

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Plagiarism involves using the work of another person and presenting it as one's own, whether published or unpublished.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- (i) submitting the work of another or part of it as one's own, whether published or unpublished;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 ≥ 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’ 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; and
 - 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.

- (v) Suspension from the University for a fixed period, up to a maximum of twelve months. A student who is so suspended will be prohibited from entering University premises and from participating in any University activities.
- (vi) 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 the **same 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 stays** 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; personal bio data will not be used. Work submitted to ‘Turnitin’ will be stored on the ‘Turnitin’ database unless the students’ specifically request that it be not submitted, with justifications, in case of IPR/commercialisation issues.

8.7.2 Procedure for the submission of dissertation through the Turnitin platform

Project supervisor(s) are expected to apprise their project students on what Turnitin is, how it operates and the reason why the use of Turnitin is recommended in the assessment of dissertations.

All students must compulsorily upload their dissertations through the Turnitin platform except for cases where there are IPR/commercialisation issues.

Programme/Project Coordinator shall create one (1) Class and two (2) Assignments (one (1) for draft & one (1) for final) in the Turnitin Platform for all dissertation students.

Each student shall be allowed to submit his/her draft dissertation through 'Turnitin' for a maximum of two (2) times, prior to submitting the final dissertation.

The student will have access to his/her first originality report(s) and will be able to revise his/her work (if necessary) before submitting the final dissertation.

Only the Programme/Project Coordinator shall have access to the final Turnitin originality reports. Same should be made available to the supervisor and second examiner/assessor.

The procedure for the submission of dissertation through the Turnitin platform is outlined in the Flowchart given in **Annex 1**.

8.7.3 Non-Submission of Project/Dissertation through Turnitin Platform

Failure to submit the Project/Dissertation through the Turnitin Platform will be deemed to be unreceivable.

8.7.4 How to interpret Turnitin Reports

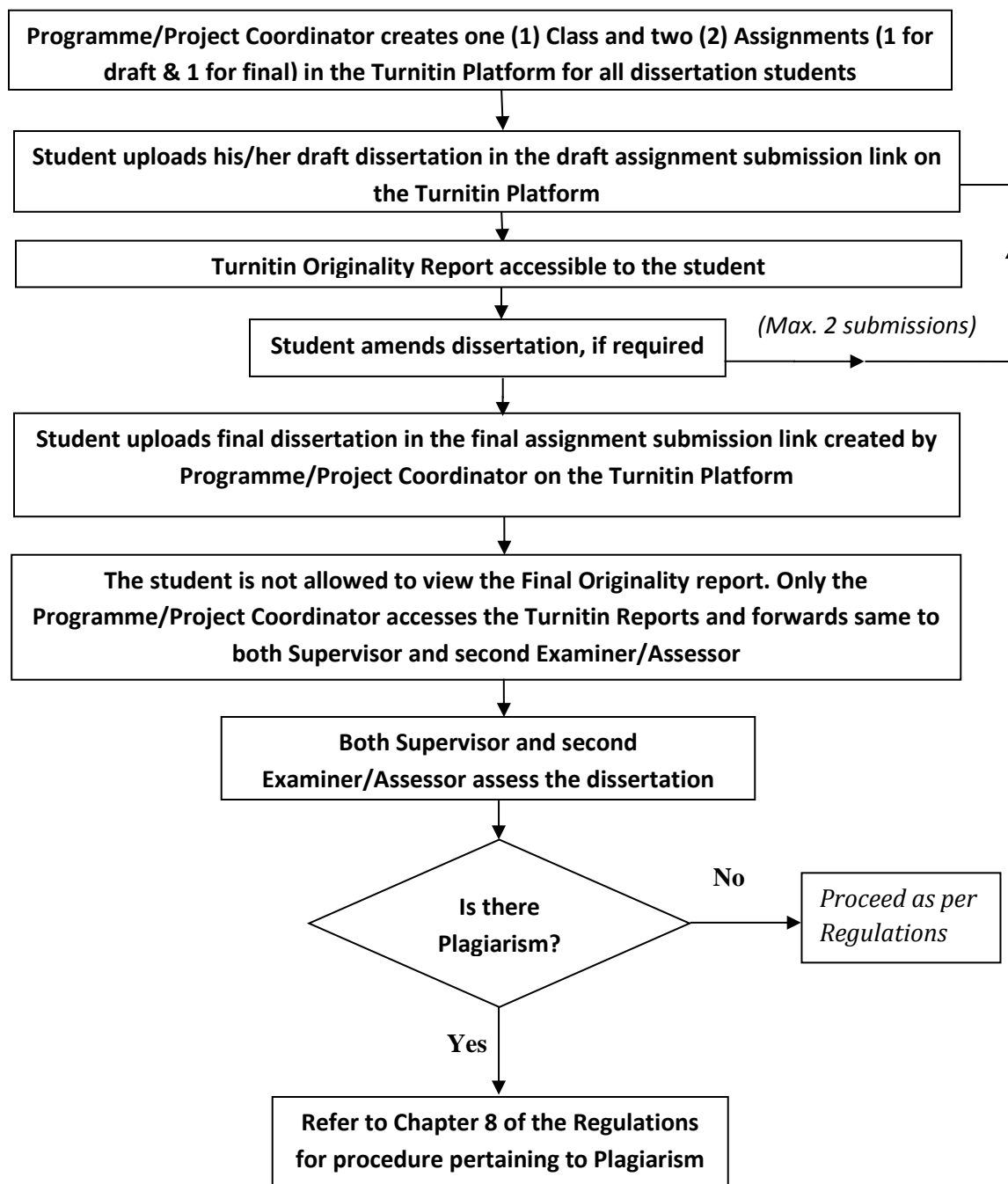
Turnitin compares student dissertations against a database and the internet to produce an 'originality report'. However, the 'originality report' or its percentage value shall not be used exclusively as an indicator of plagiarism. Academics are advised to use their academic judgment when determining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

PROCEDURE FOR THE SUBMISSION OF DISSERTATION THROUGH THE TURNITIN PLATFORM

**Note:**

- 1) Similarity index in Turnitin should not be interpreted as the % of Plagiarism as referred to in Chapter 8.
- 2) Programme/Project Coordinator must ensure that both draft and final assignments are created in the same Class.