



ACADEMIC INTEGRITY AND HONESTY POLICY COLLEGES OF TECHNOLOGY (PLAGIARISM POLICY)

Policy No.	01	Version Number	2.2
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Approval Authorities	H.E. Under Secretary, DGTE	Policy Author(s)	DGTE & QD
Contact	DGTE & QD		

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A. Version Control Table

Version	Author	Date (dd/mm/yyyy)	Summary of Changes
1.1	QD	May 2011	Approved Policy
2.0	QD	October 2016	<ul style="list-style-type: none">a. Reformatted: PMS Format (PSW CoTs)b. Added 1. Purpose, 3. Definitions, 4. Policy Statementc. Included few more instancesd. Moved from attachment to procedure: Membership Roles and Responsibilities Disciplinary Action for Staff / Student Plagiarisme. Incorporated relevant feedback received from CoTs (ACT & SCT).
2.1	QD	May 2017	Further refinement based on CoT feedback (NCT).
2.2	DGTE & QD	October 2019	Incorporated ShCT feedback

B. Plagiarism verification





Version	Team/committee/person	Date (dd/mm/yyyy)	% of Plagiarism	Signature
Final draft v2.3	DGTE	31-10-2019	6%	DGTE

C. Document proof read by:

Version	Team/committee/person	Date (dd/mm/yyyy)	signature
Final draft v2.3	AAD	25-10-2019	AAD

D. Approval Authorities Signature/Date:





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1. Purpose

The purpose of the Academic Integrity and Honesty for the Colleges of Technology (Plagiarism policy) is to provide students and staff members with guidelines on academic integrity & honesty. This policy also aims to protect and enhance the CoTs' reputation and academic standards.

2. Scope

This policy applies to all staff and students of Colleges of Technology involving academic and non-academic work/output.

3. Definitions

Academic integrity is:

"The moral code or ethical policy of academia. This includes values such as avoidance of cheating or plagiarism; maintenance of academic standards; honesty and rigor in research & academic publishing". (Management Association, 2015, p. 977)

Plagiarism is *"the submission of material (written, visual or oral) originally produced by another person or persons without due acknowledgement"* Johnston, B. (2003, P.3) Moreover, it is also defined as *"passing off someone else's work, whether intentionally or unintentionally, as your own for your own benefit"* (Carroll, J., 2002, P. 9).

4. Policy Statement

The Colleges of Technology are committed to keeping up with high standards of academic honesty and integrity among its staff and students by encouraging the use of proper citations and acknowledgements and dealing pro-actively with cases of all forms of plagiarism.





5. Instances of Plagiarism

Plagiarism occurs when others' work such as print material, images, audio-visual creations, computer programs, electronic materials, etc. are used without appropriate acknowledgement. Plagiarism also includes, but not limited to, the following:

- 5.1 Copying full or part (paragraphs, sentences or significant part of a sentence) of other's work directly
- 5.2 Copying from other's work with an end reference to the original source but without putting the copied text between quotation marks, paraphrasing, summarising or rearranging their words, phrases, ideas or in-text citations.
- 5.3 Copy-Paste of statements from multiple sources (electronic or print material)
- 5.4 Presenting a work, done in collaboration with others, as independent work.
- 5.5 Using one's own work presented previously.
- 5.6 Borrowing Statistics from another person
- 5.7 Fabricating data

6. Roles and Responsibilities

6.1 Academic Integrity Committee (AIC): This Committee is responsible for taking care of all matters related to academic integrity and honesty.

6.1.1 Membership

- Chairperson : Asst. Dean for Academic Affairs (ADAA)
- Members : A) HODs/HOCs
- B) One or two Subject Experts (ad hoc basis)

6.1.2. Roles and Responsibilities of Academic Integrity Committee





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

7. Procedures

7.1. Procedures for dealing with Staff Plagiarism

S.No	Task	Responsibility
A. PLAGIARISM PREVENTION		
1.	Disseminate the policy to all staff.	HoD
2.	Conduct awareness programs for all staff on standards of academic honesty and integrity of the college and the importance of being a role model to students.	HoD
3.	Train staff on the use of the plagiarism detection software.	HoD
4.	Conduct a test on their academic work (e.g., Course Handouts, Seminar Papers, PowerPoint Presentations, Projects, etc.) for plagiarism using the software.	Concerned Staff Member





5.	Submit a signed declaration using the Staff Declaration Form and test report along with the original work to the HOD/HOC.	Concerned Staff Member
6.	Verify the originality of work submitted	HoD
B. HANDLING VIOLATIONS		
1.	Inform the staff in writing using the Staff Plagiarism Notice Form, in case plagiarism is detected.	HoD
2.	Report the case through proper channel for further actions.	AIC
3.	Implement the action approved by the College Council.	AIC
C. SANCTIONS		
<p><u>Internal Work/Output:</u></p> <ul style="list-style-type: none"> - First offense: Written Warning and revise the work - Second offense: Dismissal from the college <p><u>External Work/Output:</u> Dismissal from the college</p>		

Note: A staff is given a chance to lodge their appeal against the sanctions to the Dean





7.2. Procedures for dealing with Student Plagiarism

S.No	Task	Responsibility
A. PLAGIARISM PREVENTION		
1.	Disseminate the policy to all students.	HoD
2.	Conduct awareness programs for all students on plagiarism and its consequences.	HoD
3.	Submit a signed declaration using the Student Declaration Form.	Concerned Student
4.	Check student work for cases of plagiarism using the plagiarism software.	Concerned Staff
B. HANDLING VIOLATIONS		
5.	Inform the student in writing using the <i>Student Plagiarism Notice Form</i> , in case plagiarism is detected	Concerned Staff
6.	Report the case through proper channel for further actions.	AIC
7.	Implement the action approved by the College Council.	AIC
C. SANCTIONS		
	<p>First offense : Written warning and repeat the work</p> <p>Second offense: Zero mark and suspension for one semester</p> <p>Third offense : Dismissal from the college</p>	

Note: A student is given a chance to lodge their appeal against the sanctions to the Dean





8. Rules on the Usage of Turnitin

8.1. Notice: The students need to be informed at the beginning of the course as well as in the Course Delivery Plan (CDP) all the rules regarding violation of academic integrity. They also need to be informed that a Plagiarism detection tool (Turnitin) will be used.

8.2 Submission: In whichever course possible the submission of assignments/course project reports will be electronically submitted through e-learning Moodle. The courses wherein the assignment contains only calculations (example: assignments for math and some engineering course) and programming codes, then the concerned HoD/HoS has the discretion to permit avoiding submission on Turnitin.

In the Moodle setting, the course lecturer need to permit student assignment submission of at least two drafts before the final version (third version). The student need to be encouraged to improve the assignment based on the Turnitin report generated for the student with comments from the course lecturer on the drafts. The grading will be done only for the final version.

8.3 Grading: The grading of assignments will include in addition to the content (subject), quantity of original work, whether all the material is paraphrased, quoted and summarized properly. It will also consider if other sources are appropriately cited as per citation format related to the specialization. According to a Turnitin article on interpreting Turnitin originality reports, "15% would probably indicate that plagiarism has not occurred. However, if the matching text is one continuous block this could still be considered plagiarism. A high percentage would probably be anything over 25%". Still the course lecturer could decide on the plagiarized part as coming from assignment format, bibliography, standard quotations and so on. This could be appropriately filtered in the Turnitin before final grading. Furthermore, it is important to note that even though





the originality report is 100% with overall similarity index of 0%, this does not mean that the student has not plagiarized the idea, drawing and concept. This needs to be verified by the course lecturer. A similarity index of 0% means that the Turnitin has only checked for the similarity from the available reports within the Turnitin repository.

8.4 Copyrights: The student holds the copyrights of the material uploaded for the assignment so, the student needs to inform the course lecturer whether the material can be left for a long time on the Turnitin repository or withdrawn after the evaluation. While uploading the material, the student need to be informed about the privacy rules. While uploading the class list, the course lecture shall use Alias (example family name) and ID number instead of full name of the student.

8.5 Responsibility for uploading documents on Turnitin: To make effective usage of Turnitin the following will be adopted

No	Documents	Responsibility
1	Student assignments	Concerned student or group representative
2	Project reports	Concerned student or group representative
3	Course material (handout)	Material writer/Course coordinator/HoS
4	Course teaching material (exercise/ worksheet)	Course lecturer
5	Research proposals/project reports	Principle investigator/Research committee representative





No	Documents	Responsibility
6	Documents of departments, units, and committees	Coordinator of the department, unit and committee.
7	Department QA documents	QA coordinator
8	College Policies, QA documents and reports	QAD

8.5 Plagiarism Cases: All cases of plagiarism identified through the Turnitin will be immediately reported to the immediate supervisor for referral to the Academic Integrity Committee for further investigation and process.

9. Related Policies and References

1. Bylaws of Colleges of Technology
2. Strategic Plan
3. Quality Assurance Manual
4. OAAA ISAA Manual – Standard 1 Criterion 2.6
5. GFP Quality Audit Scope – Standard 2 Criterion 2.5
6. Staff Code of Conduct
7. Student Handbook





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11. Appendixes: Forms

Staff Declaration Form

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





Student Declaration Form

Name of the College

Department

Student Declaration

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

To

The Head, Department of

I,(Student's Name).....

(Student's ID): student ofLevel, inSection of

.....Department, hereby declare that all my submissions/(specify, if it is for a particular submission only) as requirements for the course/program are results of my own original work except for source materials explicitly acknowledged by proper citations.

I also understand that plagiarism is an offense that can lead to disciplinary depending on the seriousness of the case.

Signature :

Name :

Date :





Staff Plagiarism Notice Form

Name of the College

Department

Staff Plagiarism Notice

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

To

Lecturer's Name:

Designation:

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

S No.	Page	Para	Lines	Suspected Source	Remarks

(Use additional sheets if required)

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

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

Signature:

Name:

Designation:

Date:





Student Plagiarism Notice Form

Name of the College

Department

Student Plagiarism Notice

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

To

Student's Name:

Student's ID:

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

S No.	Page	Para	Lines	Suspected Source	Remarks

(Use additional sheets if required)

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

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

Signature :

Head of Center / Department :

Date :

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

Student Signature :

Name :

Date :

