JOMOKENYATTAUNIVERSITY OF

AGRICULTURE AND TECHNOLOGY

ANTI- PLAGIARISM POLICY

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JOMO KENYATA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY

VISION

"A University of Global Excellence in Training, Research, Innovation and Entrepreneurship for Development".

MISSION

"To Offer Accessible Quality Training, Research, Innovation and Entrepreneurship in order to produce leaders in the fields of Agriculture, Engineering, Technology, Enterprise Development, Built Environment, Health Sciences, Social Sciences and other Applied Sciences to suit the needs of a dynamic world".

CORE VALUES

Our core values are:

- Quality
- Collegiality
- Teamwork
- Professionalism
- Innovation
- Dynamism
- Transparency
- Accountability
- Integrity
- Patriotism
- Entrepreneurship

ANTI- PLAGIARISM POLICY

POLICY	Plagiarism
POLICY Ref:	W1-2-11-2-2
Applicability	All Scholars
Policy Owner	University Senate
Contact Person	Chairperson of University Senate
Policy Status	Approved
Edition	1ST Edition

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FOREWORD

Jomo Kenyatta University of Agriculture and Technology (JKUAT) started as a middle level college in 1981. It was elevated to a constituent college of Kenyatta University on 28th July 1989. In December 1994 through Jomo Kenyatta University of Agriculture and Technology Act No. 8 of 1994 it became a full-fledged University.

Since inception, JKUAT is guided by a clear vision aimed at projecting the institution as a *University of Global Excellence in Training, Research, Innovation and Entrepreneurship for Development.* The University has since expanded with regard to the diversity of academic programmes, research and innovation enterprise as well as the number of students enrolled. JKUAT has five colleges, offering over 414 academic programmes.

Therefore to achieve its organisational goals, and enhance its strategic direction, the University recognises the critical role played by upholding the highest possible levels of academic integrity. The need to have scholarly outputs that are original and free from any acts of plagiarism is of paramount importance.

Jomo Kenyatta University of Agriculture and Technology is committed to academic integrity at all levels of its academic conduct, proactively supporting students to prevent any breaches in academic conduct. Students are taught and expected to produce original academic outputs and any unauthorised use of other peoples' work is dealt with firmly. Further students are taught and expected to respect their sources of information, requiring that all citations and references are appropriately and openly indicated.

This policy is therefore a formal statement of what has been a long practice of academic integrity geared towards maintaining academic standards that match international practice.

PROF. VICTORIA WAMBUI NGUMI, Ph.D.

VICE CHANCELLOR

1.0 DEFINITION OF TERMS

For the purpose of this policy document:-

(i)   **"Detection System**" any system of actions used to detect plagiarism; whether a plagiarism checker software or otherwise.

(ii) **"Electronic materials"** Documents of information in digital form.

(iii) **"Plagiarism''** an act of plagiarising", "to copy (ideas, passages of text, etc.) from someone else's work and use them as if they were one's own" (Chambers 21st Century Dictionary).

(iv) **''Institutional Repository'' (IR)** is a set of services that a university offers to the members of its community for the management and dissemination of digital materials created by the institution and its community members. It includes an organisation's commitment to the stewardship of digital materials, including long-term preservation where appropriate, as well as organization and access.

(v) **'Scholarly work''** It's a publication in which the content is written by experts in a particular field of study - generally for the purpose of sharing original research or analysing others' findings.

(vi) **"Staff"** refers to employees of the University who are on contract or permanent employment.

(vii) **"Stakeholder** "a person or group that has an investment, share, or interest in something, as a business or industry.

(viii) **"Student"** refers to bonafide persons admitted to the university and registered for the purpose of acquiring education.

(ix) **"University"** refers to Jomo Kenyatta University of Agriculture and Technology.

2.0 POLICY STATEMENT

Jomo Kenyatta University of Agriculture and Technology is committed to pursuit and maintenance of academic integrity of universal repute. Jomo Kenyatta University of Agriculture and Technology is further committed to promotion of honesty in all academic and research undertakings. Development of a Plagiarism policy is to institutionalise the long held ideals of academic honesty by the University. In implementing this policy the university will;

i)   Establish and promote a mechanism of educating all staff and students about plagiarism, what it is and its role in adulterating the quality of scholarly outputs.

ii)   Establish systems of detecting cases of plagiarism and appropriate remedies/penalties.

iii)   Subject all academic outputs to Plagiarism Checker software(s) and make it mandatory for such work to be presented in an electronic form.

iv)   Establish a framework against which cases of plagiarism are conclusively dealt with to deter recurrence.

v)   Establish a university handbook/guideline on conduct of all matters that relate to general academic integrity.

3.0 OBJECTIVES OF THE POLICY

The purpose of this policy is to establish a framework of detecting, determining and dealing with plagiarism in JKUAT.

a) Specific Objective

    i) To outline rules and regulations for detecting, preventing and addressing plagiarism in order to promote the principle of academic integrity in the university.

    ii) To provide mechanisms for reporting cases of plagiarism

    iii) To establish procedures for dealing with cases of plagiarism

4.0 SCOPE OF THE PLAGIARISM POLICY

Ensures understanding of plagiarism, detection and corrective action. This policy applies to:-

    i) The Jomo Kenyatta University of Agriculture and Technology community which includes members of staff, all students, all collaborators with emphasis on teaching, research and consultation.

    ii) All print and electronic materials handled for the purposes of academic endeavour or any other material in any form that would be subject to acts of plagiarism.

5.0 LEGAL FRAMEWORK OF THE PLAGIARISM POLICY

This Plagiarism Policy will be operationalised in complimentary to and not limited to the following:-

    i)   JKUAT Statutes

    ii)   JKUAT Research Policy

    iii)   JKUAT Institutional Repository

    iv)   JKUAT Library Policy

    v)   JKUAT Intellectual Property Policy

    vi)   The Universities Act, No. 42 of 2012

    vii)   Rules Governing the conduct and discipline of JKUAT students

    viii) The Constitution of Kenya 2010

    ix)   The Public Universities Act

    x)   Science and Technology Act

    xi)   Books and Newspaper Act

xii) Copy Right Act

xiii) Information and Communication Act

6.0 TYPES OF PLAGIARISM

The University of Northern Carolina (UNC) Instrument of Student Judicial Governance defines plagiarism as the; "Deliberate or reckless representation of another's words, thoughts, or ideas as one's own without attribution in connection with submission of academic work, whether graded or otherwise."

Plagiarism can broadly be classified as either **major** or **minor:**

a) **Major Plagiarism;**

This is determined if somebody uses a big percentage of work written by someone else, normally **over 20% cumulatively** and or **more than 2% from a single source.** Any such work will be referred for further analysis before action is taken.

b) **Minor**

A plagiarism offence shall be considered minor if it meets one of the following criteria:

(i) The offender is new to the University (not more than one-year-old in the University) and his/her cohort has not been properly briefed about referencing conventions and this plagiarism policy.

(ii) The plagiarism offence is attributed to negligence in referencing conventions rather than an intention to gain unfair advantage

7.0 PROCEDURES

7.1 Detecting Plagiarism

To detect plagiarism, the following methods will be used independently or in combination;

i) JKUAT approved Plagiarism Checker that is internationally recognised

ii) Approved internet Plagiarism software

iii) Radom Matching of citations with references

iv) Supervisor evaluation tool

v)   Randomly subjecting submitted work to external scholars

vi)   Requiring that all scholarly work is handed in, in electronic form for assessment and storage.

vii)   Both the preliminary matter preceding the abstract and the list of references shall be excluded from the document being subjected to plagiarism check.

7.2 Dealing with Plagiarism in Student Scholarly Work

Should plagiarism be detected or suspected in anyone submitted work by a student;

i)   The supervisor will make an entry in the plagiarism register and generate a report in the form of Plagiarism log book

ii)   The suspected work will be tested for plagiarism using an approved plagiarism checker

iii)   Orally assess the students to ascertain originality of presented work

iv)   Plagiarism will only be confirmed after a thorough academic assessment

v)   On confirmation of plagiarism the case will be referred to an examination Disciplinary Committee for final judgement

vi)   Provision for appeal by the aggrieved student is given within**14 days** after the final judgement is communicated to the student.

7.3 Dealing with Plagiarism in Staff Scholarly Work

Should plagiarism be detected or suspected in anyone submitted work by a member of staff;

i)   Such work shall be scrutinised to ascertain plagiarism and if it shall be established that there is any amount of plagiarism, the matter will be referred to staff disciplinary committee for further action and settlement.

7.4 Penalties for Plagiarism

Confirmed cases of plagiarism will be adjudged and penalties meted as hereunder;

Students		Members of Staff	
Major Plagiarism	**Minor Plagiarism**	**Major Plagiarism**	**Minor Plagiarism**
-Fail the student	-Academic counselling	-Retraction of work in question	-Warning
-Revoke Award	-Do a supplementary	-Revoke recognition /award	-Retraction of the work(s)
-Expulsion	-Warning	-Dismissal	-Staff counselling
		-Legal Action	

7.5 Prevention of Plagiarism

Anti-plagiarism measures shall include but not limited to;

i) Sensitization of students and staff on what plagiarism is, its negative effects on scholarly endeavour and why it should be avoided

ii) Integration of information literacy and competence course in all academic undertakings in the University

iii) Establish Plagiarism register

iv) Requirement that all relevant student scholarly work prone to plagiarism be submitted in both print and electronic format.

v) Requirement that no work will be submitted to Institutional Repository without clearance from the Anti-Plagiarism office of the University Library.

8.0 POLICY REVIEW

i) This Plagiarism policy shall be reviewed after every **three (3) years** or as need arises.

9.0 IMPLEMENTATION

The plagiarism policy shall be implemented as follows;

i)   Every student shall be required to:

    a) Fill the declaration of original form, (Appendix I).

    b) Ensure submissions of academic research proposals, projects, theses or papers are accompanied by an auto-generated plagiarism report based on the plagiarism detector software at the university library or other designated points.

ii)   Every staff shall be required to fill the declaration of originality form at the submission of reports or related works for appraisal for specific areas where originality is inherently required, (Appendix III).

iii)   The Director, Board of Postgraduate Studies (BPS) shall be responsible for the implementation of the policy in respect to postgraduate research proposal and project reports with respect to;

    a) Ensuring plagiarism declaration of originality forms and plagiarism reports are attached at the submission of proposal and thesis

    b) Initiating action upon detection of plagiarism after the acceptance of the research proposal

iv)   The Deans of Schools shall be responsible for;

    a) Dissemination of the anti-plagiarism policy to all students in the respective schools

    b) Enforcing the requirement for declaration of originality prior to submission of the proposals, project reports and theses

    c) Initiating action upon detection of plagiarism in all undergraduate studies and postgraduate studies (prior to submission of proposals to the BPS)

v)   The University Librarian shall be responsible for the provision of services relating to the generating anti-plagiarism reports. The services may be devolved to the campuses and the Dean of schools/Chair of Departments.

vi)   The Deputy Vice Chancellor (Academic Affairs) shall be responsible for all disciplinary actions relating to plagiarism with respect to students and revocations of awards thereof.

vii) The Deputy Vice Chancellor (Administration) shall be responsible for all disciplinary actions relating to plagiarism with respect to staff and revocation of awards thereof.

viii) The Vice Chancellor shall be responsible for the overall enforcement of the plagiarism policy. All appeals on disciplinary action shall be addressed to the Vice Chancellor.

10.0 RECOMMEDATIONS

i) Formation of an implementation committee, to monitor, evaluate and review the plagiarism policy after three years.

ii) Procurement of an effective and internationally recognised anti-plagiarism software(s)

iii) Immediate application of the software(s)

iv) Enhancement of internet connectivity to guarantee effective application of the plagiarism policy.

REFRENCES:

- JKUAT Digital Repository Policy – WI-2-65-5-2
- Nairobi University citing policies for Victoria University, MelborneAustralia and London St. Andrews College, UK.
- University of Northern Carolina, http://library.unc.edu/)

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Appendix I Declaration Form for Students

DECLARATION OF SCHOLARLY ORIGINALITY FORM

<u>To be completed for all scholarly work submitted to JKUAT for examination</u>

Name of Student _____

Registration Number _____

College _____

Faculty /School/Institute _____

Department _____

Course Name _____

Title Work _____

Supervisor/Instructor _____

Declaration:
i)   I am well briefed and sensitised of what constitutes plagiarism.
ii)   I am further aware of the University'spolicy on plagiarism and consequences for any violation of the policy
iii)   That the work submitted is my original work that has not been presented anywhere for examination or otherwise. Where other people's work has been used I have made appropriate citations as per the JKUAT policy on Plagiarism
iv)   I will not allow any body to use my work for purposes of examination as his or her own work.

Signature: _____

Date: _____

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Appendix II Students Plagiarism Reporting Form

STUDENT PLAGIARISM REPORT FORM

To be completed by Supervisor/Instructor for all cases of plagiarism detected or suspected

Name of Student _____

Registration Number _____

College _____

Faculty /School/Institute _____

Department _____

Course Name _____

Title Work _____

Supervisor/Instructor _____

A brief description of Plagiarism whether confirmed or suspected;

_____
_____
_____
_____

Instructor's Signature: _____

Date: _____

University Librarian/Dean/Director/COD. Signature _____
Date: _____

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Appendix III Declaration Form for Staff

DECLARATION OF SCHOLARLY ORIGINALITY FORM

<u>To be completed for all scholarly work submitted to JKUAT for examination or presentation</u>

Name of Staff   _____

PF No.   _____

College   _____

Faculty /School/Institute   _____

Department   _____

Description of work and the bibliographic details

            _____

            _____

Declaration:
v)   I am well briefed and sensitised of what constitutes plagiarism.
vi)   I am further aware of the University's policy on plagiarism and consequences for any violation of the policy
vii)   That the work submitted is my original work that has not been presented anywhere for examination or otherwise. Where other people's work has been used I have made appropriate citations as per the JKUAT policy on Plagiarism
viii)   I will not allow any body to use my work for purposes of examination as his or her own work.

    Signature: _____

    Date: _____

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Appendix IV Staff Plagiarism Reporting Form

STAFF PLAGIARISM REPORT FORM

<u>To be completed by Supervisor/Instructor for all cases of plagiarism detected or suspected</u>

Name of Student _____

Registration Number _____

College _____

Faculty /School/Institute _____

Department _____

Course Name _____

Title Work _____

Supervisor/Instructor _____

A brief description of Plagiarism whether confirmed or suspected;

_____

_____

_____

_____

Instructor's Signature: _____

Date: _____

University Librarian/Dean/Director/COD. Signature_____
Date: _____