

ACADEMIC INTEGRITY AND HONESTY
FOR THE
COLLEGES OF TECHNOLOGY

(PLAGIARISM POLICY)

Prepared by

Quality Assurance Department
Ministry of Manpower
Sultanate of Oman

January 2011

NAME OF POLICY	ACADEMIC INTEGRITY AND HONESTY FOR THE COLLEGES OF TECHNOLOGY (PLAGIARISM POLICY)
-----------------------	--

Introduction

Academic honesty and integrity are highly valued by the Colleges of Technology (CoTs) in line with the “college academic integrity code” (Article 77.2, Part Nine of the College Bylaws) and the principle of “respect for intellectual property” (Art. 75.7, Part Eight of the College Bylaws). Accordingly, the CoTs should ensure that all staff and students are aware of all aspects of plagiarism and its implications.

Policy

The Colleges of Technology are committed to keeping up with high standards of academic honesty and integrity among its staff and students by dealing pro-actively with cases of all forms of plagiarism. Staff and students must be encouraged to use proper citations and acknowledgements to the work of others in respect of the principle of intellectual property.

Scope

- **Setting out** an policy for the Colleges of Technology in order to keep up with the highest standards of academic integrity and honesty
- **Encouraging** staff and students to present original, high-quality academic outputs
- **Ensuring** that plagiarism is avoided in all its forms
- **Complying with** the OAAA Policy on Plagiarism

Examples of Plagiarism

Plagiarism occurs when other’s work such as print material, images, audio-visual creations, computer programs, electronic materials, etc. are used without appropriate acknowledgement.

Plagiarism includes , but not limited to, the following:

- Copying full or part (paragraphs, sentences or significant part of a sentence) of other's work directly
- Copying from other's work with an end reference to the original source but without putting the copied text between quotation marks
- Paraphrasing, summarising or rearranging words, phrases or ideas of other's work
- Copy-Paste of statements from multiple sources (electronic or print material)
- Presenting a work, done in collaboration with others, as independent work
- Using one's own work presented previously

Procedures

A. Dealing with Staff Plagiarism (by Department Council)

1. Conduct awareness programs for all staff on standards of academic honesty and integrity of the college and the importance of becoming role models to students.
2. Disseminate the policy to all staff.
3. Train staff on the use of the plagiarism detection software.
4. Require the staff to conduct a test of their own academic work (e.g., Course Handouts, Seminar Papers, PowerPoint Presentations, Projects, etc.) for plagiarism using the software.
5. Require the staff to submit a signed declaration using the *Staff Declaration Form* and test report along with the original work to the HOD/HOC.
6. Verify the originality of work submitted.
7. Identify cases of plagiarism, if any.
8. Inform the staff in writing using the *Staff Plagiarism Notice Form*, in case plagiarism is detected.
9. Report the case to the Plagiarism Committee through proper channel for further actions.
10. Implement the action approved by the College Council.

B. Dealing with Student Plagiarism (by Staff)

1. Conduct awareness programs for all students on plagiarism and its consequences.
2. Disseminate the policy to all students.
3. Require the student to submit a signed declaration using the *Student Declaration Form*.
4. Check student work for cases of plagiarism using the plagiarism software.
5. Inform the student in writing using the *Student Plagiarism Notice Form*, in case plagiarism is detected
6. Report the case to the Plagiarism Committee through proper channel for further actions.
7. Implement the action approved by the College Council.

Related Documents

1. Bylaws
2. Strategic Plan
3. Quality Assurance Manual
4. OAC Plagiarism Policy
5. Staff Code of Conduct
6. Student Handbook

Attachment 1: Suggested Plagiarism Committee

Plagiarism Committee. This Committee is responsible for taking care of all matters related to plagiarism.

A. Membership

- Chairman : Asst Dean for Academic Affairs
Members : HODs/HOCs
: 1 or 2 Subject Experts (ad hoc basis)

B. Roles and Responsibilities

1. Conducting awareness programs and issuing guidelines on plagiarism for the college community
2. Receiving referrals or complaints for cases of plagiarism
3. Investigating cases of plagiarism referred or complaints received
4. Recommending appropriate actions depending on the degree of seriousness of the case
5. Forwarding recommendations agreed upon to the Dean/College Council for taking action
6. Documenting cases and reports of plagiarism
7. Reviewing the Plagiarism Policy regularly and recommending changes, if needed
8. Submitting reports to the Dean/College Council regarding cases of plagiarism heard and their dispositions at the end of each semester

Disciplinary Action for Staff Plagiarism

- First offense
Written Warning and revise the work
- Second offense
Dismissal from the college

Staff are given the chance to lodge their appeal against the sanctions to the Dean or College Council.

Disciplinary Action for Student Plagiarism

- First offense
Written warning and repeat the work
- Second offense
Zero mark and suspension for one semester
- Third offense
Dismissal from the college

Students are given the chance to lodge their appeal against the sanctions to the Dean or College Council.

Attachment 2: Suggested Forms

A. Staff Declaration Form

Name of the College Department
Staff Declaration (To accompany all Academic Submissions made by Staff) (Semester..... Year.....)
To The Head, Department of
I,(Name)..... (Designation):, hereby declare that this (Specify the work), with the title, which is being submitted by me as a requirement for ...(Specify the purpose of the work) is result of my own research activity and original work except for source material explicitly acknowledged by proper citations.
I also understand that plagiarism is an offense that can lead to disciplinary actions depending on the seriousness of the case.
Signature: Name:
Date:

B. Student Declaration Form

Name of the College Department
Student Declaration ((Semester..... Year.....)
To The Head, Department of
I,(Student's Name)..... (Student's ID): student ofLevel, inSection ofDepartment, hereby declare that all my submissions/(specify, if it is for a particular submission only) as requirements for the course/program are results of my own original work except for source materials explicitly acknowledged by proper citations.
I also understand that plagiarism is an offense that can lead to disciplinary depending on the seriousness of the case.
Signature: Name:
Date:

C. Staff Plagiarism Notice Form

Department

Plagiarism Notice

(Semester..... Year.....)

To

Lecturer's Name:

Designation:

This is to inform you that your academic work ...(specify the work)..... with the title....., submitted by you on ...(Date)..... for ...(purpose of the work submitted)..... contains suspected cases of plagiarism as detailed below.

S No.	Page	Para	Lines	Suspected Source	Remarks

(Use additional sheets if required)

Accordingly, you are hereby directed to submit to the undersigned any clarifications or evidences supporting the original authorship of your work on or before

Failure to do so will be taken up as admission of the offense by you, and the case will be referred to the College Plagiarism Committee for further action subject to the prevailing rules and regulations.

Signature:

Name:

Designation:

Place:

Date:

.....

I acknowledge that I have received the original of this notice.

Signature:

Name:

Designation:

Date:

.....

Original for the Staff

Copy for

1. Department File

2. The Assistant Dean for Academic Affairs

3 HR Department

D. Student Plagiarism Notice Form

Name of the College

Department

Plagiarism Notice

(Semester..... Year.....)

To

Student's Name:

Student's ID:

This is to inform you that your (Assignment/Presentation/ Project/Thesis/) with the title..... submitted by you on(Date).....as a requirement for the course...(Course Code & Title)..... contains suspected cases of plagiarism as detailed below.

S No.	Page	Para	Lines	Suspected Source	Remarks

(Use additional sheets if required)

Accordingly, you are hereby directed to submit to the undersigned any clarifications or evidences supporting the original authorship of your work on or before

Failure to do so will be taken up as admission of the offense by you, and the case will be referred to the College Plagiarism Committee for further action subject to the prevailing rules and regulations.

Signature:

Name:

Designation:

Place:

Date:

.....

I acknowledge that I have received the original of this notice.

Signature:

Name:

Date:

.....

Original for the Student

Copy for

1. Staff/ Department File

2. The Advisor