BUSITEMA UNIVERSITY
PLAGIARISM POLICY

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PREAMBLE

Academic integrity and ethical conduct is paramount in the pursuit of academic excellence Busitema University plagiarism policy is directed towards ensuring that students, academic staff and other key stakeholders act in the most ethical manner in regard to academic material.

The policy provides a guideline on how to identify, manage and deter acts of plagiarism. Busitema University academic fraternity must act in a manner that fosters research, innovation, outreach and sharing of key findings. This can be best achieved when there are policies in place to ensure quality and proper conduct of those pursuing excellence.

Busitema University policy on plagiarism is step in the direction of securing quality research and act as a guideline to direct participants in research to act in the most ethical manner. This policy works in accordance with existing policies and adds on critical matters to be addressed in terms of plagiarism.

The University management and the Directorate of Graduate Studies and Innovation have presented this policy to ensure that efforts towards research are unified whilst creating a regulatory environment that stimulates innovation.

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ACRONYMS

AA&R	Academic Affairs and Research
DVC	Deputy Vice Chancellor
DGSRI	Directorate of Graduates Studies, Research and Innovation
DHDRC	Departmental Higher Degrees and Research Committee
FHDRC	Faculty Higher Degrees and Research Committee

DEFINITION OF TERMS

In this policy, the following terms shall be defined as follows;

Acknowledgement: Shall mean reference indicating the source of previously expressed ideas or published material and the details of the publication.

Detection System: Shall mean any method or activity that the University uses to detect plagiarism. This can be consultation, plagiarism detection software, online tools, etc.

Community: Shall mean students, staff, collaborators, visiting lecturers/staff, researchers and any other persons that work for or with Busitema University.

Electronic materials: Shall mean information documents that are in digital format. Inappropriate acknowledgement: Citation or acknowledgement that intentionally disguises the source of the cited work, with intention to mislead the reader as to the actual source.

Plagiarism: Shall mean the action or practice of taking someone else's work, idea, etc., and passing it off as one's own without properly acknowledging the source.
"Plagiarism is the presentation of someone else's work, words, images, ideas, opinions, discoveries, artwork, music, recordings or computer-generated work (including circuitry, computer programs or software, websites, the Internet or other electronic resources) whether published or not, as one's own work without properly acknowledging the source." Plagiarism is therefore, an academic misconduct.

Scholarly work: Research works, fiction works, reports and other literary works that have been written and submitted for either publication or assessment for academic qualifications.

Staff: Shall mean any person employed by Busitema University on contract or permanent and pensionable terms.

Student: Bona fide student of Busitema University.

VISION, MISSION AND CORE VALUES

Vision
A Centre of Academic and Professional Excellence in Science, Technology and Innovation

Mission
To Provide High Standard Training, Engage in Quality Research and Outreach for Socioeconomic Transformation and Sustainable Development

Core Values
Excellence, Innovativeness, Professionalism, Team work, Respect for Diversity and *Internationalization.*

1.0. INTRODUCTION
1.1. Background
Busitema University is committed to be a center of Excellence in Science, Technology and Innovation. The university core activities of Teaching, Learning and Research necessitates generation of knowledge which must be disseminated.

Plagiarism poses a considerable problem for academic institutions worldwide as many students and/or researchers do not realize that it is a serious form of academic misconduct which can lead to expulsion from an institution such as a University, civil claims and even criminal charges.

This policy is anchored on best practices and provides the University community with guidelines for identifying plagiarism as well as procedures of dealing with cases of plagiarism. It is an outcome of wide consultation, having gathered views from within Busitema University; from local research and academic institutions; and also reviewed plagiarism policies of various international institutions.

1.2. Objectives of the policy
To ensure the University's academic integrity, staff and students are discouraged from obtaining unfair academic advantage. This policy shall establish a framework for preventing, detecting, deterring and dealing with Plagiarism in Busitema University.
The specific objectives are to:
  i Set rules and regulations for detecting, preventing and addressing plagiarism in order to promote the principle of mutual academic integrity across the University Community
  ii Ensure a clear understanding of the concept and meaning of plagiarism and the need to avoid plagiarism
  iii Establish mechanisms for reporting plagiarisms
  iv Develop procedures for dealing with cases of plagiarism and to provide for fair and consistent administrative process across faculties in cases where plagiarism id detected.

1.3. Scope of the policy
This policy encompasses understanding of plagiarism, prevention, detection, and attendant corrective actions.

The Policy applies to:

i) **Busitema University Community:** The policy will be applicable to all members of the University community, namely: all members of staff, all

students and all collaborators; with emphasis on teaching, learning, research and consultancy.

ii) **Academic resources:** The policy will apply to all print and electronic materials generated by Busitema University community and to any other documents submitted to the University such as: Books, Journals, Theses, Dissertations, Reports, other Publications.

2.0. POLICY STATEMENT

Busitema University is committed to upholding the standards of academic integrity and honesty and to promote acceptable practices in research. Plagiarism lowers the level of academic integrity and will therefore not be tolerated by the University. In curbing plagiarism, the University adopts the following policy statements;

i. Busitema University shall be committed to prevention and detection of any acts of plagiarism and will take appropriate action when such acts are detected.

ii. The University shall put a system in place to ensure that all staff are adequately sensitized on plagiarism, its dangers, prevention and detection.

iii. All departments/units shall ensure that students are adequately informed on plagiarism policy and procedures.

iv. The students shall be required to ensure that all their scholarly works is not plagiarized and shall be required to sign declarations to that effect (appendix 1).

v. It shall be the responsibility of all academic staff to ensure that their scholarly works as well as those of their students is not plagiarized.

i. It shall be the responsibility of the students to act with integrity and to take responsibility for the production and presentation of their academic work. All scholarly work should be submitted in electronic format.

ii. The University shall put systems in place and provide tools for the detection of plagiarism. However, the University shall expect professional judgment from the teaching staff in dealing with the vice.

iii. The University shall constitute an appeals committee to handle all cases of plagiarism. The body will be answerable to Senate.

iv. The University shall constitute Faculty Committees to deal with plagiarism.

v.   The University shall endeavor to adopt best practices in dealing with plagiarism.

vi.   The DGSRTI shall ensure that this policy is understood and adhered to by the university community.

vii.   The right to amend this policy shall vest with the Busitema University Council on advice from the University Senate.

3.0. LEGAL AND POLICY FRAMEWORK

The plagiarism policy shall be administered in compliance with:
   i.   The Constitution of the Republic of Uganda 1995
   ii.   Uganda Employment act , 2006
   iii.   The Universities and Other Tertiary Institutions (Amendment) Act 2006
   iv.   The Anti-Corruption Act, 2009
   v.   Uganda National Council for Science and Technology Act 1990
   vi.   Trade Marks Act 2010
   vii.   Busitema University Intellectual Property Policy
   viii.   Busitema University Research Dissemination and Innovations Policy
   ix.   Busitema University Grants Management Policy
   x.   Busitema University Human resource Manual

4.0. DEFINITION AND FORMS OF PLAGIARISM

4.1. Definition
The term "plagiarism" shall be understood to mean the presentation of another person's works (published or not), ideas or creation from any source as if they were one's own, presentation of one's own ideas, previously published or not, without disclosing or acknowledgement

4.2. Forms of plagiarism

Plagiarism in academic context can be classified as major or minor.

   a   **Major Plagiarism (Category 1)**
Major plagiarism, also referred to as Category 1 plagiarism or serious plagiarism offences occurs when a significant fraction of the entire work was written by someone else. For example:
   i. Direct duplication of works of another, including copying material, ideas or concepts from somewhere else whether published or unpublished.
   ii. Presenting someone else's assignment as your own for assessment
   iii. Claiming individual ownership of work done by a group
   iv. Selling/buying term papers

v. Submitting custom written papers

vi. Using fictitious citations in a work

vii. A supervisor publishing student's work and claiming lead authorship.

b Minor Plagiarism (Category 2)

Minor plagiarism also referred to as Category 2, involves cases of small quantities of work in which there has been no acknowledgement or there is inappropriate acknowledgement. Examples include the following:

i. Citation of a few sentences

ii. Paraphrasing someone else's work and passing it as one's own

iii. Using one's name on someone else's phrases

iv. Self-plagiarism (using one's previous work)

v. Failure to put in quotations mark, or providing incorrect information about source

vi. Inaccurate citation/ Incomplete citation

vii. Collusion (where a student has willingly provided assignment(s) to another student)

viii. Student(s) copying another's work in an examination

5.0 IMPLEMENTATION STRATEGIES

All graduate students' with Proposals for Thesis and Disserations at the Departmental level shall fill a Declaration of Originality Form (**BU/DGSRI.F11**) affirming that the scholarly work is free from plagiarism, signed by the supervisors. The declaration together with the scholarly work shall then be forwarded to the Directorate of Graduate Studies, Research and Innovations hereafter DGSRI (dgsri@adm.busitema.ac.ug), where a final plagiarism check will be done.

Having confirmed that the submitted work has passed the threshold, the DGSRI shall issue the student with a Plagiarism Clearance Certificate (**BU/DGSRI.F13**). However, if the work is considered plagiarized a Plagiarism Incident Reporting Form (**BU/DGSRI.F12**) shall be filled by the person who has detected plagiarism and forwarded to the Chairman of the Department or Higher Degrees Committee and subsequently reported to the DGSRI.

All scholarly work shall be tabled in the Board of Graduate Studies, Research and Innovations having attained a Plagiarism Clearance Certificate.

5.1 Prevention of plagiarism

Busitema University is an educational institution; the University's emphasis is upon teaching and evaluating (i.e. deterrence and assessment – informative, educative and preventative) rather than on detecting plagiarism and dealing with offenders. In this regard, the mechanisms for preventing plagiarism shall include but not be limited to the following:

i. Educating students and staff on the causes and consequences of plagiarism through orientation, university prospectus, student handbooks, pamphlets, information skills, induction, seminars, workshops, intranet and social media.
ii. Inclusion of academic integrity and information ethics in the curriculum.
iii. Training students research methodology and citation process.
iv. iv. Empowering students on how to evaluate information resources on the Internet and in other sources.
v. Each lecturer should reinforce basic principles of academic integrity in the class at the beginning of lectures in programs where students have to write course work.
vi. Establish plagiarism register.
vii. Have a mandatory requirement that student assignments be submitted in both print and electronic forms.
viii. Caution students and staff that anti-plagiarism software is in use.

5.2 Detection of plagiarism

Detecting of Plagiarism shall be done with the aid of the following**:**
i. Use of a plagiarism detection software (approved by Busitema University)
ii. Internet search tools such as Google and Yahoo;
    a.When using a Search Engine to check plagiarism enter an unusual phrase or sentence in the Search Engine's search box, and see if a match is found. To confirm, repeat the search using another Search Engine and compare the results.
    b.When performing a phrase search in a Search Engine, always enclose it in quotation marks.
iii. Monitoring at supervisory level
iv. Counter-checking the citations with references
v. Counter-checking of any suspicious work
vi. Random sampling of references
vii. Maintaining all scholarly work in electronic format.

5.3 Dealing with plagiarism in students' scholarly work

Where there are suspected or alleged offences of plagiarism in students' work, the following procedures will be followed:
i. The staff responsible for the student's work shall fill in a plagiarism incident reporting form (appendix II).
ii. The work shall be subjected to a suitable recommended detection system.
iii. The candidate shall be orally interviewed to assess the originality of the work.
iv. Academic judgment shall be exercised in order to determine the level of plagiarism
v. If there is evidence of plagiarism, the case shall be recommended, for action, to the relevant authorities

vi.   If the authorities concerned ascertain that plagiarism has occurred, the student shall be penalized in accordance with the existing policy framework.

vii.   The student has the right of appeal as provided for in the regulations governing academic programmes.

5.4 Dealing with plagiarism in staff's scholarly work;

Where plagiarism has been alleged to have occurred in staff scholarly work, the following shall apply;

i.   The work shall be submitted for scrutiny. If ascertained that the plagiarism level is significant, the case shall be recommended, for action, to the relevant authorities.

ii.   If the authorities concerned ascertain that plagiarism has occurred, appropriate action shall be taken.

5.5 Disciplinary action

Possible penalties for detected cases of plagiarism by students and staff shall include those listed in the table below**:**

Students		Staff	
Major Plagiarism	**Minor Plagiarism**	**Major Plagiarism**	**Minor Plagiarism**
1. Fail the student	1. Academic counseling	1. Blacklist	1. Warning
2. Revocation of award(s)	2. Resubmission of work after alteration	2. Retraction of the work(s)	2. Retraction of work(s)
3. Expulsion	3. Warning	3. Revoke recognition of award(s)	
		4. Legal action	

5.6 Responsibilities of the University and respective Faculties towards avoiding plagiarism

The University through the Directorate of Graduate Studies and Innovation has the task of creating awareness on what constitutes plagiarism, the sanctions must be known to the respective stakeholders (students, academic supervisors, principal investigators) on the consequences of plagiarism. The DGRSI has the mandatory role of checking, regulating the work that is uploaded online or presented in respective forums to ensure that it is clear of legal and litigation consequences.

Due diligence is expected of the respective stakeholders in the area of research and innovation.

5.6.1 Responsibility of the University towards the researcher

The sole responsibility of the University is that of due diligence and ensuring that all the work presented in conferences, online platforms and print media is in accordance with the University policies.

This responsibility is best achieved by providing the necessary resources, capacity and institutional regulations at the respective levels to ensure plagiarism is firstly deterred, detected when occurred and that the proper legal actions are taken.

5.6.2 Responsibility of the Faculty Higher Degree Research Committee

The FHDRC has a key role of interacting with the students or stakeholder to ensure that the intellectual property rights are upheld.

The FHDRC must ensure that students or stakeholders are aware of the proper citation methods and intellectual property accreditation. The FHDRC must also ensure that situations in which conflict of interest are identified, managed and addressed effectively using the respective policies and procedures.

5.6.3 Responsibility of the students as the researchers

The students from the onset must be aware of what plagiarism entails and the respective policy on intellectual property. The student as researcher must take all the necessary steps to check their work to ensure that it meets the intellectual property requirements.

Students must also disclose situations in which conflict of interest or disputes may arise over the ownership of work so as to receive legal redress on the presentation of such material.

6.0. PLAGIARISM CUT-OFF POINT

The cut-off point for the purpose of these regulations shall be 30% excluding genuine cases referred in the text such as own publications, references, bibliography and preliminary pages. The originality report of more than 30% shall indicate that plagiarism has occurred!

7.0. BUSITEMA UNIVERSITY PLAGIARISM COMMITTEE

There shall be a Senate Plagiarism committee. The Committee membership shall be constituted as follows:

i   Deputy Vice Chancellor, Academic Affairs and Research – Chair
ii   Academic Registrar
iii Director, Graduate Studies, Research and Innovations- Secretary
iv   University Librarian
v   Quality Assurance Officer
vi   Two Academic Staff Representatives
vii Two Student Representatives (1 Graduate; 1 Undergraduate)
viii Deans of Faculties

ix Legal Officer

7.1. Terms of Reference of the Committee
i   The body will be answerable to the University Senate;
ii   The Committee shall monitor and evaluate the implementation of this Policy;
iii The committee shall be an appeals tribunal on matters regarding academic misconduct;
iv   The committee shall also oversee the following areas of action towards effective implementation of the policy:
   a) Deans and the Chairpersons of Higher Degrees Committees to regularly sensitize students and staff on the policy through seminars.
   b) The University Librarian to regularly sensitize staff and students on the policy.
   c) Directorate of Graduate Studies, Research and Innovations to regularly sensitize graduate students and supervisors on the policy and incorporate policy issues in the Busitema University Graduate Students' Handbook as well as supervisors guidelines.
   d) To keep a central register of plagiarists as a monitoring record and to ensure consistent penalization. This Register will also serve to indicate the scale or extent of plagiarism within Busitema University and be kept by the DGSRTI, who will annually submit a consolidated report to the Council through Senate.

8.0 REVIEW OF THE POLICY
The Plagiarism Committee shall monitor and evaluate the implementation of this policy with a view of forming a basis for review.