



**UNIVERSITY OF NAIROBI**

**UNIVERSITY OF NAIROBI PLAGIARISM POLICY**

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## **VISION, MISSION AND CORE VALUES**

### **VISION**

A world-class university committed to scholarly excellence

### **MISSION**

To provide quality university education and training and to embody the aspirations of the Kenyan people and the global community through creation, preservation, integration, transmission and utilization of knowledge

### **CORE VALUES**

- Freedom of thought and expression
- Innovativeness and creativity
- Good corporate governance
- Team spirit and teamwork
- Professionalism
- Quality customer service
- Responsible corporate citizenship and strong social responsibility
- Respect for and conservation of the environment.

## FOREWORD

The University of Nairobi is the largest university in Kenya and one of the largest in East Africa. It has a student population of over 60,000 and also has the largest number of senior academic members of staff in the region. The University offers more than 4,000 academic programmes spread over six colleges and several campuses spread all over the major cities and towns in Kenya. The University thus produces massive academic output in terms of scholarly work. To ensure scholarly excellence and ethical practices in teaching, learning, research and consultancy, the University is committed to curbing plagiarism, hence the development and institutionalization of this policy on plagiarism.

The University of Nairobi plagiarism policy is a product of a thorough review of a number of policies drawn from international and regional practices and is intended to be a hallmark of university maintenance of academic integrity by both the students and staff. The policy strives to strengthen two key core values highlighted in the University strategic plan of 2008 – 2013. These are **innovativeness and creativity**, which are intended to be the mark of a cornerstone in implementation of the university activities as they are initiated, as well as adapting to change and **professionalism** that should be embedded in all actions and interactions, to ensure maintenance of ethical behavior, professional etiquette and honesty.

The policy espouses the framework for determination, detection and management of plagiarism in consistency with the goals for the achievement of university quality aspirations as expressed in the quality statement. This policy is intended to promote and educate students and staff about academic integrity, and to protect the interests of students, faculty and the University. As such, the plagiarism policy outlines the general vision and commitment of the University with regard to integrity requirements in the execution of academic programmes, creation and dissemination of research knowledge, targeted at promoting excellence in scholarly output.

**Professor George A.O. Magoha**  
**Vice-Chancellor**  
**March 2013**

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## **DEFINITION OF TERMS**

**Detection System:** Any method or activity that the University uses to detect plagiarism. This can be consultation, plagiarism detection software, online tools, etc.

**Electronic materials:** Information documents that are in digital format.

**Inappropriate acknowledgement:** Citation or acknowledgement that intentionally disguises the source of the cited work, with intention to mislead the reader as to the actual source.

**Plagiarism:** The action or practice of taking someone else's work, idea, etc., and passing it off as one's own.

**Scholarly work:** Research works, fiction works, reports and other literary works that have been written and submitted for either publication or assessment for academic qualifications.

**Staff:** Shall mean any person employed by University of Nairobi on contract or permanent and pensionable terms.

**Student:** Bona fide student of the University of Nairobi.

**University of Nairobi Community:** These are the students, staff, collaborators, visiting lecturers/staff, researchers and any other persons that work for or with the University of Nairobi.

## **1.0 INTRODUCTION**

### **1.0 Context**

University of Nairobi is committed to scholarly excellence in all its academic endeavors. It aims to provide a research and learning environment that fosters and instills, in all students and staff, the qualities of independent scholarly learning, critical judgment, academic integrity and ethical practices. As such, the University scholars have a responsibility to maintain the highest standards of academic integrity in their work and ensure they appropriately acknowledge the ideas, interpretations, words or creative works of others.

With development of communication technology and globalization, plagiarism has become a major problem in academic writing. The vice is escalating among both students and staff all over the world. This makes development of plagiarism policy and procedures for dealing with the vice not only urgent, but a major priority in any centre of academic excellence.

This policy emphasizes the importance of underpinning ethical values in teaching and learning, and the need to acknowledge the contribution of others and ensuring originality in teaching, learning and research. This policy is anchored on best practices and provides the University community with guidelines for identifying plagiarism as well as procedures of dealing with cases of plagiarism. It is an outcome of wide consultation, having gathered views from within the University of Nairobi; from local research and academic institutions; and also reviewed plagiarism policies of various international institutions.

### **1.1 Objectives of the policy**

The purpose of this policy is to establish a framework for detecting, deterring and dealing with Plagiarism in the University of Nairobi. The specific objectives are:

- i) To set rules and regulations for detecting, preventing and addressing plagiarism in order to promote the principle of mutual academic integrity across the University Community
- ii) Ensure a clear understanding of the concept and meaning of plagiarism
- iii) To establish mechanisms for reporting plagiarisms
- iv) To develop procedures for dealing with cases of plagiarism.

## 1.2 Scope of the policy

This plagiarism policy encompasses understanding of plagiarism, prevention, detection, and attendant corrective actions. The Policy applies to:

- i) **The University of Nairobi Community:** The policy will be applicable to all members of the University community, namely: all members of staff, all students and all collaborators; with emphasis on teaching, learning, research and consultancy.
- ii) **Academic resources:** The policy will apply to all print and electronic materials generated by the University of Nairobi community and to any other documents submitted to the University, such as books, journals, theses, dissertations, reports, other publications and products.

## 2.0 LEGAL AND POLICY FRAMEWORK

The plagiarism policy shall be administered in compliance with:

- (i) The Constitution of Kenya 2010
- (ii) The Universities Act, No. 42 2012
- (iii) The Anti-Corruption and Economic Crimes Act, 2003
- (iv) The Public Officers Ethics Act, 2003
- (v) The Proceeds of Crime and Anti-Money Laundering Act
- (vi) The Public Universities Code of Conduct
- (vii) Rules Governing the Conduct and Discipline of Students
- (viii) Copyright Act
- (ix) Stage and Plays Act
- (x) Industrial Property Act
- (xi) Information and Communications Act
- (xii) Books and Newspapers Act
- (xiii) Science and Technology Act
- (xiv) Trade Marks Act
- (xv) University of Nairobi Intellectual Property Policy
- (xvi) University of Nairobi Research Policy
- (xvii) University of Nairobi Statutes
- (xviii) All laws passed and applicable in the Republic of Kenya.

## **3.0 DEFINITION AND FORMS OF PLAGIARISM**

### **3.1 Definition**

Plagiarism is defined as “the action or practice of taking someone else's work, idea, etc., and passing it off as one's own or literary theft” (Oxford English Dictionary).

### **3.2 Forms of plagiarism**

Plagiarism in academic context can be classified as major or minor.

#### **a) Major**

Major plagiarism, also referred to as level 3 plagiarism or serious plagiarism offences<sup>1</sup> occurs when a significant fraction of the entire work was written by someone else. For example:

- i. Direct duplication of works of another, including copying material, ideas or concepts from somewhere else whether published or unpublished
- ii. Presenting someone else's assignment as your own for assessment
- iii. Claiming individual ownership of work done by a group
- iv. Selling/buying term papers
- v. Submitting custom written papers
- vi. Using fictitious citations in a work
- vii. A supervisor publishing student's work and claiming lead authorship.

#### **b) Minor**

Minor plagiarism also referred to as level 1 and 2 plagiarism, involves cases of small quantities of work in which there has been no acknowledgement or there is inappropriate acknowledgement. Examples include the following:

- i. Citation of a few sentences
- ii. Paraphrasing someone else's work and passing it as one's own
- iii. Using one's name on someone else's phrases
- iv. Self-plagiarism (using one's previous work)
- v. Failure to put in quotations mark, or providing incorrect information about source
- vi. Inaccurate citation/ Incomplete citation
- vii. Collusion (where a student has willingly provided assignment(s) to another student)
- viii. Student(s) copying another's work in an examination

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<sup>1</sup> See for instance policies for Victoria University, Melbourne Australia and London St. Andrews College, UK.



#### **4.0 POLICY STATEMENT**

University of Nairobi is committed to upholding the standards of academic integrity and honesty and to promoting responsible practice in research. Plagiarism lowers the level of academic integrity and will therefore not be tolerated by the University. In curbing plagiarism, the University adopts the following policy:

- i. The University of Nairobi shall be committed to detection of any acts of plagiarism and will take appropriate action when such acts are detected.
- ii. The University shall put a system in place to ensure that all staff are adequately sensitized on plagiarism, its prevention and detection.
- iii. All departments/units shall ensure that students are adequately informed on plagiarism policy and procedures.
- iv. The students shall be required to ensure that all their scholarly works are not plagiarized and shall be required to sign declarations to that effect (appendix 1).
- v. It shall be the responsibility of all teaching staff to ensure that their scholarly works as well as those of their students are not plagiarized.
- vi. All scholarly work should be submitted in electronic format.
- vii. The University shall put systems in place and provide tools for the detection of plagiarism. However, the University shall expect professional judgment from the teaching staff in dealing with the vice.
- viii. The University shall constitute an appeals committee to handle all cases of plagiarism. The body will be answerable to Senate.
- ix. The University shall constitute College Committees to deal with plagiarism.
- x. The University shall endeavor to adopt best practices in dealing with plagiarism.
- xi. The University Management shall ensure that this policy is understood and adhered to by the university community.
- xii. The right to amend this policy shall vest with the Council of the University of Nairobi on advice from the Senate.

## **5.0 PROCEDURES**

### **5.1 Detecting plagiarism**

Plagiarism will be detected with the aid of the following:

- i. Use of a plagiarism detection software (approved by the University of Nairobi)
- ii. Internet search tools
- iii. Monitoring at supervisory level
- iv. Counter-checking the citations with references
- v. Counter-checking of any suspicious work
- vi. Random sampling of references
- vii. Maintaining all scholarly work in electronic format.

### **5.2 Dealing with plagiarism in students' scholarly work**

Where there are suspected or alleged offences of plagiarism in students' work, the following procedures will be followed:

- i. The instructor or staff responsible for the student's work shall fill in a plagiarism incident reporting form (appendix II).
- ii. The work shall be subjected to a suitable recommended detection system.
- iii. The candidate shall be orally interviewed to assess the originality of the work.
- iv. Academic judgment shall be exercised in order to determine the level of plagiarism.
- v. If there is evidence of plagiarism, the case shall be recommended, for action, to the relevant authorities
- vi. If the authorities concerned ascertain that plagiarism has occurred, the student shall be penalized in accordance with the existing policy framework.
- vii. The student has the right of appeal as provided for in the regulations governing academic programmes.

### 5.3 Dealing with plagiarism in staff's scholarly work

Where plagiarism has been alleged to have occurred in staff scholarly work:

- i. The work shall be submitted for scrutiny. If ascertained that the plagiarism level is significant, the case shall be recommended, for action, to the relevant authorities.
- ii. If the authorities concerned ascertain that plagiarism has occurred, appropriate action shall be taken.

### 5.4 Penalties for plagiarism

Possible penalties for detected cases of plagiarism by students and staff shall include those listed in the table below:

**Table 1: Penalties for plagiarism**

Students		Staff	
Major Plagiarism	Minor Plagiarism	Major Plagiarism	Minor Plagiarism
1. Fail the student 2. Revocation of award(s) 3. Expulsion	1. Academic Counseling 2. Resubmission of work after alteration 3. Warning	1. Blacklist 2. Retraction of the work(s) 3. Revoke recognition /award(s) 4. Dismissal 5. Legal action	1. Warning 2. Retraction of work(s)

### 5.5 Preventing plagiarism

Prevention of plagiarism shall include but not be limited to the following:

- i. Educating students and staff on the causes and consequences of plagiarism through orientation, university prospectus, student handbooks, pamphlets, information skills, induction, seminars, workshops, intranet and social media.
- ii. Inclusion of academic integrity and information ethics in the curriculum.
- iii. Educating students on research and citation process.

- iv. Empowering students on how to evaluate information resources on the Internet and in other sources.
- v. Each lecturer should reinforce basic principles of academic integrity in the class at the beginning of lectures in programs where students have to write course work.
- vi. Establish plagiarism register.
- vii. Have a mandatory requirement that student assignments be submitted in both print and electronic forms.
- viii. Caution students and staff that anti-plagiarism software is in use.

## **6.0 REVIEW OF THE POLICY**

- i. The Plagiarism Committee shall monitor and evaluate the implementation of this policy with a view to forming a basis for review.
- ii. The Plagiarism Policy shall be reviewed every four (4) years, unless otherwise directed by the Vice-Chancellor.

## Appendix I Declaration Form for Students

### UNIVERSITY OF NAIROBI

#### Declaration of Originality Form

This form must be completed and signed for all works submitted to the University for examination.

Name of Student _____
Registration Number _____
College _____
Faculty/School/Institute _____
Department _____
Course Name _____
Title of the work _____

#### DECLARATION

1. I understand what Plagiarism is and I am aware of the University's policy in this regard
2. I declare that this \_\_\_\_\_ (Thesis, project, essay, assignment, paper, report, etc) is my original work and has not been submitted elsewhere for examination, award of a degree or publication. Where other people's work, or my own work has been used, this has properly been acknowledged and referenced in accordance with the University of Nairobi's requirements.
3. I have not sought or used the services of any professional agencies to produce this work
4. I have not allowed, and shall not allow anyone to copy my work with the intention of passing it off as his/her own work
5. I understand that any false claim in respect of this work shall result in disciplinary action, in accordance with University Plagiarism Policy.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Appendix II Plagiarism Incident Reporting Form for Students**

**UNIVERSITY OF NAIROBI**

**Plagiarism Incident Reporting Form**

**(To be completed by Supervisor/Instructor/staff)**

This form is to be completed and submitted to the University of Nairobi Plagiarism Committee. Please attach all relevant information on all cases of plagiarism.

Name of Student: \_\_\_\_\_

Registration Number: \_\_\_\_\_

Student email address: \_\_\_\_\_

College: \_\_\_\_\_

Faculty/School/Institute: \_\_\_\_\_

Department: \_\_\_\_\_

Course Name: \_\_\_\_\_

Name of Staff Member: \_\_\_\_\_

Description of plagiarism incident:  
\_\_\_\_\_  
\_\_\_\_\_

Staff Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's comments:  
\_\_\_\_\_  
\_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean/Director/Chairman of Dept. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix III Declaration Form for Staff

### UNIVERSITY OF NAIROBI Declaration of Originality Form

This form must be completed and signed for all scholarly works produced.

Name of Staff _____
Payroll Number _____
College _____
Faculty/School/Institute _____
Department _____
Title and bibliographic details of the work _____
_____

#### DECLARATION

1. I understand what plagiarism is and I am aware of the University's policy in this regard.
2. I declare that this \_\_\_\_\_ scholarly work (Paper, book chapter, monograph, review, etc) is my original work. Where other people's work, or my own work has been used, this has properly been acknowledged and referenced in accordance with the University of Nairobi's requirements.
3. I have not allowed, and shall not allow anyone to copy my work with the intention of passing it off as his/her own work.
4. I understand that any false claim in respect of this work shall result in disciplinary action, in accordance with University Plagiarism Policy.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Appendix IV Plagiarism Incident Reporting Form for Staff**

**UNIVERSITY OF NAIROBI**

**Plagiarism Incident Reporting Form**

This form is to be completed and submitted to the University of Nairobi Plagiarism Committee. Please attach all relevant evidence for all cases of plagiarism.

Name of Staff: \_\_\_\_\_

Payroll Number: \_\_\_\_\_

Staff Email address: \_\_\_\_\_

College: \_\_\_\_\_

Department: \_\_\_\_\_

Name of person reporting plagiarism: \_\_\_\_\_

Description of plagiarism incident:  
\_\_\_\_\_  
\_\_\_\_\_

Signature of person reporting: \_\_\_\_\_ Date: \_\_\_\_\_

Email Address of Reporter: \_\_\_\_\_

Telephone of reporter: \_\_\_\_\_

Dean/Director/Chairman of Dept. Signature: \_\_\_\_\_ Date: \_\_\_\_\_