



MACHAKOS UNIVERSITY

ANTI-PLAGIARISM POLICY

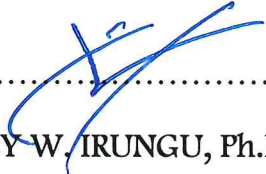
2019

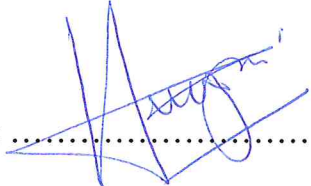


APPROVAL

Policy Title: Anti-plagiarism Policy
Policy Contact: Deputy Vice Chancellor (Research, Innovation and Linkages)
Approval Authority: The University Council
Category: Division of Research, Innovation and Linkages
Reference No.: MksU/P/06
Effective date: 2019

Approved by the University council:

Sign: .....Date: 22. 8. 19.....
PROF. LUCY W. IRUNGU, Ph.D.
VICE-CHANCELLOR & SECRETARY TO THE COUNCIL

Sign: .....Date: 6th Sept 2019.....
PROF GIDEON HANJARI
CHAIRMAN MksU COUNCIL

FOREWORD

Machakos University has a strong background on character development and equipping its graduates with skills and competences that are necessary for national development. The Plagiarism policy is in line with the need to equip MksU community with virtues that facilitate integrity in their academic and scholarly work as the University strives to remain true to its vision and mission.

This Plagiarism policy provides a framework for the MksU community to uphold ethical practices as they pursue their academic goal. It outlines the various principles and procedures that guide the eradication of plagiarism in scholarly research and academic work.

The development of this policy underscores the University's commitment to promote ethical practices in research, academic and scholarly standards. The adherence of these policy regulations by the MksU community will guarantee quality and promote high standards in research, academic and scholarly work as stipulated in the University's Statues and the Commission for University Education. In addition, the policy will also accelerate the academic growth of the University academic staff.



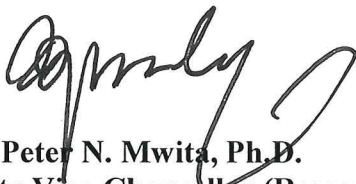
Prof. Lucy W. Irungu, Ph.D.
VICE-CHANCELLOR & PROFESSOR OF ENTOMOLOGY

ACKNOWLEDGEMENT

The development of the plagiarism policy has been made possible through professional and technical support of Machakos University Council and University Management. The Division of Research, Innovation and Linkages is greatly indebted to the Chairman, Machakos University Council, Prof. Gideon Hanjari and the Vice-Chancellor, Prof. Lucy Irungu for their support.

The Division of Research, Innovation and Linkages is grateful to the technical team that worked on this policy; Dr. Richard Kimiti (Chairperson) and all members of the plagiarism committee namely: Mr. Albert Kitaka; Dr. Larry Ndivo, Dr. Marther Ngigi, Dr. Peter Koech, Dr. Mark Kimathi and Mr. Evans Mogeni for their sacrifice and contributions that lead to the realization of this Plagiarism policy. We also appreciate inputs received from all the Deans of Schools, Chairpersons of Departments and Heads of Sections.

Thank you.



Prof. Peter N. Mwita, Ph.D.
Deputy Vice-Chancellor (Research, Innovation and Linkages)

UNIVERSITY FUNDAMENTAL STATEMENTS

MANDATE

The core mandate of Machakos University is to Teach, Train, conduct Research, Innovate, Collaborate, generate new knowledge and Community Service

Vision Statement

A Preferred University of Excellence in Scholarship and Service Delivery

Mission Statement

Provide Scholarly Education through Training, Research and Innovation for Industrial and Socio-economic Transformation of our Communities

Identity Statement

Machakos University is an academic institution committed to generating and transmitting knowledge, skills and attitude through Science, Technology, Research and Innovation for the benefit of humanity

Philosophy Statement

The Philosophy of Machakos University is: "Education for Industrial and Economic Transformation."

Core Values

- | | |
|------------------------|---|
| Integrity | - To honestly deliver on our promises to our stakeholders |
| Accountability | - To always be accountable in the assigned duties |
| Professionalism | - To be committed to high standards of training and service delivery |
| Inclusivity | - Respect for diversity |
| Creativity | - Determination to continually improve |
| Teamwork | - To actively work together to achieve common goals |
| Equity | - To strive to be an equal university where meritocracy is practiced in all areas |

DEFINITION OF TERMS

In this Policy, any word or expression to which a meaning has been assigned by the Universities Act, 2012 (No. 42 of 2012) has the meaning so assigned to it and, unless the context otherwise indicates:

“Academic Staff” means any person appointed to teach, train or to do research at a University and any other employee designated as such by the University Council;

“Department” shall mean a Department which for administrative purposes has been designated by the Council as being constituted within a particular School, Institute or in administration for non-academic.

“Deputy Vice-Chancellor” means the Deputy Vice-Chancellor appointed by the Cabinet Secretary on recommendation by the Council of the University as defined in the Charter;

“Lecturer” shall mean a member of staff of the University who is in terms of appointment, a Professor, an Associate Professor, Senior Lecturer, Lecturer, Assistant Lecturer/Tutorial Fellow, or a person who holds any other teaching post which the Council has recognized as a post having academic status in the University;

MksU Community-Refers to both staff and students of Machakos University;

“Plagiarism” The action or practice of copying another persons’ idea, work or innovation and, submitting it for examination or any other academic purpose as one's own (Oxford Dictionary);

“Registrar” means a Registrar of the University appointed in accordance with the Charter and the Statutes;

“School” means a faculty or a cluster of Departments specializing in a particular subject area.

“Senate” shall mean the Senate of the University;

“Statutes” means Statutes of the University made by the Council under Section 23 of the Act;

“Student” shall mean a person registered by the University for the purpose of obtaining a qualification of the University or any other person who is determined by the Senate to be a student;

“Supervisor” A University lecturer duly appointed formally with the task of overseeing the work of a student. This can be overseeing and guiding in writing a proposal, project report, thesis, dissertation or any other University acknowledged document;

“Vice-Chancellor” shall mean the Vice-Chancellor and the Chief Executive Officer of the University;

“University” shall mean the Machakos University.

Table of Contents

APPROVAL	ii
FOREWORD	iii
ACKNOWLEDGEMENT	iv
UNIVERSITY FUNDAMENTAL STATEMENTS	v
Vision Statement	v
Mission Statement	v
Identity Statement.....	v
Philosophy Statement	v
Core Values	v
DEFINITION OF TERMS	vi
1. INTRODUCTION	2
2. LEGAL AND POLICY FRAMEWORK.....	2
3. OBJECTIVES OF THE POLICY	2
4. SCOPE OF THE POLICY	3
5. FORMS OF PLAGIARISM	3
6. INSTRUMENTS FOR DETECTING PLAGIARISM.....	4
7. PROCEDURE FOR DETECTING PLAGIARISM.....	4
8. THE THRESHOLD LEVELS OF PLAGIARISM	5
9. PENALTIES FOR PLAGIARISM.....	5
10. PREVENTION OF PLAGIARISM.....	5
11. POLICY IMPLEMENTATION	6
12. APPEAL	6
13. POLICY MONITORING AND EVALUATION.....	6
14. REVIEW OF THE POLICY.....	6
APPENDIX I	7
APPENDIX II (A).....	8
APPENDIX II (B).....	9
APPENDIX III.....	10
APPENDIX IV.....	11
APPENDIX V	12

1. INTRODUCTION

Globally, there has been tremendous growth in university education. This expansion has been confounded by a variety of challenges; issues of examination malpractice, impersonation in presentation of assignments, fraud in project and thesis writing and general problems of academic plagiarism. Unfortunately, these challenges have affected the quality of the university graduates, research activities and scholarly work. In addition, this has also raised many concerns of ethical practices and integrity at the university level. Consequently, cases of plagiarism eventually affect the credibility of an author, researcher(s), graduates or a university.

In order to address the challenges highlighted above, Machakos University is committed to excellence in all its academic and research endeavors. The University therefore aims at ensuring integrity in this pursuit by fostering a conducive environment through the development of the plagiarism policy among others. As such, the MksU University community has a responsibility to maintain high standards in their research and academic work by avoiding engaging in plagiarism.

This Policy therefore mitigates plagiarism through enlightening MksU Community through primary prevention, detecting plagiarism and laying out penalties for offenders involved in plagiarism practices. However, supervisors and examiners are encouraged to sensitize their students on the consequences of engaging in this vice. Similarly, the Plagiarism Committee should spearhead the dissemination of the information in this policy.

2. LEGAL AND POLICY FRAMEWORK

The plagiarism policy shall be administered in compliance with the following legal documents among others:

- (i) The Constitution of Kenya 2010
- (ii) The Universities Act, No. 42 2012
- (iii) The Public Officers Ethics Act, 2003
- (iv) Industrial Property Act, 2012
- (v) The Anti-Corruption and Economic Crimes Act, 2003
- (vi) Machakos University Intellectual Property Rights Policy
- (vii) Machakos University Research Policy
- (viii) Machakos University Statutes
- (ix) Rules Governing the Conduct and Discipline of Students
- (x) Information and Communications Act, 2015
- (xi) Books and Newspapers Act, 2012
- (xii) Commission for University Education Guidelines and Standards, 2014
- (xiii) Kenya Copy Right Act

3. OBJECTIVES OF THE POLICY

The objectives of this policy are:

- i. To sensitize the MksU Community on various aspects of plagiarism;
- ii. To promote the quality and standards of scholarly and academic work produced at MKsU University;

- iii. To deter the MksU Community of Scholars from engaging in plagiarism in their academic and research work within and outside the university;
- iv. To develop a framework for detecting, reporting and handling cases on plagiarism.

4. SCOPE OF THE POLICY

This policy shall apply to:

- i. Both the University staff and students;
- ii. All the university student examinations, examination question papers, assignments and project reports;
- iii. Proposals (academic and grant), projects, thesis, and dissertations;
- iv. Publications of MksU; research books, journal, publications and reports etc.

5. FORMS OF PLAGIARISM

For the purpose of this policy, plagiarism will be classified under two categories;

- a) **Major** –refers to plagiarism with a similarity index above 51% and other serious plagiarism offences as listed below:
 - i. Direct or verbatim plagiarism, which occurs when a person copies the scholarly work of another one, word for word, without the use of quotation marks or attribution, thus passing it as his or her own;
 - ii. Presenting someone else’s assignment as your own for assessment;
 - iii. Self-plagiarism or duplication- occurs when a staff/student re-uses previous work for examination purposes;
 - iv. Procuring someone else to author academic /scholarly work for award of marks;
 - v. Deliberate inaccurate citation
- b) **Minor** – will refer to cases of plagiarism with a similarity index between 21-50% and small quantities of text that an author has not acknowledged or is improperly acknowledged. Such offenses include the following:
 - i. Citation of a few sentences;
 - ii. Downloading text from the internet and submitting as one’s original work;
 - iii. Creating a piece of work by cutting and pasting various sections of text or images found in the internet into a document without referencing the source;
 - iv. Paraphrasing a source without acknowledging it;
 - v. Paraphrasing too closely to the original (substituting synonyms for some of the original works);
 - vi. Fabrication of a source or quotation to give the appearance of having done required research.

6. INSTRUMENTS FOR DETECTING PLAGIARISM

Machakos University staff and students shall test for plagiarism using a software adopted by the University.

7. PROCEDURE FOR DETECTING PLAGIARISM

Machakos University shall use the procedure below to detect plagiarism in all academic and scholarly work:

- i. Members of MksU Community wishing to present their proposals, projects, thesis research publications and other scholarly work at the departmental/school/divisional level shall fill a Declaration of Originality Form; (See Appendix I) confirming that the work is free from plagiarism. The students' scholarly work must be signed by the supervisors. The dully filled declaration form shall be forwarded to the respective Chairman of the DBPS, SBPS, who then shall check the work for plagiarism. The Dean, Graduate School shall also re-test the work for plagiarism. For staff, the work shall be forwarded to the University Plagiarism Committee.
- ii. The Chairman of the DBPS and one other member of the Board after confirming that the work is free from plagiarism, shall issue the MksU community member with a Plagiarism Clearance Certificate (See Appendix II).
- iii. In event the text is plagiarized, this will be reported in a Plagiarism Incident Reporting Form (See Appendix III). The incident form shall be filled by the person who has detected plagiarism and forwarded to the Chairman of the Department/Division.
- iv. Upon issuance of the clearance certificate, the candidate then submits the proposal for defense.
- v. Upon successful defence of proposals or any other scholarly work at the departmental/divisional level, the work shall be submitted to the Chairman of the Department/Division for forwarding to the SBPS for defence at the school level and forwarding to Graduate School for registration /Division and then to the UPC.
- vi. Upon completion of writing the project/ thesis the work shall be tested for plagiarism and a clearance certificate issued before submission for examination
- vii. Before the final binding of a project, thesis, research work and grant proposals the library division shall confirm that the work is free from plagiarism.

NB:

1. Plagiarism check will be done at two levels; before the proposal defense and also before the project or thesis submission for examination/ evaluation of grant proposals respectively.
2. No scholarly work shall be tabled in the Graduate School Board/Registrar (RIL) without the Plagiarism Clearance Certificate.

8. THE THRESHOLD LEVELS OF PLAGIARISM

Scholarly work such as research proposals, projects and theses should have an overall similarity index of less or equal to (20%) and less or equal to two percent (2%) from individual articles or documents.

Any scholarly work that is found to have an overall similarity index of twenty percent (20%) or above shall be rejected.

9. PENALTIES FOR PLAGIARISM

Penalties shall apply to all concerned parties once any scholarly work is deemed as plagiarized. Penalties for detected cases of plagiarism by MksU community shall depend on the degree of similarity to other people's works as follows: -

- a) Plagiarized work ranging from 21% to 50% shall be classified as **minor**. The offender may be penalized as follows:
 - i. Retraction of work(s)
 - ii. Warning
 - iii. Academic Counseling
 - iv. Resubmission of work after alteration

- b) Plagiarized work above 51% shall be classified as **major** which is serious literary theft. The offender may be penalized as follows:
 - i. Expulsion
 - ii. Blacklist
 - iii. Revoke recognition /award(s) or both
 - iv. Dismissal
 - v. Legal action

NB: The penalties shall also be guided by other university regulations, policies and the University Statutes.

10. PREVENTION OF PLAGIARISM

Prevention of plagiarism shall include but not be limited to the following

- i. Equipping MksU community with competences on research and, proper writing and referencing/citation styles;
- ii. Sensitizing MksU Community on the consequences of plagiarism through various university channels of communication; student handbooks, pamphlets, information skills, colloquia, workshops and online induction/awareness;
- iii. Inclusion of academic integrity and information ethics in the curriculum.
- iv. Lecturers, supervisors and mentors should adhere to principles of academic integrity and reinforce the same in their delivery;
- v. Make plagiarism check a mandatory requirement for academic and scholarly work and
- vi. Train the MksU Community on the anti-plagiarism software in use

11.POLICY IMPLEMENTATION

The University shall constitute a Plagiarism Committee appointed by the Vice-Chancellor to determine and handle all cases of plagiarism. The Committee shall be chaired by DVC (Research Innovation and Linkages). The committee shall consist of;

- i. DVC(RIL)-Chair
- ii. Dean, Graduate School
- iii. University Librarian and
- iv. Five other members.

The Committee shall ensure the effective implementation of this Policy. It will be answerable to the University Senate.

12.APPEAL

In case of a situation where an author (MksU community member) is not satisfied with the results of plagiarism check, the member can make an appeal to the Vice-Chancellor.

13.POLICY MONITORING AND EVALUATION

The University Plagiarism Committee shall ensure quality control in the implementation process of the policy in line with the University Statute and other policies.

14.REVIEW OF THE POLICY

This policy shall be reviewed after every three years or when need arises



MACHAKOS UNIVERSITY

APPENDIX I
DECLARATION OF ORIGINALITY FORM (FOR STUDENTS)
(The form should be filled in triplicate)

This form must be dully completed by the student and signed for all scholarly works submitted to the University for Examination.

Name of student -----Reg. No. -----
Name of the Programme -----
Level eg. Undergraduate, Masters, PhD -----
Department-----
School - - - - -
Type of work eg. assignment, project etc -----
Title of the work-----

Declaration

- 1. I understand what Plagiarism is and I am aware of the University's policy in this regard.
2. I declare that this ----- (thesis, project, essay, assignment, term paper, report, etc.) is my original work and has not been submitted elsewhere for certification or publication.
3. I have not sought or used the services of any professional agencies to produce this work.
4. 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.
5. I understand that any false claim in respect of this work shall result in disciplinary action, in accordance with MKsU Plagiarism Policy.

Student's Name-----
Signature-----Date-----
Name of supervisor (i) -----
Signature-----Date-----
Name of supervisor (ii) -----
Signature-----Date-----
Name of supervisor (iii) -----
Signature-----Date-----



MACHAKOS UNIVERSITY

APPENDIX II (A)
PROPOSAL PLAGIARISM CLEARANCE CERTIFICATE (FOR STUDENTS)
(The form should be filled in triplicate)

Name of student-----
Registration No.-----
Department-----
School-----

Type of scholarly work-----
Title of the work-----

I declare that I have run a similarity check of the aforementioned scholarly work by the above-named student. The similarity index was found to be-----%, and therefore, it is cleared for final submission.

Checked by
Supervisor's Name-----Signature-----Date-----

Verified by
1. Name-----Signature-----Date-----
Chairman of Department-----
2. Name-----Signature-----Date-----
Dean of School-----

Approved for registration
Name-----Signature-----Date-----
Dean, Graduate School-----

Key:
1. The acceptable threshold is 20% or below
2. Minor: 21% to 50%
3. Major: 51% and above



MACHAKOS UNIVERSITY

APPENDIX II (B)
THESIS/PROJECT PLAGIARISM CLEARANCE CERTIFICATE (FOR STUDENTS)
(The form should be filled in triplicate)

Name of student-----
Registration No.-----
Department-----
School-----

Type of scholarly work-----
Title of the work-----

I declare that I have run a similarity check of the aforementioned scholarly work by the above-named student. The similarity index was found to be----%, and therefore, it is cleared for examination.

Checked by
Supervisor's Name-----Signature-----Date-----

Verified by
1. Name-----Signature-----Date-----
Chairman of Department-----
2. Name-----Signature-----Date-----
Dean of School-----

Approved for examination
Name-----Signature-----Date-----
Dean, Graduate School-----

Similarity check confirmed by
Name-----Signature-----Date-----
University Librarian

- Key:
1. The acceptable threshold is 20% or below
2. Minor: 21% to 50%
3. Major: 51% and above



MACHAKOS UNIVERSITY

APPENDIX III
PLAGIARISM INCIDENT REPORTING FORM
(FOR STUDENTS)
(To be completed by Supervisor/Chairman of Departmental)
(The form should be filled in triplicate)

This form is to be completed and submitted to Machakos University Plagiarism Committee. Please attach all relevant information on all cases of plagiarism.

Name of Student----- Reg. No-----
Department-----
School-----
Student's Contact: -----Tel No. -----Email address-----

Name of the Programme-----Level-----
Code and Name of the Course-----

Type of scholarly work-----
Title of the work-----

Description of the plagiarism incident:

Student's Comments: -----
Student's Name-----Signature: -----Date-----
Name of the Staff who has detected plagiarism-----
Department-----Date -----Sign-----

Confirmed by
Name -----Signature-----Date-----
Chairman of Department



MACHAKOS UNIVERSITY

APPENDIX IV

PLAGIARISM CLEARANCE CERTIFICATE (FOR STAFF)

Name of Member of Staff-----

P.F Number-----

Department-----

Type of scholarly work-----

Title of the work-----

I declare that I have run a similarity check of the aforementioned scholarly work by the above-named student. The similarity index was found to be -----%, and therefore, it is cleared for assessment.

Checked by

Director Research, Innovation and Technology

Name-----Signature-----Date-----

Stamp -----

Similarity check confirmed by

Name-----Signature-----Date-----

University Librarian

Stamp -----

Approved by

DVC, Research Innovation and Linkages

Name-----Signature-----Date-----

Stamp -----



MACHAKOS UNIVERSITY

APPENDIX V
PLAGIARISM INCIDENT REPORTING FORM (FOR STAFF)
(To be completed by Division of Research Innovation and Linkages)
(The form should be filled in triplicate)

This form is to be completed and submitted to Machakos University Plagiarism Committee. Please attach all relevant information on all cases of plagiarism.

Name of Member of Staff-----

P.F Number-----Department-----

Type of scholarly work-----

Title of the work-----

Description of the plagiarism incident

Member of Staff's Comments: -----

Member of Staff's Name-----Signature: -----Date-----

Officer who has detected plagiarism:

Name -----Signature-----Date-----

Director, Research Innovation and Technology

