

TAKORADI TECHNICAL UNIVERSITY



PLAGIARISM POLICY

2021

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1.0 Purpose of Policy

The Takoradi Technical University (TTU) seeks to provide advanced instructional delivery in engineering, applied sciences, creative arts, business and technology-based research disciplines in strong collaboration with industry through competency-based teaching approaches and as well as develop world-class human resource for the strategic development of industry to achieve national and global development. In view of this, the University is committed to the highest level of integrity, excellence, ethical standards and seeks to ensure that the academic work of its staff and students is of the highest standards. TTU is committed to ensuring that its staff and students do not plagiarize the work of others. This policy document seeks to clearly:

- Define what constitutes plagiarism.
- Spell out the University's efforts at preventing plagiarism by staff and students.
- Set the permissible extent and formats for citing the works of others.
- Outline the sanctions of plagiarism for staff and students.

2.0. Definitions of Plagiarism in the context of TTU

The Practice of taking someone else's work or idea (i.e academic examination or in connection with any other form of work attributed to an individual, such as a publication, invention or creative work and innovation) as your own without acknowledgement. Other people's works may also include graphic, tables, formulae, or any other representation

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of ideas in print, electronic or any other media, in addition to computer software and algorithms.

Also, plagiarism is the presentation of another person's work, ideas, words, images, opinions, discoveries, artwork, music, recordings or computer-generated work such as computer programmes, software, websites, the internet or other electronic resources, either published or unpublished, as one's personal work, or, alternatively, claiming all the above mentioned of others, without duly acknowledging the original source, with or without the permission of the source (University of Pretoria, 2010).

2.2. Four interacting elements of plagiarism have been identified:

- 1) publication (the public presentation [or publication] of another's work);
- 2) content (the presentation of the contents of another's work);
- 3) appropriation (the passing off of another's work as one's own); and
- 4) lack of credit given (passing of another's work without the appropriate attribution to the original source)

Examples of plagiarism

Some examples of cases of plagiarism are:

- i. Direct replication of one's work without duly acknowledging the original source.
- ii. Reproducing or transcribing work from one language to another without acknowledging the source.
- iii. Rewording of your own work or that of another without appropriately acknowledging the source.
- iv. Piecing together sections of the works of others or one's own into a new whole.
- v. Resubmitting work that has hitherto been graded.
- vi. Presenting a jointly produced work (in whole or in part) as one's own independent work.
- vii. Presenting the works of students as one's own with or without their consent.
- viii. Making use of professionals or professional agencies in producing one's work or submitting works which have been written on one's behalf.

3.0 Types of plagiarism

There two types of plagiarism. These are:

1. Intentional
2. Unintentional

3.1 Intentional plagiarism happens when the plagiarist knowingly presents someone else's work, ideas research, words, innovation etc. as his/her own.

Examples:

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1. Copying, downloading and buying an entire paper that was written by someone else, and turning it with your name on it.
2. Intentionally not giving proper credit for a source.
3. Self-plagiarism: Re-using a paper or a research for more than one class or assignment.

3.2 Unintentional plagiarism means not giving proper credit for someone else's work, ideas, research, words, innovation etc. even if it was not intentional to present them as your own. Even if it was not intentional, it is still plagiarism and not acceptable.

Examples of unintentional plagiarism include:

1. Accidentally failing to cite your sources correctly.
2. Not citing sources of paraphrased information.
3. Paraphrasing incorrectly.
4. Unintentionally using a "source" from the web, which is actually someone else's research paper (possibly posted so others may use it for cheating).

4.0. Institutional Responsibility

Takoradi Technical University takes any form of plagiarism very seriously, and plagiarism is subject to disciplinary procedures set out by this policy. The University recognises the need to have a policy framework that is not just punitive but preventive and reformatory in character. In this respect, plagiarism and related issues shall constitute essential aspects

of the culture of learning and scholarship of this academic community.

Therefore, as an institution the University shall endeavour to:

- i. Highlight issues pertaining to plagiarism (skills and strategies for avoiding plagiarism, plagiarism cases and sanctions thereof from the first year of the university).
- ii. Provide education on not plagiarising as an intrinsic part of the teaching and learning process and, hence, create the necessary support services.
- iii. Create Plagiarism Assurance Desk attached to (CRID) which shall:
 - a) Assist Departments, Faculties, Offices and Units to strengthen their capacity to teach discipline-specific writing conventions to students.
 - b) Assist TTU in the detection of plagiarism in theses, dissertations, project works and long essays etc. submitted to the University by staff and students.
 - c) Assist the Publication Board of the University in the detection of plagiarism at the review stage of articles submitted for publication in the Takoradi Technical University Journal of Technology (TTUJOT).
 - d) Ensure that staff and students are informed of the University's stance on plagiarism.
- iv. Equipped the University Library with the necessary logistics and software to enable them manage the plagiarism issues, particularly with students' theses, dissertations, project works and long essays. The Library shall make available, to the University community, an

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- online resource about plagiarism. This resource shall enable staff and students to test their work for plagiarism.
- v. Support departments/faculties to determine Index of acceptability with the approval of the Academic Board.

5.0. Students, Staff and Authors' Responsibility

5.1. Students and staff should bear in mind that they are part of the global community of scholars creating knowledge by drawing from previous knowledge. They, therefore, have the responsibility of making clear whose works they are using and how theirs constitutes copied or new knowledge. Based on this, our students and staff have the responsibility to:

- i. Know what plagiarism is and how to avoid it.
- ii. Familiarize themselves with the appropriate conventions for using sources, making attributions and integrating citations into their writing.
- iii. Ensure that they do not plagiarise in their works.
- iv. Acquire good reading and note-taking skills since the lack of these skills facilitate plagiarism.

5.2. The policy framework places responsibilities on staff and students as well as the University authorities to ensure that they have created an intellectual environment that discourages plagiarism.

6.0. Evaluating Plagiarism

Plagiarism is complex, in terms of whether it relates to another person's work or to one's own work. This complexity

must be taken into consideration when the scale and consequences of plagiarism are being evaluated. The first aspect relates to intentionality. The second aspect relates to how appropriateness of acknowledgement is measured. Transparency is the accepted measure for evaluating appropriateness of acknowledgement. Transparency is ascertained using three criteria: language, presence of a citation and presence of a secondary citation. For language, when the language used in a text is presented as a quotation, this suggests a secondary source has been consulted and when the language is not presented as a quotation, it is assumed the writer owns the language. With respect to presence of a citation, when a segment of text is presented without a reference, it is assumed that the form and content of that segment are original to the writer. Pertaining to presence of a secondary citation, if a source is cited, the writer should ensure that the source has been consulted. Without consulting the source, the use of secondary citation presents the appearance of a writer consulting several primary sources rather than a small set of secondary sources. As regards appropriateness, transparency is the accepted measure for evaluating appropriateness of acknowledgement.

7.0 Investigations and Sanctions

7.1. Plagiarism is unacceptable and shall be treated as a serious offence by the University. Faculties will be required to adhere to the provisions of this Plagiarism Policy and are responsible to ensure that students, faculty and other staff are

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provided with the necessary understanding to avoid plagiarism.

7.2. When plagiarism is suspected, a formal complaint shall be made by the Head of Department through the Dean/Director to the Pro-Vice Chancellor who shall cause the Dean/Director to perform an initial investigation and submit a report, through the Pro Vice Chancellor, to the Vice Chancellor.

7.3. The Vice Chancellor shall refer the matter to the appropriate Disciplinary Committee for investigation and the Disciplinary Committee, upon conclusion of its hearings, shall submit their findings and recommendations to the Vice Chancellor who may implement the recommendations as he/she deems fit.

7.4. Any allegation of plagiarism shall be supported with the relevant documentations/evidence.

8.0 Procedure for Sanctions (Students)

8.1 A student accused of plagiarism shall be invited by the Disciplinary Committee per its procedures and shall be given an opportunity to respond to any and/or all allegation(s) of plagiarism made against him/her.

8.2. The Disciplinary Committee may recommend any one or more of the sanctions as provided for in this document.

▪ **Sanctions**

1. One or more of the following sanctions may be recommended by the Disciplinary Committee upon the conviction of any person:
 - (a) If the student provides a satisfactory explanation to the allegation and is found to have plagiarized unintentionally, it may be inferred that the student committed an academic misdemeanor of failing to reference correctly. A written or oral reprimand may be recommended by the Disciplinary Committee.
 - (b) An order for the resubmission of the piece of academic work in respect of which the offence was committed for evaluation. Such a sanction shall be imposed only for minor offences and where the student has committed no previous offence;
 - (c) Assignment of a grade of zero or a failure for the piece of academic work in respect of which the offence was committed;
 - (d) A reduction of the final grade in the course in respect of which the offence was committed;
 - (e) Denial of privileges to use any facility of the University, including library and computer facilities;
 - (f) A monetary fine;
 - (g) Suspension from a course or courses, a programme, an academic unit or division or the University for such a period of time up to five years as may be determined by the Disciplinary Board;

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- (h) Expulsion from the University. Expulsion shall mean that the student shall be permanently denied registration in any University programme;
- (i) Disqualification from contesting elections or removal from any office in the University; or
- (j) If a recommendation is not approved, the Vice-Chancellor shall have the power to impose a penalty as he/she deems fit.

2. For the avoidance of doubt, notwithstanding previous conferment or confirmation of an award of a degree, diploma, certificate, standing, credits or any other qualification how-so ever described, the University shall have the power to cancel or withhold or withdraw any award at any time it becomes known that:

- (a) A candidate had gained admission into the University with false qualifications; or
- (b) A candidate had impersonated someone else; or
- (c) A candidate had engaged in any other conduct which, in the opinion of the University, would have resulted in the cancellation or withdrawal of the award.

The decision to cancel, withhold or withdraw an award shall be made by Council on the recommendation of the Academic Board. The Vice-Chancellor shall have power to order that any sanction imposed by the Council be recorded on the student's academic record and transcript. The decision of the Vice Chancellor shall be reported by the University in the

University bulletin and, where appropriate, in the national media. Depending on the nature of the plagiarism (ethical, pedagogical, legal) and the institutional context, the plagiarist may be forced to issue a public apology or withdraw the plagiarized material or lose their academic position or face legal prosecution or experience all the aforementioned.

6. Retrospective punishment may apply in cases where the plagiarism is discovered at a much later date than its initial occurrence.

9.0.Procedure for Sanctions (Staff)

9.1 Where a faculty member is suspected of engaging in plagiarism, the matter shall be reported by the Head of Department to the Dean/Director who will present the complaint together with a written document detailing the suspected instance of plagiarism to the Vice Chancellor.

9.2. The Vice Chancellor shall forward the complaint and report to the Disciplinary Committee for determination in accordance with the procedures set forth in 9.1.

9.3. The findings and recommendations of the Disciplinary Committee shall be forwarded to the Vice Chancellor who shall forward it to the Academic Board and the University Council respectively before implementing recommendations deemed appropriate. Where the plagiarism may have contributed to the promotion or appointment of the offending

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ember, the Vice Chancellor shall forward the findings and recommendations to the Appointments and Promotion Board for a review of its decision.

9.4. Sanctions to be applied to an offending Member shall be in accordance with the sanctions outlined in this document.

Sanctions

One or more of the following sanctions may be recommended by a Board upon the conviction of any person:

- (1) Without prejudice to these sanctions relating to discipline, the University shall have the power to treat misconduct on the part of any employee and may deal with such misconduct in accordance with the sanctions in this document.

- (2) Alternatively, the University may sanction any of its employees by:
 - (a) Suspension;
 - (b) Demotion in rank or grade;
 - (c) Outright dismissal;
 - (d) By the imposition of monetary fines which may be deducted directly from the salary or other emoluments of the employees involved in a disciplinary offence;
 - (e) Depending on the nature of the plagiarism (ethical, pedagogical, legal) and the institutional context, the plagiarist may be forced to issue a public apology or

withdraw the plagiarized material or lose his/her academic position or face legal prosecution or experience all the aforementioned; or

- (f) Retrospective punishment may apply in cases where the plagiarism is discovered at a much later date than its initial occurrence.

10.0. Procedure for Appeal

Any staff or student who is not satisfied with any of the sanctions can appeal, using the procedure as stated in Statute 68 in the University's Statutes.

PLAGIARISM DECLARATION FORM FOR STUDENTS

I
have read and understand the Takoradi Technical University Policy on Plagiarism and the definitions of plagiarism and self-plagiarism contained in the Policy.

I
also understand that direct translations are plagiarism. Accordingly, all quotations and contributions from any source whatsoever (including the internet) have been cited fully.

I
understand that the reproduction of texts without quotation marks (even when the source is cited) constitutes plagiarism.

I
declare that the work contained in this assignment is my own work and that I have not previously (in its entirety or in part) submitted it for grading in this module/assignment or another module/assignment.

**SELF-CERTIFICATION FORM FOR PLAGIARISM
(STAFF)**

I
have read and understand the Takoradi Technical University
Policy on Plagiarism and the definitions of plagiarism and
self-plagiarism contained in the Policy.

I
also understand that direct translations are plagiarism.
Accordingly, all quotations and contributions from any
source whatsoever (including the internet) have been cited
fully.

I
understand that the reproduction of texts without quotation
marks (even when the source is cited) constitutes plagiarism.

I
certified that this is my own work and that I have not
previously (in its entirety or in part) submitted it for grading
in module/assignment, or publication etc.