responsibility of prevention and detection of plagiarism lies in the hands of every academic staff within the university. The Depute Vice Chancellor for Academic Affairs shall be the overall administrator to ensure that each designated office or personnel undertake his or her responsibilities in preventing and detecting plagiarism and safeguarding the integrity of SAUT research and publication framework.

Academic Staff Responsibilities in Preventing and Detecting Plagiarism

In order to prevent and detect plagiarism all academic staff members are obliged to:

- a) Comprehend the university plagiarism policy and ensure consistent application

of the policy.

- b) Strive towards improving their academic writing skills so as to avoid plagiarism in their own academic work including but not limited to research, articles and lecture materials.
- c) Provide their students with adequate information on the meaning of plagiarism, what it entails its harms and repercussions in academic writing and publication.
- d) Provide lectures to their students on research writing and publication in line with the prevailing research guidelines and manuals as approved by the University Senate.
- e) Ensure maximum attention to the students referencing style and provide prompt warning to the student(s) whose thesis, dissertation and assignments entail instances of plagiarism.
- f) Ensure that all students adhere to Faculty or Department research writing, assignments and publication manuals. They will also report to the Head of Department about any instance of plagiarism by students or fellow staff member[s].
- g) Ensure that every submitted thesis or dissertation has been submitted to electronic check and presents a report of plagiarism and is accompanied by a declaration form (Appendix I) and not to accept any submitted work in absence of declaration form.

Responsibilities of Deans and Heads of Departments

In order to prevent and detect plagiarism the Deans of Faculties/School of Law and Heads of Departments are obliged to:

- a) Receive and investigate in a confidential manner any plagiarism incident by a student, academic staff, or any other person allied to SAUT.
- b) Promptly act on all incidences of plagiarism and investigate the same in a confidential manner.
- c) Ensure that research and assignments guidelines are aligned with this policy and such research guidelines are often reviewed to meet the prevailing and proper standards of intellectual honesty and academic integrity.
- d) Ensure that no academic staff, student or any person is exposed or suffers any harm after reporting incidences of plagiarism.
- e) Ignore false plagiarism allegations and act on any academic staff, student or any

person who made such false allegations.

- f) Deal with and impose prescribed penalties on minor plagiarism incidences involving undergraduate students. This should be after the completion of investigation and adherence to the rules and procedure as prescribed in this policy.
- g) Liaise with the DVCAA on issues of major plagiarism involving both students and the academic staff. This should be the final stage upon completion of departmental, faculty or school investigation.
- h) The DVCAA, Faculty deans and Heads of departments shall design a manner to allow the plagiarism detection software to be available and used by the students and academic staff prior to submission of any material to the university.

Responsibilities of the Director of Postgraduate Studies, Research and Consultancy

In order to prevent and detect plagiarism the Director of Postgraduate Studies is obliged to:

- a) To deal with and impose prescribed penalties on minor plagiarism incidences involving postgraduate students. This should be the final stage after the completion of investigation and adherence to the rules of procedure as prescribed in this policy.
- b) Liaise with the office of the DVCAA on issues of major plagiarism involving postgraduate students. This should be the final stage prior to submission of the issue to academic committee.
- c) Liaise with the DVCAA and undertake periodic review of this policy to meet the prevailing standards.

Responsibilities of the Corporate Counsel

In order to prevent and detect plagiarism the office of Corporate Council is obliged to:

- a) Ensure the Academic/Ethics Committee adherence to the rules and procedures prescribed in this policy.
- b) Prepare all necessary documents and forms to initiate the allegations of plagiarism to the Academic/Ethics Committee meeting
- c) Ensure that no any academic staff, student or any person will be exposed or suffer any harm after reporting incidences of plagiarism and save the situation where the reported incidences are illogical and malicious.
- d) Summon the university academic committee for the hearing of the alleged and to undertake procedural disciplinary measures on the reported major plagiarism incidences. However, this should not be the initial action except where there is

sufficient evidence and information against the alleged Student or academic staff.

- f) To communicate the verdict of the academic/Ethics Committee proceedings to the accused students or academic staff.

Responsibilities of the DVCAA

In order to prevent and detect plagiarism the DVCAA is obliged to:

- a) Receive and investigate [in a confidential manner] any plagiarism incidences from the Director of Postgraduate Studies, Research and Consultancy, Head of School, Faculty, Department, Student, Academic staff, or any other person allied to the university
- b) Promptly act on the information, allegations and incidents patterning to major plagiarism as reported by the offices under him/her.
- c) To remind academic staff and students on the consequences of plagiarism.
- d) Ensure that all academic scholarly work submitted by academic staff for promotion adheres to this policy and are free from all forms of plagiarism by asking those involved to attach a plagiarism test report to each of the documents submitted.
- e) Call upon the alleged person to inquire further information where necessary.
- f) Ensure that no academic staff, student or any person will be exposed to or suffer any harm after reporting incidences of plagiarism. The DVCAA will do this by never revealing the names or any identifying information of those who reported the incidences.
- g) Forward the report to the University Senate for final decision on disciplinary measures.

Responsibilities of the University Senate

The University Senate is “the principal overall decision-making organ in respect to all the academic matters including teaching, research and Public service and for the regulation of the education of the students of the University”(University Charter, 2010, p. 19, N0:20).

For this reason, the responsibility of the University Senate in adhering to this Plagiarism Policy will be as follows:

- a) To receive the report from the academic committee through the office of the DVCAA on major plagiarism incidences for both students and academic staff.
- b) Make final decision on the disciplinary measures to be taken.
- b) Inform the University Council on the decision taken against the accused person with major plagiarism.

Student Responsibilities in Preventing Plagiarism

In order to prevent and detect plagiarism all Students are obliged to:

- a) Comprehend and adhere to their respective research and assignment writing guidelines
- b) Comprehend and adhere to the SAUT Plagiarism Policy
- c) Perpetually develop academic literacy required to avoid plagiarism
- d) Familiarize with the appropriate citation and paraphrasing style prevailing in their respective Faculty or Department
- e) Efficiently employ the plagiarism detection software (Turnitin) prior to submission of a thesis or dissertation to the University.
- f) Ensure they do not deliberately or negligently allow their assignment, thesis or dissertation to be copied or reproduced by fellow student either in SAUT or any other accredited academic institution.
- g) Report to the relevant authority any instances of plagiarism by their fellow students.
- h) Submit declaration form in every material submitted to the university as prescribed in Appendix A

University Mechanisms in Detecting Plagiarism

- a) Detection of plagiarism is a perpetual university exercise during the writing process and after submission of the thesis, dissertation, articles or any other designated materials by the university.
- b) Detection and affirmation of plagiarism is basically the role and outcome of the findings of the examiner who, for this purpose, is well informed of the academic work or level of assessment and the standard of citation required in a given academic research and writing undertaking.
- c) The electronic detection software shall be used by the examiner as an aid in detecting plagiarism and not conclusive control of affirming plagiarism.
- d) Any work which is tested electronically by use of software such as turnitin, the acceptable amount of unoriginality will be 20%.
- d) Plagiarism may be detected by the examiner via the aid of the following listed electronic and non-electronic channels;
 - i. Detection software
 - ii. Internet search tools
 - iii. Monitoring at supervisory level
 - iv. Counter-checking the citations with references.

- v. Call upon and inquire any suspicious work
- vi. Receiving and maintenance of all submitted academic works in the electronic format.

Procedures of Dealing with Plagiarism Incidences

- a) Major plagiarism incidences shall be dealt with by the office of the office of the DVCAA and from there the issue will be forwarded to the Academic Committee incase of a student[s] or Ethics Committee in a case of staff members. Based on the recommendation from the committees here mentioned, the case will be forwarded to the University Senate for the final decision.
- b) Minor plagiarism incidences incase of undergraduate studies are to be handled by the Heads of Departments who will forward them to the Dean of Faculties or who will give a warning and ask students to make amendments in their work.
- c) Minor plagiarism incidences for the postgraduate students are to be handled by the Director of Postgraduate Studies Research and Consultancy in consultation with Student's research supervisor and Faculty Dean who will give a warning and ask student to make amendments in their work.
- d) Both major and minor plagiarism incidences cited in this policy shall be handled and processed in honesty and fairness which privilege the students and academic staff the rights to:
 - 1. Be presumed innocent until proved guilty
 - 2. Be properly informed on the allegations against them in sufficient details to enable them to understand and respond on the allegations.
 - 3. Have reasonable time to prepare evidence to support his or her defence and get sufficient time to be heard.
 - 4. Appeal any decision to other high university authorities. For the minor plagiarisms incidents which are handled by the Heads of Departments, Deans of Faculties or School and Director of Postgraduate Studies for allegations against postgraduate students, the student may appeal to the DVCAA.
 - 5. Appeal to the decision of the DVCAA or academic committee in the university senate.

Penalties for Confirmed Plagiarism

- a) In undertaking the responsibilities prescribed in this policy, the Heads of Departments, Deans of Faculties or School of Law, Director of Postgraduate

Studies, DVCAA, Academic Committee and University Senate are bound to adhere to the prescribed procedures and finally impose either of the listed verdict depending on the circumstances and seriousness of the alleged plagiarism.

- b) After confirmation of plagiarism, the relevant authorities prescribed in paragraph (a) of this part may impose either of the following penalties [but not more than one] at the same time.

STUDENTS		ACADEMIC STAFF	
Major Plagiarism	Minor Plagiarism	Major Plagiarism	Minor Plagiarism
1. Fail the accused student.	1. Academic cancelling	1. Retraction of the work.	1. Written Warning
2. Revocation of the award(s)	2. Alteration and resubmission of the work	2. Suspension from work or Dismissal	2. Leave without pay.
3. Suspension			
4. Total expulsion			

Additional Notes

- a) All allegations shall be in writing as prescribed in the Appendices.
- b) Students and academic staff shall exercise the right to appeal via ordinary official letter prescribing the nature of allegation and the reasons for appeal.
- c) Students shall attach declaration form in any paper work submitted to the University as prescribed in Appendix C.
- d) The appendices prescribed in this policy form part and parcel of the policy
- e) This policy shall be subject to subsequent reviews to meet the prevailing academic honesty standards.
- f) The Information and Communication Unit of the university shall ensure the university adopts the standard and up-to-date software relevant in detecting plagiarism.

APPENDICES

Appendix I: Declaration of Originality Form for Students

(This form must be completed and signed for all works submitted to the University for Examination)

Name of Student: _____

Registration Number: _____

Faculty/School: _____

Department: _____

Course Title: _____

Course Code: _____

Title of the Study: _____

Declaration

I understand what plagiarism is and I am aware of the SAUT Plagiarism Policy in this regard. I declare that this _____ (e. g) Thesis, project, essay, assignment, paper, report, etc.) is my original work and has not been submitted elsewhere for examination, award of a degree or publication. Where other people's work or my own previous work has been used, this has properly been acknowledged and referenced in accordance to the prevailing Departmental or Faculty or School requirements. I have not allowed, and shall not allow anyone to copy my work with the intention of passing it on as his/her own work.

I understand that any false claim in respect of this work shall result in disciplinary action, in accordance with the SAUT Plagiarism Policy.

Signature: _____ Date: _____

Appendix IIa: Plagiarism Incident Report Form for Students for Major Plagiarism

(This form is to be completed and submitted to DVCAA Please attach all relevant information on all cases of plagiarism.)

Name of Student: _____

Registration Number: _____

Student email address: _____

Faculty/School: _____

Department: _____

Course Name: _____

Course Code: _____

Name of course instructor/supervisor: _____

Description of the plagiarism incident:

Staff Member Signature: _____ Date: _____

Student's Comment:

Student's Signature: _____ Date: _____

HOD/Dean/Director Signature: _____ Date: _____

Appendix IIb: Plagiarism Incident Report Form for Students with Minor Plagiarism

(This form is to be completed and submitted to the Dean/Director of Postgraduate Please attach all relevant information on all cases of plagiarism).

Name of Student: _____

Registration Number: _____

Student email address: _____

Faculty/School: _____

Department: _____

Course Name: _____

Course Code: _____

Name of course instructor/supervisor: _____

Description of the plagiarism incident:

Staff Member Signature: _____ Date : _____

Students Comment's

Student's Signature: _____ Date: _____

Examiner/HoD Signature: _____ Date: _____

Appendix III: Plagiarism Incident Report Form for Staff Members

(This form is to be completed and submitted to the DVCA. Please attach all relevant evidence for all cases of plagiarism).

Name of the Staff member: _____

File Number: _____

Staff Email Address: _____

Department: _____

Name of person reporting plagiarism: _____

Description of plagiarism incident:

_____.

Signature of the person reporting the plagiarism incident: _____ Date _____

File Number: _____

Email Address of the Reporter: _____

Telephone number of the reporter: _____

Director of Postgraduate, Research and Consultancy:

Signature: _____ Date: _____