

## 7. PLAGIARISM

---

### 7.1 Definition

Plagiarism involves using the work of another and presenting it as one's own, whether published or unpublished.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

- (i) presenting the work of another or part of it as one's own, whether published or unpublished. This includes material available on the internet and in any other electronic form;
- (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) using whole or part of any document, graphics, artwork or any other material from the internet and presenting it in any material form as one's own, with or without any modification, without acknowledgement;
- (vi) any infringement to the Copyright Act (1997) that violates the moral rights of an author as defined at (v), specifically the author's entitlement to the right of paternity.

### 7.2 Procedures for Dealing with Plagiarism in MPhil/PhD Research Projects

1. Plagiarism may be detected
  - prior to submission of the MPhil Transfer Report or MPhil/PhD Thesis;
  - during the examination process, in which case the latter should be suspended;
  - after the award of the degree.
2. In all cases, the alleged plagiarism shall be reported to the Dean of the Faculty /Director of Centre concerned. The report should contain detailed evidence of the suspected plagiarism (indicating by cross-referencing what sections of texts have been plagiarised and from what sources).
3. On receipt of the report, the Dean/Director of Centre shall convene a meeting of the Faculty Research Committee (FRC)/ Lifelong Learning Cluster Research Committee (LLCRC) which will appoint a Sub-Committee on Plagiarism to investigate the alleged case of plagiarism. The FRC/LLCRC Sub-Committee on Plagiarism will interview both the student against whom the allegation of plagiarism has been made and the Supervisor(s).
4. If the alleged plagiarism is not proved, the FRC/LLCRC Sub-Committee on Plagiarism will report to the FRC/LLCRC. The latter will inform the Faculty Board/LLC Board, following which the student will be informed accordingly by the Faculty/Centre Administrative Assistant on behalf of the Registrar, through the Supervisor(s) with copy to the Pro Vice-Chancellor (RCI) and to the Head of Department concerned.

5. If the alleged plagiarism is found to be **incidental**, in the sense that the student has failed to cite the references or make the appropriate acknowledgements in one or two isolated and insignificant cases, the FRC/LLCRC Sub-Committee on Plagiarism will communicate its findings in its report to the FRC/LLCRC. The latter will report to the Faculty Board/LLC Board and recommend that a note of warning be issued to the student by the Faculty/Centre Administrative Assistant on behalf of the Registrar, through the Supervisor, with copy to the Pro Vice-Chancellor (RCI) and the Head of Department. The student will be asked to make the necessary revision and re-draft the relevant section(s) to the satisfaction of the Supervisor(s).
6. If the alleged plagiarism is found to be **substantive**, in the sense that the extent and proportion of the work that has been plagiarized, affects the originality and authorship of the thesis or MPhil Transfer Report, and also reveals a deliberate intent on the part of the student, the FRC/LLCRC Sub-Committee on Plagiarism will submit a detailed report to the FRC/LLCRC with a recommendation that the case be immediately referred to the Registrar for disciplinary procedures to be initiated, and that the Faculty Board/LLC Board be informed accordingly.
7. On receipt of the report and recommendation from the FRC/LLCRC, the Registrar will convene the Discipline Committee as per the University Rules and Regulations.
8. If the student is found guilty of substantive plagiarism, the Discipline Committee will in its report to Senate indicate whether:
  - The student should be failed and his/her registration terminated.
  - The MPhil thesis / MPhil Transfer Report / PhD thesis should be referred back to the student for significant revision and for resubmission.
  - In the case of a PhD thesis, it should be referred back to the student for significant revision and re-submission for a lower degree.

### 7.3 FRC/LLCRC Sub-Committee on Plagiarism

#### Purpose

The FRC/LLCRC Sub-Committee on Plagiarism is an ad-hoc sub-committee appointed by FRC/LLCRC to look into cases of alleged plagiarism, and it will report to the FRC/LLCRC.

#### Terms of Reference of the FRC/LLCRC Sub-Committee on Plagiarism

- To consider reports on alleged plagiarism
- To investigate into cases of alleged plagiarism and seek explanations from the student and the Supervisor(s)
- To establish whether the allegation of plagiarism is founded, and if so, to determine whether it is a case of incidental or substantive plagiarism.
- To submit its report and recommendations to FRC/LLCRC

#### Membership of the FRC/LLCRC Sub-Committee on Plagiarism

- (i) A senior member of FRC/LLCRC (Chair) appointed by FRC/LLCRC;
- (ii) Head of the relevant Department;
- (iii) One senior academic (who should be a specialist in the relevant research field) appointed by FRC/LLCRC;
- (iv) One co-opted member as and when required;

## **7.4 Right to Appeal**

The student shall have the right to appeal against the decision of Senate, by writing to the Registrar, within a period of fourteen days from the date of notification.