

CHAPTER 8

PLAGIARISM AND FABRICATION OR FALSIFICATION OF RESULT(S)/ DOCUMENT(S)

8.1 Introduction

Plagiarism and fabrication or falsification of result(s)/ document(s) constitute examples of examination irregularities and are considered as serious offences in the academic world.

8.2 Plagiarism

Plagiarism involves using the work of another person and presenting it as one's own, whether published or unpublished. Any of the following acts constitutes plagiarism:

- (i) submitting the work of another or part of it as one's own, whether published or unpublished;
- (ii) directly reproducing from a source without proper citation;
- (iii) paraphrasing or summarising another's work without acknowledging the source;
- (iv) using facts, figures, graphs, charts or information without acknowledging the source;
- (v) downloading part(s) of any document, graphics, artwork or other material from the internet and presenting it as one's own without acknowledgement;
- (vi) any infringement of the Copyright Act.

8.3 Fabrication or Falsification of Result(s)/ Document(s)

Any of the following acts constitutes fabrication or falsification of result(s)/ document(s):

- (i) altering, distorting, inventing, or counterfeiting information;
- (ii) counterfeiting a record of internship or practicum experience;
- (iii) falsely citing a source of information;
- (iv) altering grade reports or other academic records;
- (v) submitting a fraudulent document for missing a class test or other academic assignment.

8.4 Procedures for Handling Plagiarism and Fabrication or Falsification of Result(s)/Document(s)

8.4.1 Where a student is suspected of plagiarism as defined in section 8.2 or fabrication or falsification of result(s)/ document(s) as defined in section 8.3, the offence is firstly classified under one of the following three categories:

- (i) a first offence in an assignment (including practicals) where the act of plagiarism and/or fabrication or falsification comprises < 25% of the work;
- (ii) a second (or subsequent) offence in an assignment (including practicals) **OR** an offence in an assignment (including practicals) where the act of plagiarism and/or fabrication or falsification comprises $\geq 25\%$ of the work;
- (iii) an offence in a project/ dissertation/ mini-project.

8.4.2 For a **first offence** in an assignment (including practicals) where the act of plagiarism and/or fabrication or falsification comprises < 25% of the work, the matter is considered at the level of the respective Faculty/ Centre/ Partner/Affiliated Institutions.

8.4.2.1 The student is invited to give an explanation to the assessor/ lecturer.

8.4.2.2 If the student admits the offence, the assessor/ lecturer may:

- (i) give a written warning to the student;
- (ii) reduce the mark of the student in the assignment;
- (iii) set the mark of the assignment to zero; or
- (iv) give a verbal warning and a new assignment to the student.

A note of the offence should be sent to the Faculty/Centre Examination Section/Administrative Officer through the Dean/ Director, Head of Department and Programme Coordinator, and signed by both the student and assessor/ lecturer.

8.4.2.3 If the student denies the act and the assessor/ lecturer is convinced with the explanation given, the case is closed.

8.4.2.4 However, if the student denies the act and the assessor/ lecturer is not convinced of the explanation, the matter is referred to the Head of Department.

8.4.2.5 The Head of Department calls a meeting, for explanation, with the student, the assessor/ lecturer involved, Programme Coordinator and an academic outside the Department within the same Faculty/ Centre.

8.4.2.6 If the student admits the offence during the meeting, one of the penalties as listed in section 8.4.2.2 above is given to the student and a note of the offence is sent to the Faculty/Centre Examination Section/Administrative Officer through the Dean/ Director, Head of Department and Programme Coordinator, and signed by both the student and the assessor/ lecturer.

8.4.2.7 If again the student denies the act and members at the meeting are still not convinced, the assessor/lecturer/supervisor fills in the **“Supervisor’s/Assessor’s Report”** which is submitted to the Dean/Director who subsequently refers the case and the report to the Discipline Committee (Examination & Plagiarism).

8.4.2.8 The Discipline Committee (Examination & Plagiarism) considers the case as per University Regulations and submits its recommendations with respect to penalty/ies to be applied, if any, to Senate for approval (*To refer to Section 4.2.3.1.2 and 4.2.3.1.3*).

8.4.3 For a **second (or subsequent) offence** in an assignment (including practicals) **OR** an offence in an assignment (including practicals) where the act of plagiarism and/or fabrication or falsification comprises $\geq 25\%$ of the work **OR** an offence in a project/ dissertation/ mini-project, the following procedure should be followed.

8.4.3.1 The assessor/lecturer/supervisor fills in the **“Supervisor’s/Assessor’s Report”** and the case, together with the report, is referred to the Dean/Director through the Head of Department and the Programme Coordinator.

8.4.3.2 The Dean/ Director thereafter submits the case and the **“Supervisor’s/Assessor’s Report”** to the Discipline Committee, (Examination & Plagiarism) considers the case as per University Regulations and submits its recommendations with respect to penalty/ies to be applied, if any, to Senate for approval (*To refer to Section 4.2.3.1.2 and 4.2.3.1.3*).

8.4.3.2.1 The Discipline Committee (Examination & Plagiarism) shall make its own assessment of the gravity of the offence and will accordingly recommend **one penalty or more from the following list of penalties**, for Senate's approval. When determining the penalty to be imposed, account shall be taken of the consequences which the penalty will have for the academic progress of the student concerned.

8.4.3.2.2 Any student found guilty of Breach of Examination Regulations/Plagiarism and Fabrication or Falsification of Result(s)/Document(s) will be given a **formal reprimand and warning about future behaviour**.

8.4.3.3 (a) List of Penalties

The following fines will be applicable:

- 1st offence: a fine of Rs5,000/- and/or suspension from the University as provided under paragraph 5.12 [3(B) (v)] of the Regulations;
- 2nd offence: a fine of Rs10,000/- and/or suspension from the University as provided under paragraph 5.12 [3(B) (v)] of the Regulations;
- 3rd offence: either suspension from the University or expulsion from the University as provided under paragraphs 5.12 [3(B) (v)] and 5.12 [3(B) (vi)] of the Regulations.

8.4.3.3.3 (b) (i) Board of Examiners be requested to reduce the marks awarded for the module in which breach occurred by an amount to be determined by it;

(ii) Passmark to be awarded for the module in which breach occurred;

(iii) Award mark of 'zero' for module in which breach occurred and retake (or resit, where this is allowed in a Programme) of module. Pass mark to be awarded if student passes the retake or resit module;

(iv) Award mark of 'zero' only for the Assignment which was plagiarised;

(v) Award mark of 'zero' for module in which breach occurred and retake (or resit, where this is allowed in a Programme) of module. Pass mark to be awarded if student passes the retake or resit module;

- Pass mark to be also awarded for all passed modules registered for the examination session where breach occurred;

- Pass mark to be also awarded for passed retake module(s) (as and when next offered) arising from failed/incomplete module(s) (for which Grade N has/have been assigned) which were examinable in the examination session where the breach occurred;

If CPA < 40 by applying above whereby student has to repeat the year, then student will be awarded passmark in module in which breach occurred in the academic year when he/she is repeating the year and take all other modules afresh;

(vi) Suspension from the University for a fixed period, up to a maximum of twelve months. A student who is so suspended will not be allowed to reregister for the programme of studies on which he/she is registered and will be denied access to the UoM Student email and to the Student On-line Module Registration System; in

addition, he/she will be prohibited from participating in any University activities;
and

- (vii) Expulsion from the University, which means that the student's registration will be terminated and s/he shall lose all rights and privileges of studentship. The student shall not be admitted on any Programme until after a period of two years upon termination of registration.

Note: Students will not be readmitted to the University following a suspension if the fine (if applicable) is not paid.

8.4.3.3.4 Any student found guilty of a breach of examination regulations shall **not** be eligible for any prize or medal or scholarship, **throughout his/her stay** at UoM as a registered student.

8.4.3.3.5 In addition to the above penalties, for all in-service or commissioned Programmes run by the University or any Partner Institutions, information on any student found guilty of a breach of examination regulations, will be communicated to the relevant sponsoring department/institution/organisation.

8.4.4 When a student would be suspected of fabrication or falsification of result(s)/document(s) as defined in Section 8.3 of the Regulations, the assessor/lecturer who identified the alleged offence would have the responsibility to immediately place the tampered document/incriminating evidence in an envelope which he should seal with his/her signature and date on same. The sealed envelope would then be submitted to the Dean of Faculty.

The Dean of Faculty would hand over the sealed envelope, with his/her signature and the date of receipt on same, along with the note of offence (provided under Section 8.4.2.2) to the Administrative Officer, responsible for examinations at the Faculty, who would record the date and time of submission.

The Administrative Officer thereafter would initiate action as per Section 8.4.2.3 of the UoM Regulations.

The class tests scripts would be returned directly to students by the examiners and not through a third party.

8.5 Plagiarism and Fabrication or Falsification Form

Each registered student of the University of Mauritius has to sign a plagiarism and fabrication or falsification form within two weeks after the beginning of lectures. The words as written on the form are as follows:

“I have read the University of Mauritius Handbook (“General Information to Students 20.../20...”) and I have understood the section(s) on “Plagiarism and Fabrication or Falsification of Result(s)/ Document(s)”. Notwithstanding the supervision provided to me by the University of Mauritius, I warrant that any alleged act(s) of plagiarism and/or fabrication or falsification of result(s)/ document(s) during my stay as a registered student of the University of Mauritius is entirely my own responsibility and the University of Mauritius and/or its employees shall under no circumstances whatsoever be under any liability of any kind in respect of the aforesaid act(s) of plagiarism and/or fabrication or falsification of result(s)/ document(s)”.

PLAGIARISM AND FABRICATION OR FALSIFICATION FORM

I have read the University of Mauritius Handbook (“General Information to Students (20.../20...” and I have understood the section(s) on “Plagiarism and Fabrication or Falsification of Result(s)/ Document(s)”.

I agree to be bound by the above.

Notwithstanding the supervision provided to me by the University of Mauritius, I warrant that any alleged act(s) of plagiarism and/or fabrication or falsification of result(s)/ document(s) during my stay as a registered student of the University of Mauritius is entirely my own responsibility and the University of Mauritius and/or its employees shall under no circumstances whatsoever be under any liability of any kind in respect of the aforesaid act(s) of plagiarism and/or fabrication or falsification of result(s)/ document(s).

Name:.....

Programme of Studies:.....

Year/Level:.....

Faculty/Centre:.....

Signature:.....

Date:.....

***To be returned duly signed to the Faculty/Centre AO’s Office within
two (2) weeks after beginning of the lectures.***

8.6 Avoiding Plagiarism (Note to Students)

Attention of students is drawn to the fact that ‘plagiarism’ is considered as a serious offence in the academic world and that it may cost the student a reduction in his/her class award or in some cases even expulsion from the University.

Coursework, dissertations, projects and essays submitted for assessment must be the student’s own work, unless in the case of group projects/ assignments where a joint effort is expected and is indicated as such.

Therefore students should always:

- (i) state clearly and in the appropriate form where they found the material on which they have based their work;
- (ii) acknowledge the people whose concepts, experiments, or results they have extracted, developed or summarised even if these ideas have been put in their own words; and
- (iii) avoid excessive copying of paragraphs by another author, even when the source is acknowledged.

8.7 Guidelines on the use of ‘Turnitin’ Software

8.7.1 Introduction

The University of Mauritius subscribes to the Turnitin software which is widely used internationally. Turnitin is a web-based electronic system designed to locate and report similarities between the form and content of student dissertations/assignments and other materials.

Turnitin marks a significant advance in the University’s detection of academic plagiarism, but is also used to help students to improve their knowledge of academic citation and referencing so that they can learn and develop these practices in their own work.

Students are reminded that Turnitin is only one method of checking the originality of their work. Examiners may initiate the standard investigative procedures if they have unresolved queries about students’ works, regardless of whether Turnitin has been used or whether there is substantiated concerns of plagiarism.

They should not harbour misconceptions on the use of Turnitin. They should view it as a means of enhancing academic integrity, plagiarism avoidance and improving academic writing.

The student is normally the copyright holder of the dissertation/thesis and s/he should be aware that in submitting her/his work through ‘Turnitin’, s/he is providing a copy of her/his work to be used in the process of checking its originality, and then subsequently to be held in a database for the purpose of checking the originality of other submissions. Material submitted to ‘Turnitin’ will be identified by the student’s name, course details and institution. Work submitted to ‘Turnitin’ will be stored on the ‘Turnitin’ database unless the student(s) specifically request(s) that it be not with justifications, in case of IPR/Commercialisation issues.

All dissertations/theses submitted to the University for Examination must be uploaded on the Turnitin Platform for generation of the ‘Turnitin Originality Report’, ‘Similarity Index’ and the ‘Digital Receipt’.

In case of IPR/Commercialisation issues, to ensure the confidentiality of information, the project/dissertation Supervisor should create two additional assignments whereby the submitted dissertations will not be saved in the 'Turnitin' Repository (i.e. 'Standard Paper Repository') by setting the: 'Submit papers to' to 'no repository' (c.f. table of guidelines).

8.7.2 Procedure for the submission of dissertation through the Turnitin platform

All students must compulsorily log in to Turnitin with their @uom.ac.mu account and upload their dissertations through the Turnitin platform.

The student's Work- in-Progress dissertation can be uploaded through the Turnitin Platform at any time. The "Dissertation Class & Assignments" in Turnitin, should be created at the beginning of the Academic Year.

Each Student will be given the possibility to submit his/her draft dissertation (only the main body of the dissertation comprising of the Introduction up to the last Chapter) through 'Turnitin' for a maximum of two (2) times, prior to submitting the final dissertation, in consultation with their Project/Dissertation Supervisors.

The students will be allowed to view the Originality Reports at each submission through the Turnitin Platform and will be able to revise his/her draft work (if necessary) before submitting the final dissertation.

The Project/Dissertation Supervisor*shall have access to the final Turnitin originality reports. Same should be made available to the second examiner/assessor through the Programme/Project/Dissertation Coordinator.

Note: * In case a student is allocated a Part-Time Supervisor, the class is to be created by the Programme/Project/Dissertation Coordinator.

The above guidelines have been elaborated to provide better clarity as detailed in Table below:

GUIDELINES ON THE USE OF TURNITIN PLATFORM			
Step	Action	Responsibility	Timing
1	Appraise Project Students about Turnitin operations and the reason why the use of Turnitin is recommended in the assessment of dissertations.	Project/Dissertation supervisor(s)	Start of Academic year/semester
2	Familiarizing students with regards to the use of Turnitin.	Lecturer	Throughout academic year
3	Create class/assignment on Turnitin platform for all final years' cohorts at the beginning of the Academic Year and request the students to join in. Steps: 1. Create one "Dissertation Class BSc ABC" 2. Create Five (5) Assignments in the "Dissertation Class" – Work In Progress – Draft Dissertation 01 – Draft Dissertation 02 – Final Dissertation – Late Submission	Project Supervisor	Beginning of Academic Year

<p>In case there is at least one dissertation containing materials for IPR/Commercialisation Issues, the Project/Dissertation Supervisor should create two additional assignments upon submission of the Non-Disclosure Agreement Form NDA 02 by the student/s:</p> <ul style="list-style-type: none"> – Final Dissertation (IPR/Commercialisation Issues) – Late Submission (IPR/Commercialisation Issues) <p><u>Settings for Work In Progress Assignment:</u> Allow submissions after due date? No Generate Originality Reports for submission? Yes Generate Originality Reports for student submissions? <i>immediately (can overwrite reports until due date)</i> Exclude bibliographic materials from Similarity Index for all papers in this assignment? Yes Exclude quoted materials from Similarity Index for all papers in this assignment? No Exclude small matches? Yes Exclude matches by Word Count: <i>(5 recommended but final decision rests with the supervisor)</i> Allow students to see Originality Reports? Yes Submit papers to: No repository Search options: Student paper repository, Current and archived internet, and Periodicals, journals, & publications</p> <p><u>Settings for draft Assignment:</u> Allow submissions after due date? No Generate Originality Reports for submission? Yes Generate Originality Reports for student submissions? <i>Immediately first report is final</i> Exclude bibliographic materials from Similarity Index for all papers in this assignment? Yes Exclude quoted materials from Similarity Index for all papers in this assignment? No Exclude small matches? Yes Exclude matches by Word Count: <i>(5 recommended but final decision rests with the supervisor)</i> Allow students to see Originality Reports? <u>Yes</u> Submit papers to: No repository Search options: Student paper repository, Current and archived internet, and Periodicals, journals, & publications</p> <p><u>Settings for final Assignment:</u> <u>(a) For dissertations without IPR/Commercialisation Issues</u> Allow submissions after due date? No Generate Originality Reports for submission? Yes Generate Originality Reports for student submissions? <i>Immediately first report is final</i> Exclude bibliographic materials from Similarity Index for all papers in this assignment? Yes Exclude quoted materials from Similarity Index for all papers in this assignment? No Exclude small matches? Yes</p>		
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<p>Exclude matches by Word Count: <i>(5 recommended but final decision rests with the supervisor)</i> Allow students to see Originality Reports? Yes Submit papers to: <u>Standard paper repository</u> Search options: Student paper repository, Current and archived internet, and Periodicals, journals, & publications</p> <p><u>(b) For dissertations containing materials for IPR/Commercialisation issues:</u> Allow submissions after due date? No Generate Originality Reports for submission? Yes Generate Originality Reports for student submissions? Immediately first report is final Exclude bibliographic materials from Similarity Index for all papers in this assignment? Yes Exclude quoted materials from Similarity Index for all papers in this assignment? No Exclude small matches? Yes Exclude matches by Word Count: <i>(5 recommended but final decision rests with the supervisor)</i> Allow students to see Originality Reports? Yes Submit papers to: <u>No repository</u> Search options: Student paper repository, Current and archived internet, and Periodicals, journals, & publications</p> <p><u>Settings for Late Submission Assignment:</u> <u>(a) For dissertations without IPR/Commercialisation Issues</u> Allow submissions after due date? No Generate Originality Reports for submission? Yes Generate Originality Reports for student submissions? Immediately first report is final Exclude bibliographic materials from Similarity Index for all papers in this assignment? Yes Exclude quoted materials from Similarity Index for all papers in this assignment? No Exclude small matches? Yes Exclude matches by Word Count: <i>(5 recommended but final decision rests with the supervisor)</i> Allow students to see Originality Reports? Yes Submit papers to: <u>Standard paper repository</u> Search options: Student paper repository, Current and archived internet, and Periodicals, journals, & publications</p> <p><u>(b) For dissertations containing materials for IPR/Commercialisation issues:</u> Allow submissions after due date? No Generate Originality Reports for submission? Yes Generate Originality Reports for student submissions? Immediately first report is final Exclude bibliographic materials from Similarity Index for all papers in this assignment? Yes</p>		
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	<p>Exclude quoted materials from Similarity Index for all papers in this assignment? No Exclude small matches? Yes Exclude matches by Word Count: <i>(5 recommended but final decision rests with the supervisor)</i> Allow students to see Originality Reports? Yes Submit papers to: No repository Search options: Student paper repository, Current and archived internet, and Periodicals, journals, & publications</p> <p>3. Provide students with the Class ID and Password to allow the latter to join the class.</p>		
4	Submission of Work In Progress dissertation prior to submitting draft dissertation.	Students	Any time prior to draft submission
5	Submission of drafts dissertation prior to submitting the final dissertation.	Students	In consultation with supervisor, preferably four (4) weeks prior to final submission.
6	Access Originality report for draft submitted.	Students	The generation of the originality report may take up to 24 Hrs.
7	Submission of final dissertation in the final assignment in Turnitin.	Students	As per Regulations.
8	Access to the final Turnitin Originality report.	Students/Project Supervisor/ Programme/Project Coordinator	As per Regulations.
9	Originality reports should be made available to the part-time project supervisor and second examiner/assessor.	Programme/Project Coordinator	
10	Word Count –Turnitin Platform provide for a Word Count but students are advised to strictly abide to UoM Regulations as per Section 7.4.5.		

8.7.3 Institutions affiliated with University of Mauritius

Some external institutions affiliated with UoM are MGI, SSRMC and UOM Trust. Access to Turnitin platform will be granted by CITS to the resource persons from these institutions. A **G Suite (@Umail account)** may also be temporarily provided by CITS to other external resource persons (e.g External Supervisors), if required, for Turnitin access. The latter should ensure that the Turnitin account provided is used solely for UoM students.

Once the engagement for supervision of projects is completed, Faculty should advise when instructor's Turnitin account should be disabled for external resource persons.

8.7.4 Non-Submission of Project/Dissertation through Turnitin Platform

Failure to submit the Project/Dissertation through the Turnitin Platform will result in the project/dissertation of the student, whether the bound copy or the soft copy, being unreceivable.

8.7.5 How to interpret Turnitin Reports

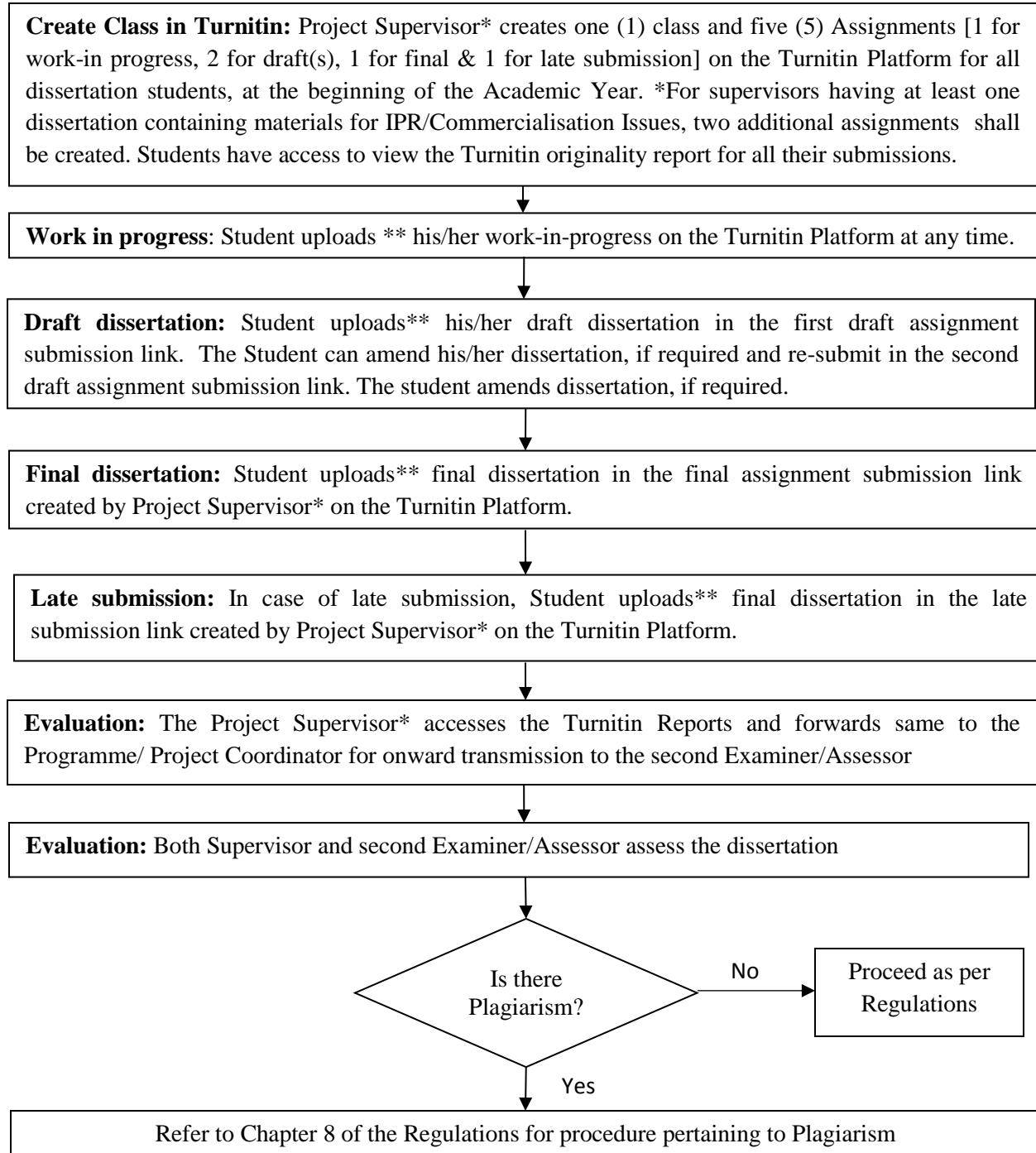
Turnitin compares student dissertations against a database and the internet to produce an 'originality report'. However, the 'originality report' or its percentage value shall not be used exclusively as an indicator of plagiarism. Academics are advised to use their academic judgment when determining an incidence of plagiarism after careful consideration of the originality report and sources of matched text.

Turnitin shall not be used in isolation. Turnitin is one tool to be used in the deterrence and detection of plagiarism.

The same tool may be used for the testing of coursework and other relevant assignment(s), where there may be plagiarism issue(s).

Turnitin shall not be used as a random sampling tool; Turnitin shall be used on a per assignment/module basis: assignments shall not be selected on a per student basis - the whole cohort should be put through the service if plagiarism is suspected even if it concerns only one paper/dissertation.

FLOWCHART FOR THE SUBMISSION OF DISSERTATION THROUGH THE TURNITIN PLATFORM



Note:

- 1) * In case students are allocated Part-Time Supervisor(s), the class is to be created by the Programme/ Project Coordinator.
- 2) ** Students should access Turnitin platform using G Suite (@umail.uom.ac.mu) account.
- 3) Similarity index in Turnitin should not be interpreted as the % of Plagiarism as referred to in Chapter 8.
- 4) Project Supervisor must ensure that Work-in-Progress draft(s), final and late submission assignments are created in the same Class.
- 5) Dissertation in the context of the flowchart refers to the main body of the dissertation comprising of the Introduction up to the last Chapter.
- 6) Late Submission Assignment link will be accessible for a duration of 10 working days after the official deadline for submission of dissertation.