

**SOKOINE UNIVERSITY OF AGRICULTURE
MOROGORO**



OFFICE OF THE VICE CHANCELLOR

QUALITY ASSURANCE BUREAU

ANTI-PLAGIARISM POLICY AND GUIDELINES

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ACRONYMS AND ABBREVIATIONS

ADC	Dishonesty Committee
CSP	Corporate Strategic Plan
DVC	Deputy Vice Chancellor
EIC	Examination Irregularities Committee
HLI	Higher Learning Institution
ICT	Information and Communication Technology
MU	Mzumbe University
QAB	Quality Assurance Bureau
SNAL	Sokoine National Agricultural Library
SUA IR	Sokoine University of Agriculture Institutional Repository
SUA	Sokoine University of Agriculture
UDSM	University of Dar es Salaam

DEFINITION OF TERMS

Academic dishonesty means any type of cheating that occurs in relation to a formal academic exercise.

Academic integrity means the pursuit of scholarly activity in an open, honest and responsible manner.

Academic staff means teaching staff, research fellow and librarian of the University.

Acknowledgement means appropriately referencing or citing the source of information being presented.

Administrative staff means a member of staff of the University who holds a position related to administration, technical, agricultural, forestry, veterinary, field and library work as the Council may from time to time determine; and such other members of staff of the University not engaged in teaching or research as the Council may from time to time determine.

Assurance means confidence and trust that the customers hold towards the institute and the feeling of safety in case of danger.

Cheating means any attempt to give or obtain assistance in a formal academic exercise (like an examination) without due acknowledgment.

Collusion mean an unauthorized cooperation between two or more people.

Deception means providing false information to an instructor concerning a formal academic exercise, e.g., giving a false excuse for missing a deadline or falsely claiming to have submitted work.

Fabrication means the falsification of research results, data, information, or citations in any formal academic exercise.

Head of Department means a person heading an academic, administrative, or service department.

Plagiarism means the adoption or reproduction of ideas or words or statements of another person as one's own, i.e., without due acknowledgment.

Quality assurance means a systematic and continuous process for ensuring that conditions are in place to achieve standards set by the institution or the means by which an institution can guarantee that the standards and quality of its mandates¹ are being maintained.

Quality means compliance to set standards, fitting customers' needs (fitness for purpose), efficient and effective (value for money) and transformative (includes empowerment and enhancement of customer satisfaction).

Quality promotion means activities implemented for the aim of achieving quality.

¹ SUA mandates include training, research, outreach and service provision.

Sanctions means penalties that are imposed by the University to any person who commits acts of plagiarism.

Scholarly work means any work that been written and submitted for either publication or assessment for academic qualifications. This include but not limited to research proposals and reports, dissertations/theses, and other literary work.

Student means any person enrolled in a degree or non-degree programme at Sokoine University of Agriculture.

PREFACE

It is a known fact that we are currently living in an era in which access to, or exploration of, information has become relatively easy and fast. This is largely due to technological breakthrough, which has on the one hand, facilitated archiving of information that can easily be accessed and availability of sophisticated means to access information archived in institutions' open-access repositories on the other hand. However, the development of science and technology has come along with several negatives consequences. In the education sector, academic fraudulent commonly known as *plagiarism* is one of the growing impacts of technology that higher learning institutions across the globe are currently facing.

Plagiarism can result into decreased value of the research in universities and graduate employability. Consequently, higher learning institutions are increasingly putting in place effective and efficient strategies to avoid plagiarism in all their training and research activities. Sokoine University of Agriculture (SUA) as an institution of higher learning is committed to eliminate all forms of academic dishonest especially plagiarism in its endeavour to promote development in agriculture, natural resources and allied sciences through training, research, and delivery of services. It is imperative to note further that plagiarism may lead into producing graduates with simulated knowledge and/or academic qualifications that do not match with their level of understanding. This malpractice has several negative consequences to the institution concerned in particular, and the nation as a whole. For example, plagiarism can limit the prospect of an institution to achieve its vision and mission and hence, national development goals.

In recognition of the above facts, SUA has been controlling all behaviours that breach standards of academic integrity among students and staff. Measures that are currently in place include for example, reporting all cases of suspected plagiarism to the Deputy Vice Chancellor (DVC) Academic who subsequently refer them to the Examination Irregularities Committee (EIC) for investigation. However, lack of a specific policy and guidelines on plagiarism and a standardized means to detect it has been a major blow for effectively dealing with the plagiarism plague at the University.

Therefore, this Policy and the Guidelines provide a framework for effectively dealing with plagiarism at SUA. The document provides among other things, information on when one is alleged to commit an act of plagiarism, measures to prevent plagiarism among students and staff, guidelines/procedures on how to detect plagiarism and sanctions against confirmed cases of plagiarism among students and staff, the prime objective being to promote personal integrity and good practices in all areas of focus of the University. It is my hope that this Policy and the Guidelines on plagiarism, coupled with other existing good practices at the University, SUA will enhance further the academic integrity and hence, the quality of its academic and research outputs for the benefits of the University in particular and the nation at large consistent with its vision and mission. Students at undergraduate and postgraduate levels will be required to adhere to the guidelines outlined in this Policy when submitting a work for assessment that contributes to a degree award at SUA. In this regard, members of academic staff must refer their students to this Policy during lectures or when supervising a research work and that all research reports submitted for partial or full requirements for degree award at SUA must be accompanied by a completed declaration or attestation form on plagiarism consistent with the standards set in this Policy.

Professor Raphael T. Chibunda
Vice Chancellor
Sokoine University of Agriculture
June 2018

CHAPTER ONE

1.0 INTRODUCTION

Plagiarism, which is the act of presenting without permission or appropriately acknowledging the source, of someone's work (text, computer programmes, data sets, images, etc.) and claim as your own work, is increasingly becoming an issue of major concern among higher learning institutions (HLIs) across the world. This is particularly because by all measures, academic dishonest/deception such as plagiarism undermines or damages the value of any training programme or minimizes the impact of research outputs. In this regard, in order to maintain their reputations and remain relevant at national, regional, and global levels, HLIs continue to invest a significant amount of their time and financial resources in order to devise and finance measures that aim at curbing plagiarism in their academic and research activities.

Sokoine University of Agriculture (SUA) through its vision seeks to be a leading University in the provision of quality knowledge and skills in agriculture and allied sciences. This aspiration can only be realized if SUA upholds highest standards of learning and research among students and staff. As a University that is mandated to provide training, research, outreach and delivery of services in agriculture, natural resources and allied sciences, SUA has been putting in place measures that are geared towards ensuring that its graduates have the prerequisite competencies in order to be able to effectively perform their duties as employees or self-employed within and outside the country. Such measures include ensuring the existence of adequate and appropriate infrastructure for teaching, learning and service delivery as outlined in the Corporate Strategic Plan (CSP 2016-2021), monitoring conduct of teaching and learning, and taking appropriate measures including discontinuation from studies for students who are found guilty of practices that contravene the standards of academic integrity such as cheating in examinations.

1.1 Situation Analysis and Rationale of the Policy

SUA recognizes that plagiarism or other forms of academic fraudulent/misconduct undermine its concerted efforts to enhance quality and hence, the value of the degrees conferred and research undertaken at the University. In this regard, from time to time, SUA has been setting standards that are meant to sustain excellence in all areas that fall within its mandate. Currently, measures to deter plagiarism at SUA are described in several different documents. For example, students enrolled in undergraduate and non-degree programmes at SUA are usually referred to the publication entitled "Admission Requirements, Examination Regulations and Guidelines for Undergraduate and Non-Degree Programmes" while postgraduate students are referred to the book entitled "Regulations and Guidelines for Higher Degree". However, these documents are skewed towards informing students about when one is considered to have committed an act of plagiarism and associated consequences of engaging in practices that breach in an act of plagiarism. Much as these documents provide detailed descriptions of what is plagiarism and when a student may be guilty of plagiarism, they altogether do not provide adequate information on how to deter and detect plagiarism among students, researchers, and educators. Moreover, the referred documents do not provide adequate guidance concerning the threshold beyond which one may be alleged of engaging in an act of plagiarism at SUA to warrant formal investigation and henceforth, taking appropriate penalties.

Therefore, this Policy and the Guidelines provide an institutional framework to effectively deal with plagiarism at SUA and hence, contribute to the realization of the Vision and Mission of the University.

1.2 Scope of the Policy

This Policy and the Guidelines are valid to all students enrolled at SUA (certificate, diploma, and degree) and members of academic and administrative staff at the University. A student submitting an assessment (e.g., a special project proposal/report, a research paper, dissertation/thesis) whether for a partial or full requirement for award of degree programme offered at SUA is expected to act in accordance with the standards established in this Policy in all matters related to plagiarism. In this regard, prior to submitting any work for assessment, every student is required to determine (following the guidelines provided in this document) whether or not his/her work adheres to the set standards on plagiarism.

It is the responsibility of every student to ensure that, s/he is well informed with all policies and guidelines governing the conduct of academic matters in general and academic integrity in particular at the University. However, instructors and supervisors have the responsibility to inform their students about the existing policies and guidelines on academic integrity at the University and the consequences for breaching the standards prescribed in such documents.

On the other hand, members of staff undertaking a research, which may culminate into a research report or publication are obliged to ensure that they avoid plagiarism in the manner described in this Policy and the Guidelines. This requirement should go hand in hand with adhering to standards outlined in other existing documents such as the code of conduct for research ethics at SUA.

CHAPTER TWO

2.0 VISION, MISSION, CORPORATE OBJECTIVES AND CORE VALUES OF SUA

2.1 The Vision

To be a leading University in the provision of quality knowledge and skills in agriculture and allied Sciences.

2.2 The Mission

To promote development in agriculture, natural resources and allied sectors through training, research and delivery of services.

2.3 Corporate Objectives for SUA

2.3.1 Objectives

Sokoine University of Agriculture, as a leading institution of higher learning in agriculture, natural resources and allied sciences, hopes to achieve some basic objectives as contained in its Corporate Strategic Plan (CSP) 2016-2021. The achievement of these objectives largely will be determined by the quality of the training, research, outreach and services provided. The 2016-2021 corporate strategic objectives of SUA are to:

- (i) Increase students enrolment and improve quality of graduates;
- (ii) Increase the volume and quality of research, publications and innovations;
- (iii) Enhance outreach, publicity, linkages and partnerships;
- (iv) Enhance university financial capacity and sustainability;
- (v) Improve teaching and learning environment;
- (vi) Improve management and institutional governance; and
- (vii) Mainstream gender issues in all SUA activities and reduce the impact of HIV/AIDS, other communicable and non-communicable diseases.

Achievement of these objectives will ensure that SUA is able to contribute to the advancement of knowledge and technology and take responsibility to preserve and transmit the same in line with internationally accepted standards of academic excellence. Hence, SUA's Vision, Mission and objectives provide a rationale and criteria for the development of cohesive and relevant curricula and implementation of activities that give life and shape to the institution. Both in the short- and long- term, the success or failure of SUA will be measured against its declared Mission and objectives. Quality assurance will provide a platform on which to gauge the extent to which the programmes are aligned to the Mission and objectives of the institution.

2.4 Core Values

In achieving its vision and fulfilling its mission, SUA adheres to the following core values:

- (i) Pursuit of excellence in service delivery;
- (ii) Entrepreneurial and innovative spirit;
- (iii) Competitive orientation;
- (iv) Integrity, Transparency and Accountability;
- (v) Results/ Achievement oriented;
- (vi) Diligence on duty;
- (vii) Adaptive and responsive;
- (viii) Freedom of thought and expression;
- (ix) Gender sensitive; and
- (x) Continuous learning.

CHAPTER THREE

3.0 POLICY OBJECTIVES, ISSUES, STATEMENTS AND STRATEGIES

This Policy supplements to the existing policies and guidelines (e.g. Quality Assurance Policy, Quality Assurance Implementation Plan, Quality Assurance Good Practices Handbook, Internal Quality Assurance Framework and Guidelines, Framework and Guidelines towards attaining ISO 9001:2015) towards increasing the reputation of the University at national, regional, and global levels. This will contribute significantly to the realization of the Vision and Mission of SUA. It provides a consistent approach to prevent all acts of plagiarism.

3.1 Policy Objectives

The objectives of this Policy and the Guidelines are to:

- (i) Promote the practice of academic integrity at SUA;
- (ii) Enhance the understanding of students and staff about plagiarism – when is one alleged of an act of plagiarism in the context of this Policy and the Guidelines, how to avoid and detect plagiarism as well as penalties for breaching the set standards on plagiarism;
- (iii) Ensure that students and staff maintain high levels of integrity and originality in their academic and research activities; and
- (iv) Provide a framework for dealing with plagiarism at SUA.

3.2 Issues, Policy Statements and Strategies

3.2.1 Students and staff uphold high levels of academic integrity at all times

Ensuring that students and staff adhere to acceptable standards of academic integrity at all times in an institution is a challenging undertaking especially at the present era where advanced information and communication technologies (ICT) are widespread. SUA considers this as an issue of major concern that require particular attention and concerted efforts of students and staff for the purposes of ensuring that the Vision and Mission of the University are realized and hence, optimize the value of the training programmes and research activities undertaken by the University.

(a) Issues

- (i) There is increased demand for enhancing and sustaining high standards of intellectual honesty in order to increase the value of training programmes and maximize the impacts of research outputs; and
- (ii) Analysis of education and training processes and outcomes in higher learning institutions have gained importance amongst stakeholders.

(b) Policy statement

The University shall promote intellectual integrity during acquisition and dissemination of knowledge among students and staff.

(c) Strategies

- (i) The Quality Assurance Bureau (QAB) shall disseminate widely information about this Policy so that SUA community is well informed about its existence;
- (ii) The QAB shall plan and coordinate academic honesty sensitization workshops especially among students;

- (iii) Each member of academic staff should inform students at the beginning of the course or a research work how to avoid plagiarism and the importance of preparing their academic documents consistent with this Policy;
- (iv) Members of academic staff should ensure that the training they offer to students in the various course(s) at the University, permits the development of critical thinking ability, improves scholarly competence and self-discipline; and
- (v) Students should be encouraged to attend courses that offer them opportunities to learn necessary skills for academic writing, proper citation of information sources and attribution.

3.2.2 Use of appropriate technology to facilitate the detection of plagiarism

SUA has the responsibility of ensuring that the qualifications, which its students earn, are true reflection of their work or efforts, and of the understanding and skills acquired during the learning process at the University. In this regard, SUA will take advantage of the current technological innovation in order to facilitate the detection of incidences of plagiarism for students and staff in manner that permits a fair treatment of all students and staff submitting a work for assessment of their ability.

(a) Issues

- (i) Ensuring that the development of ICT facilitates the assessment of originality level or threshold of scholarly works for students and staff; and
- (ii) Maintaining a standardized and powerful system for detection of plagiarism at the University.

(b) Policy statement

The University shall ensure that all scholarly works for students and staff are checked for plagiarism through an effective and efficient plagiarism checker software.

(c) Strategies

- (i) Ensure that students and staff have access to an effective plagiarism checker software such as the *Turnitin*;
- (ii) Ensure that students and staff are trained on how to effectively use the available plagiarism checker software;
- (iii) Provide appropriate and adequate support services to students and staff in respect of plagiarism detection;
- (iv) Ensure that all scholarly work submitted for assessment at SUA are retained in the Institutional Repository (SUA IR), which is maintained by the Sokoine National Agricultural Library (SNAL) for easy of detection of plagiarism in future;
- (v) Ensure that an online self-explanatory tutorial on how to detect plagiarism using the approved software is available on SUA website; and
- (vi) SUA through the Centre for Information and Communication Technology (CICT) to constantly identify emerging innovative and efficient systems to improve the detection of plagiarism for all scholarly work at the University.

CHAPTER FOUR

4.0 IMPLEMENTATION GUIDELINES

SUA may use several strategies to implement the Policy. However, for effective implementation of this Policy, the following processes will guide the implementation of the Policy in order to ensure that the objectives of the Policy are achieved.

4.1 Committing an act of plagiarism

In the context of this Policy, a student or staff who appropriates the writings or results of other persons, whatever the medium (text, written or electronic, computer programs, data sets, visual images whether still or moving) and then dishonestly presents them as his/her own shall be guilty of plagiarism. Moreover, a student or staff shall be deemed to have committed an act of plagiarism if a supervisor, examiner, Head of Department, member of the various committees (such as College/Directorate/School/Institute/Centre/Departmental Quality Assurance Committees) responsible for monitoring quality or checking and certifying compliance to approved publication standards or any other person observes the following:

- (i) A student or staff has submitted or presented the work of another person as his or her own;
- (ii) A student or staff has submitted the same, or substantially the same work more than once at the same or another institution/journal;
- (iii) A student or staff has fabricated or falsified results/data;
- (iv) A student or staff has submitted false records, information or documents;
- (v) A student or staff has omitted due acknowledgement of the work of another person;
- (vi) There is collusion i.e. when two or more students or staff collaborate to produce the same work submitted by each, without prior formal permission for such collaboration;
- (vii) A student has used, by payment or otherwise, a third party to produce a research project report or any assignment write up in whole or in part; and
- (viii) A student or staff has breached research ethics as described in the Code of Conduct for Research Ethics at SUA.

4.2 Measures to prevent plagiarism

Members of staff are supposed to demonstrate high standards in all their research and academic activities for they are expected to have been exposed to several sessions that improved their knowledge and skills on academic writing and research ethics. For that reason, while some of the outlined measures to prevent acts of plagiarism at the University shall apply to both students and staff, more emphasis is given to students. The following are among the measures that should be taken to prevent acts of plagiarism:

- (i) Instructors/supervisors to explain to their students what is plagiarism and its consequences (in the context of this Policy) at the beginning of each semester or research work.
- (ii) Instructors/supervisors to refer their students to this Policy and other existing regulations that govern the conduct of research and academic activities at the University.
- (iii) Students and staff (especially newly recruited ones) be encouraged to attend courses that offer them an opportunity to enhance their academic writing skills.
- (iv) Instructors/supervisors to provide examples of appropriate citations that avoid breach plagiarism standards.

- (v) Instructors to set assignments/topics, which make it difficult for students to copy from past marked assignment scripts/reports or other sources.
- (vi) Instructors/supervisors to provide opportunities for students to defend their work orally.

4.3 Plagiarism tolerance level

As mentioned previously, SUA has zero tolerance on all forms of academic dishonesty including plagiarism. However, given the fact that it may not be feasible to attain 100% originality especially for scholarly work such as Masters/PhD dissertations/theses, which require extensive review of literature, the degree of material plagiarised in the submitted work will be the main criteria for judging whether a student or staff has committed an act of plagiarism. Table 1 provides different scales of plagiarism with their corresponding degree of seriousness and forms of plagiarism. However, in the context of this Policy, the plagiarism tolerance level for SUA shall be at most 30% of material duplicated. This level (30%) is considered acceptable in several public universities in Tanzania including the University of Dar es Salaam (UDSM) and Mzumbe University (MU). It should however, be emphasized that the tolerance level of 30% shall be analysed further to check its distribution based on the plagiarism test report from the software. If for example, the entire or a significant part of 30% is contributed by copied materials, ideas, or concepts from another person without due acknowledgment, appropriate sanctions may be imposed as indicated in Table 2.

Table 1: Scales of plagiarism

Level of seriousness of plagiarism	Percentage of material plagiarized	Forms of plagiarism
Serious plagiarism	31-100	<ul style="list-style-type: none"> • Direct copying of works (e.g., ideas, concepts, etc.) of another person without appropriate referencing. • Fabrication or falsification of results/data. • Submission of false records, information or documents. • Submission of someone else’s work for assessment. • Using (by payment or otherwise) a third party to produce a research project report or any assignment write up in whole or in part. • Using fictitious citations in a work. • Direct copying of works of another person and citing the source but not in quotation marks. • Collusion to produce the same work submitted by each, without prior formal permission for such collaboration.
Moderate plagiarism	10-30	<ul style="list-style-type: none"> • Breach of research ethics as described in the Code of Conduct for Research Ethics at SUA. • Limited number of copied texts which have been subjected to small linguistic changes and presented as one’s own, with or without proper citation. • Omission of quotation marks of few texts from the work of another person. • Limited inaccurate or imperfect citations of copied texts.
Minor plagiarism	01-09	<ul style="list-style-type: none"> • Rephrasing someone else’s limited texts and presenting them as one’s own without appropriate citation. • Few copied texts which are referenced in the references section but are not properly cited in the text. • Limited copied texts that are cited but not in quotation marks.

4.4 Detection of plagiarism

Detection of plagiarism at SUA shall be done using any powerful plagiarism checker software such as *Turnitin*, which is widely used in several national and international HLIs. It

is expected that prior to submission of any work for assessment; students and staff need to check their work for compliance of plagiarism standards in accordance with this Policy. All research proposals, reports, dissertations/theses submitted for assessment must be accompanied by a plagiarism checker report indicating the extent of plagiarism. As mentioned above, a plagiarism level above 30% shall be considered an unbearable level and shall therefore, necessitate initiation of the process of investigating the alleged breach of plagiarism standards and if confirmed, appropriate disciplinary measures will be taken as described in sections 4.5.1 and 4.5.2 for students and staff, respectively.

4.5 Dealing with cases of plagiarism

4.5.1 Disciplinary processes for alleged cases of plagiarism for students

All cases of alleged acts of plagiarism for students shall be handled following the procedures for handling examination irregularities at SUA. That is, all cases of alleged plagiarism shall be reported to the DVC (Academic) who shall refer them to the University (SUA) EIC for investigation. When the Committee suspects an act of plagiarism, among other things, the Committee shall do the following:

- (i) Inform the student about the alleged act of plagiarism consistent with this Policy;
- (ii) Present to the student evidence (e.g., Turnitin test report or any other valid evidence) in support of the accusation;
- (iii) Offer to meet with the student to discuss the alleged act of plagiarism in line with this Policy; and
- (iv) Keep copies of all the evidence (submitted work of the student) and records of the meeting(s) with the student.

In executing its duties, the Committee shall have powers of summoning students, as it deems necessary for purposes of examining the case for evidence of plagiarism. Upon completion of the case's examination, the Committee shall submit a report of its findings, and unequivocal recommendations to Senate for approval prior to taking any action. However, only cases of alleged serious plagiarism (31-100%) shall be subjected to scrutiny by the Committee. Alleged cases of plagiarism under 'moderate' level of seriousness shall be dealt with by the course instructor/supervisor in collaboration with the Head of Department or Principal/Dean/Director.

4.5.2 Disciplinary processes for alleged cases of plagiarism for staff

There shall be an Academic Dishonesty Committee (ADC), which will be responsible to deal with all cases of alleged acts of plagiarism for staff. Members of ADC will be appointed by the DVC (Academic). All cases of alleged plagiarism for staff shall be handled following similar procedures as for students except that the DVC (Academic) shall refer the cases to ADC instead of EIC. That is, all cases of alleged plagiarism for staff shall be reported to the DVC (Academic) who shall refer them to ADC for investigation. When the Committee suspects an act of plagiarism, among other things, the Committee shall do the following:

- (i) Inform the staff about the alleged act of plagiarism consistent with this Policy;
- (ii) Present to the staff evidence (e.g., Turnitin test report or any other valid evidence) in support of the accusation;
- (iii) Offer to meet with the staff to discuss the alleged act of plagiarism in line with this Policy; and
- (iv) Keep copies of all the evidence (submitted work of the staff) and records of the meeting(s) with the staff.

In executing its duties, the Committee shall have powers of summoning the staff, as it deems necessary for purposes of examining the case for evidence of plagiarism. Upon completion of the case's examination, the Committee shall submit a report of its findings, and unequivocal recommendations to Senate for approval, prior to taking any action. However, only cases of alleged serious plagiarism (31-100%) shall be subjected to scrutiny by the Committee, alleged cases of plagiarism under 'moderate' level of seriousness shall be dealt with by the Head of Department or Principal/Dean/Director.

4.5.3 Sanctions

Depending on the nature and extent or seriousness of plagiarism committed by the student or staff and the implication of plagiarism to the submitted work, the sanctions listed in Table 2 shall be imposed to students or staff at SUA. However, as mentioned previously, only cases of serious level of plagiarism shall be subjected for thorough investigation by the respective Committees. Hence, the Committee may recommend to Senate one of the listed sanctions in the serious plagiarism level. The Senate may endorse the suggested corrective action or suggest an alternative corrective action depending on the implication of the plagiarism.

Table 2: Plagiarism sanctions

Level of seriousness of plagiarism	Percentage of material plagiarized	Sanctions for plagiarism	
		Student	Staff
Serious plagiarism	31-100	<ul style="list-style-type: none"> • Rejection of the work (e.g., assignment, research proposal, special project report, dissertation, or thesis) or part of the work and therefore, the student or staff be required to re-write or re-take the research work • Overall failure of the course • Revoke recognition of a degree or other academic credentials already awarded by the University • Academic suspension for up to one year • Discontinuation from studies. 	<ul style="list-style-type: none"> • Rejection of the entire or part of the work (e.g., research report) and therefore, the staff be required to re-write and resubmit the work • Revoke recognition already awarded by the University • Demotion • Dismissal • Legal action
Moderate plagiarism	10-30	<ul style="list-style-type: none"> • Rejection of the work (e.g., assignment, research proposal, special project report, dissertation, or thesis) or part of the work and therefore, the student or staff be required to re-write or re-take the research work • Award a zero mark • Give a written reprimand or warning 	<ul style="list-style-type: none"> • Rejection of the entire or part of the work (e.g., research report) and therefore, the staff be required to re-write and re-submit the work • Give a written reprimand or warning
Minor plagiarism	01-09	<ul style="list-style-type: none"> • No action is required 	<ul style="list-style-type: none"> • No action is required

4.6 Appeals against penalties taken for breach of plagiarism standards

Appeal is the right of any student or staff who may wish not to accept the decision of the Senate. Any appeal against sanctions imposed because of breaching set standards consistent with this Policy shall be dealt with in accordance with the existing procedures for appeals at the University. The appellant has to lodge his/her appeal within one academic unit from the date the verdict was made by the Senate.

Meanwhile, all appeals must be accompanied by a non-refundable appeal fee of Tanzania Shillings (TSh) twenty thousand only (i.e., TSh 20,000.00), which shall be subject to revision from time to time. However, students or staff shall be allowed to appeal against the decision of the Senate on the same case not more than two times.

CHAPTER FIVE

5.0 POLICY OPERATIONALIZATION, AMENDMENTS AND REVIEWS

5.1 Operationalization

The provisions of this Policy shall become operational upon being approved by the University Council, and shall remain valid until repealed by the same authority. The QAB shall oversee the implementation of this Policy.

5.2 Policy Amendments and Reviews

The policy provisions provided in this document are subject to reviews and alterations, as conditions and circumstances may dictate, and when this happens, the revised version of the document shall take precedence over the previous one. The entire document shall be reviewed after every five years.

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APPENDICES

Appendix I: Student Declaration of Originality Form

Sokoine University of Agriculture



This form is to be filled and submitted to the College/ School/ Directorate/ Centre/ Department/ Instructor/ Supervisor by all students submitting a work (e.g. assignment, research proposal, special project report, research paper, dissertation/thesis) for examination at the University.

Part A: Student Details

1	Name of student ² :	2	Registration Number:
3	College/School/Institute/Directorate/Centre:	4	Department:
5	Name of programme enrolled:	6	Title of the work:
7	Level of study: <input type="checkbox"/> Certificate <input type="checkbox"/> Diploma <input type="checkbox"/> First degree <input type="checkbox"/> Masters <input type="checkbox"/> PhD	8	Year of study when work submitted: <input type="checkbox"/> Year 1 <input type="checkbox"/> Year 2 <input type="checkbox"/> Year 3 <input type="checkbox"/> Year 4 <input type="checkbox"/> Year 5
9	Work submitted: <input type="checkbox"/> Assignment <input type="checkbox"/> Research Proposal <input type="checkbox"/> Research Report <input type="checkbox"/> Research Paper <input type="checkbox"/> Dissertation/Thesis <input type="checkbox"/> Other (<i>Please specify</i>):	10	Category of assessment: <input type="checkbox"/> Individual <input type="checkbox"/> Group <input type="checkbox"/> Other (<i>Please specify</i>):

Part B: Declaration

I understand what plagiarism is and I am aware of the University's Policy and the Guidelines on plagiarism. I therefore, declare that this is my own original work and that it has neither been submitted nor being concurrently submitted for examination, degree award or publication in any other institution. By submitting this form, I declare in particular that:

1. I have not copied the work of another person and claim to be my own. Where the work of another person has been used, this has been appropriately acknowledged as per SUA citation requirements;
2. I have not submitted the same, or substantially the same work more than once at SUA or another institution;
3. I have not fabricated or falsified results/data;

² One student shall sign the form on behalf of others in case of group work.

4. I have not submitted false records, information or documents;
5. I have not colluded with another student/university staff within or outside SUA to produce the same work submitted by each, without prior formal permission for such collaboration; and
6. I have not used any payment or a third party to produce the work I am submitting in whole or in part.

I stand to be held responsible for any false information in respect of this work consistent with SUA's Anti-Plagiarism Policy and Guidelines.

Signature: _____ **Date:** _____

Appendix II: Plagiarism Incident Reporting Form for Students' Work

Sokoine University of Agriculture



This form is to be filled and submitted to the DVC (Academic) by all course Instructors/Supervisors suspecting an act of **serious level of plagiarism** in a student work submitted for examination in accordance with SUA's Anti-Plagiarism Policy and Guidelines. Please submit this form together with the alleged work and other important documents.

1	Name of student ³ :	2	Registration Number:
3	College/School/Institute/Directorate/Centre:	4	Department:
5	Name of programme enrolled:	6	Title of the work:
7	Level of study of student: <input type="checkbox"/> Certificate <input type="checkbox"/> Diploma <input type="checkbox"/> First degree <input type="checkbox"/> Masters <input type="checkbox"/> PhD	8	Year of study when work submitted: <input type="checkbox"/> Year 1 <input type="checkbox"/> Year 2 <input type="checkbox"/> Year 3 <input type="checkbox"/> Year 4 <input type="checkbox"/> Year 5
9	Course Ante:	10	Course Title:
11	Work submitted: <input type="checkbox"/> Assignment <input type="checkbox"/> Research Project Proposal <input type="checkbox"/> Research Project Report <input type="checkbox"/> Research Paper <input type="checkbox"/> Dissertation/Thesis <input type="checkbox"/> Other (<i>Please specify</i>):	12	Category of assessment: <input type="checkbox"/> Individual <input type="checkbox"/> Group <input type="checkbox"/> Other (<i>Please specify</i>):
13	Description of incident of plagiarism:		

Name of member of staff reporting the allegation: _____

Signature: _____ **Date:** _____

³ One student shall sign the form on behalf of others in case of group work.

Appendix III: Staff Declaration of Originality Form

Sokoine University of Agriculture



This form is to be filled and submitted to the College/ School/ Directorate/ Centre/ Department by all staff when submitting a scholarly work (e.g. Paper, Book, Book Chapter, Research Report, etc.).

Part A: Staff Details

1	Name of staff:	2	Payroll Number:
3	College/School/Institute/Directorate/Centre:	4	Department:
5	Scholarly work submitted: <input type="checkbox"/> Paper <input type="checkbox"/> Book <input type="checkbox"/> Book Chapter <input type="checkbox"/> Research Report <input type="checkbox"/> Other (<i>Please specify</i>):	6	Title/description of the work:

Part B: Declaration

I understand what plagiarism is and I am aware of the University's Policy and the Guidelines on plagiarism. I therefore, declare that this is my own original work. By submitting this form, I declare in particular that:

7. I have not copied the work of another person and claim my own. Where the work of another person has been used, this has been appropriately acknowledged as per SUA citation requirements;
8. I have not submitted the same, or substantially the same work more than once at SUA or another institution;
9. I have not fabricated or falsified results/data;
10. I have not submitted false records, information or documents;
11. I have not colluded with another staff/organization/student within and outside SUA to produce the same work submitted by each, without prior formal permission for such collaboration; and
12. I have not used any payment or a third party to produce the work I am submitting in whole or in part.

I stand to be held responsible for any false information in respect of this work consistent with SUA's Anti-Plagiarism Policy and Guidelines.

Signature: _____ **Date:** _____

Appendix IV: Plagiarism Incident Reporting Form for Staff's Scholarly Work

Sokoine University of Agriculture



This form is to be filled and submitted to the DVC (Academic) by all members of staff suspecting an act of **serious level of plagiarism** in a scholarly work in accordance with SUA's Anti-Plagiarism Policy and Guidelines. Please submit this form together with the alleged work and other important documents.

1	Name of staff submitted the work:	2	Payroll Number:
3	College/School/Institute/Directorate/Centre:	4	Department:
5	Scholarly work submitted by the staff: <input type="checkbox"/> Paper <input type="checkbox"/> Book <input type="checkbox"/> Book Chapter <input type="checkbox"/> Research Report <input type="checkbox"/> Other (<i>Please specify</i>):	6	Title/description of the work:
7	Description of incident of plagiarism:		

Name of member of staff reporting the allegation:

Signature: _____ **Date:** _____