



**C. K. TEDAM UNIVERSITY OF
TECHNOLOGY AND APPLIED
SCIENCES, NAVRONGO**

PLAGIARISM POLICY

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1. PURPOSE

- 1.1** The principle of academic excellence and integrity is upheld at C. K. Tedam University of Technology and Applied Sciences (CKT-UTAS). The institution is committed to maintaining the quality and caliber of its degrees and awards and so certifies high standards. The University works to foster and develop academic honesty and quality among its students and staff; hence, academic misconduct and dishonesty are not taken lightly. As a result, the University community should be aware that proper recognition of any contribution is critical for academic success in any area.
- 1.2** The purpose of this policy is to clarify the position of CKT-UTAS on plagiarism and academic integrity. The policy also provides guidelines that shall be used to manage academic misconducts and provide the University standards for identifying and punishing academic misconduct.
- 1.3** Plagiarism is an offence at the University as it threatens the quality of academic work produced by staff, students and the scholarly community at large. Such behaviour can result in penalties or sanctions, such as dismissal or rejection of its members' scientific work.

2. SCOPE

- 2.1** This plagiarism policy extends to all CKT-UTAS University students and faculty members. It encompasses all studies conducted by CKT-UTAS faculty members and students. The goal of this policy is to identify, prevent, and punish violators. It also informs, educates, and stimulate learning in order to promote academic integrity and quality.

3. DEFINITIONS OF PLAGIARISM

- 3.1** Plagiarism is the presentation of one's original ideas or academic works, such as publications or creative works of art, without providing due credit to the property's owner or author (University of Stirling, 2016).
- 3.2** It can also be defined as the usage and subsequent processing of one's own work without receiving proper credit. This act is often referred to as self-plagiarism (Clarke, 2006)
- 3.3** It also refers to cases in which proprietary methods, procedures, vocabulary, and ideas are exploited in the same way as another's without due credit and acknowledgment (University of Pretoria, 2010).

Plagiarism has been linked by some scholars to the following elements:

- i. **Publication:** Presenting another person's work or intellectual property in a public setting.
- ii. **Content:** When parts of the work provided are based on someone else's content or idea.
- iii. **Appropriation:** Taking someone else's work or idea and passing it off as your own.
- iv. **Failure to provide credit:** Misrepresenting someone else's work, concept, or material as your own without properly crediting the creator or original source of the work (Clarke, 2006).

- 3.4** Plagiarism in academia is a serious offence. It shows academic dishonesty and intellectual property theft. It is viewed as a major breach of ethical and legal principles.

4. TYPES OF PLAGIARISM

4.1 Generally, intentional and unintentional plagiarism have been characterized as the two major types of plagiarism.

4.1.1 Plagiarism with the intent to deceive is fairly common among scientists. It occurs when someone knowingly or consciously combines some or all of another person's work into their own work, such as peer-reviewed articles, textbooks, short notes or thesis, without crediting the original author and passing it off as their own.

4.1.2 Inadvertent plagiarism happens when an author fails to follow the necessary scholarly referencing norms. It can also occur when an author replicates information from a source and is unable to rephrase it in their own words due to a lack of understanding of the concepts and complexity of writing in a non-native language. Some academics believe that rather than an ethical infraction, this behaviour is the product of weak academic and scholarly writing skills.

4.2 Typical examples of Plagiarism in academia are:

- i. Directly copying one's own work without crediting the author/source.
- ii. Copying from numerous sources and building a full paper from scratch **without properly** crediting the many sources from which the material came from.
- iii. Rephrasing someone's work without suitable acknowledgment or attribution.
- iv. Submitting any collaborated work or content (in whole or in part) as your own independent effort
- v. Resubmitting already graded work
- vi. Permitting classmates or other students to replicate one's work on purpose
- vii. Making use of students or colleagues work and publishing without their approval and passing it off as your own.
- viii. Using ghostwriters or agencies to write one's thesis/dissertation which should have been written by the person himself/herself (University of Pretoria, 2010).

5. EVALUATING PLAGIARISM

5.1 Plagiarism is a complex topic that requires full examination of what constitutes it, its seriousness and numerous consequences should be enforced in such circumstances.

5.2 The intention to acknowledge the source of information must often be considered when analyzing the plagiarism content of a work.

- i. Language: If quotation marks are used in a sentence or complete paragraph and duly acknowledged, then the source has been properly cited; nevertheless, if a text is presented without quotation marks, the author is assumed to be the founder and owner of the text.

ii. Missing citation: This occurs when a work or piece of material is given without crediting the source, giving the impression that it is the author's original content.

iii. Mixing Citation Styles: There are plethora of citation styles available for properly crediting sources. Harvard style, APA, MLA, and other citation styles. Any of these styles should not be mixed in a text under any circumstances. Because engaging in such an act reveals the author's level of dishonesty, the work must be classified as plagiarism.

6. INSTITUTIONAL RESPONSIBILITY

6.1 The University agrees that having a plagiarism policy framework that does not only penalize but also tries to prevent and maintain academic integrity is critical. As a result, plagiarism and other associated issues must be emphasized in the University's instructional modules and programs. Consequently, CKT-UTAS has set the following goals for itself:

- i. To identify and clarify all issues related to plagiarism, as well as to promote and develop skills and strategies for detecting and preventing plagiarism, as well as its sanctions, from undergraduate to postgraduate level and senior members.
- ii. Enlighten members of the academic community about the dangers of plagiarism.
- iii. To ensure the quality and standard of work generated by students and faculty members in the academic community, acquiring and administering relevant plagiarism detection tools should always be the objective.
- iv. For the benefit of students and the University community as a whole, the University's code of conduct handbooks will include the University's policy on plagiarism and associated issues. Senior members must acquaint themselves with the policy.

7. STUDENT/AUTHOR RESPONSIBILITY

7.1 It is critical that members of this University's academic community remember that they are part of a global community of scholars who are creating new knowledge and improving existing ones by sometimes referring to those works; this means that, they must properly credit the authors whose work they draw from and explain how their work contributes to it or if it is entirely new.

7.2 As a result, students and staff of CKT-UTAS shall bear the following responsibilities:

- i. Develop or acquire decent/good writing skills.
- ii. Understand what plagiarism is and how to avoid it.
- iii. Double-check for plagiarism in their work.

7.3 Consequently, it is critical that members of this University's academic community take plagiarism and its related issues seriously, in order to help create a plagiarism-free community.

8. INVESTIGATION AND SANCTIONS

Disciplinary action shall be determined by the extent and seriousness of the plagiarism, as well as the institution's regulations. The plagiarist may be forced to make a public apology or remove the plagiarized work, or may be stripped from his or her academic position or may face all of the sanctions listed.

- i. Plagiarism shall not be tolerated in the University since it is a serious infraction. As a result, Schools and Departments must rigorously adhere to the stipulations of this policy and provide the appropriate training for students and faculty members in order to avoid falling prey to the act. All suspected plagiarism cases must be thoroughly investigated.
- ii. All complaints, including plagiarism allegations, must be supported by relevant and substantive evidence.
- iii. In the event that plagiarism is discovered later than when it first appeared, penalties and sanctions may still be imposed on the perpetrator(s).

8.1 PROCEDURES OF INVESTIGATING PLAGIARISM IN THE CASE OF STUDENTS

8.1.1 If a lecturer or faculty member suspects plagiarism in a course that he/she teaches, the lecturer or faculty member must:

- i. Conduct an investigation.
- ii. Set up a face-to-face appointment with the alleged student.
- iii. At the meeting, provide the student with suspicions and evidence.
- iv. Request the student's reaction to the allegations
- v. If the supervisor/lecturer is convinced that no crime has been committed after a thorough assessment of the evidence, and the student's responses to all allegations and suspicions, the student may be discharged and the case dismissed.

8.1.2 If the student is found guilty of unintentional plagiarism, it could be deemed minor academic misconduct, especially if the source was not properly cited or referenced. In this case, a written warning shall be issued.

8.1.3 If the allegations and accusations are proven to be genuine, the matter shall be:

- i. Transferred to the Department for further assessment
- ii. Referred to the Dean of the School, who shall then submit a formal letter of complaint to the Pro Vice-Chancellor. Upon completion of the initial inquiry, a report shall be delivered to the Vice-Chancellor through the Pro Vice-Chancellor.
- iii. The Vice-Chancellor will send the case to an appropriate Disciplinary Committee if it requires additional evaluation and investigation.
- iv. After hearing and reviewing the case, the Disciplinary Committee shall draw their conclusions and make recommendations to the Vice Chancellor, who shall then take the appropriate action.

8.2. INVESTIGATING PLAGIARISM IN A COURSE ASSIGNMENT/THESIS

8.2.1 The respective Head of Department (HOD) shall be notified if a student is accused of plagiarism in a coursework. He/she shall follow the procedures outlined in paragraph **8.1.1** to **8.1.3** above to ensure that the case is resolved through the proper channels and authorities.

8.2.2 Paragraphs **8.1.1** to **8.1.3** of this policy shall govern the process of investigations and penalizing students accused of plagiarism.

8.2.3 Plagiarism allegations against a student's thesis shall be reported to the Head of the Department, who shall inform the Dean for a Committee to be constituted to investigate the matter. A final report chronicling the committee's conclusions and recommendations shall be submitted to the VC through the Pro VC for final action.

8.2.4 Inquiries and sanctions against plagiarism shall be in line with the instructions of paragraphs **8.1.1** to **8.1.3** of this Policy.

The following shall be considered when investigating plagiarism;

- i. The effect of the plagiarized text on the assessment and subsequent grading of the work.
- ii. The amount or magnitude of plagiarism in the submitted work.
- iii. The year or level of the perpetrator.
- iv. Student or plagiarist academic background
- v. Whether or not the student has fulfilled any of the University's opportunities to improve upon his/her understanding of plagiarism and the issues surrounding it.
- vi. If the student has ever been found guilty of plagiarism in the past or not.
- vii. Any proof indicating that the student's objective was to cheat

8.3 SANCTIONS FOR PLAGIARISM IN THE CASE OF STUDENTS

- i. All works submitted for evaluation shall be subjected to the provisions of the penalty scale.
- ii. Quantity or total percentage (%) plagiarized is a crucial way for determining the extent of plagiarism. However, the seriousness of the problem should determine the harshness of the punishment.
- iii. Total percentage or quantity mentioned in (ii), denotes the instructor/supervisor's professional judgment in administering the assessment, not the percentage generated by the TURNITIN plagiarism software.

8.3.1 PLAGIARISM PENALTY SCALE

In general, plagiarism offences shall be divided into the following groups:

- i. Minor
- ii. Major
- iii. Moderate
- iv. Serious
- v. Gross

CLASSIFICATION OF OFFENCES	OFFENCES	PENALTIES FOR BOTH UNDERGRADUATES AND POSTGRADUATES		
		1 ST INCIDENT	2 ND INCIDENT	3 RD /FURTHER INCIDENT
MINOR	<ul style="list-style-type: none"> ▪ Less than 10% of the work plagiarized ▪ Acts of academic misconduct or dishonesty that have been previously recorded against a student. 	<ul style="list-style-type: none"> ▪ Formal warning. ▪ An opportunity to revise the work and resubmit the revised version within a certain time frame; the corrected version will then be marked as if it were the original version. ▪ If no resubmission of the updated version is made, a zero will be recorded. ▪ The student (s) must complete library training. 	<ul style="list-style-type: none"> ▪ Formal warning. ▪ An option to revise the work and resubmit the revised version within a certain timeframe. ▪ If the amended version is resubmitted after the deadline, a few marks may be deducted at the discretion of the course instructor/lecturer. 	<ul style="list-style-type: none"> ▪ Disciplinary hearing
MODERATE	<ul style="list-style-type: none"> ▪ More than 10% but less than 20% of the work plagiarized. ▪ A situation in which a piece of work incorporates elements from various sources 	<ul style="list-style-type: none"> ▪ Cancellation of mark. ▪ Note on student's record. ▪ An opportunity to resubmit a corrected version within a specified time period 	<ul style="list-style-type: none"> ▪ Cancellation of Mark. ▪ No opportunity for resubmission will be given. 	<ul style="list-style-type: none"> ▪ Disciplinary hearing.

	without proper attribution. <ul style="list-style-type: none"> ▪ Self-plagiarism. ▪ One or more prior instances of academic dishonesty. 	<ul style="list-style-type: none"> ▪ Resubmitted work will be awarded not more than 50% of marks. ▪ Student must go through library training. 	<ul style="list-style-type: none"> ▪ Note on student's record. 	
MAJOR	<ul style="list-style-type: none"> ▪ More than 20% of the text plagiarized. ▪ Piracy ▪ Manipulation or circumvention of the similarity checking software. ▪ Collusion ▪ Cheating in an assessment taken under examination conditions. ▪ Using third parties to write or edit work for submission. ▪ Previous records of academic misconduct or plagiarism offences regarded as moderate or high-level offences. 	<ul style="list-style-type: none"> ▪ Cancellation of mark. ▪ There is a chance to resubmit a rectified version for reassessment. ▪ After resubmission, the final grade will be capped at the pass mark. The resubmitted work will receive either a pass or a fail grade. A zero will be recorded if no attempt is made to correct the work. ▪ A note in the student's file ▪ Student must go through library training. 	<ul style="list-style-type: none"> ▪ Cancellation of mark. ▪ No opportunity for resubmission and allocation of a mark of zero for course/module. ▪ Note on student's record. 	<ul style="list-style-type: none"> ▪ Disciplinary hearing ▪ Thesis will be rejected unless student revises entire work and resubmit in six months
SERIOUS	<ul style="list-style-type: none"> ▪ Impersonation ▪ Dishonest practice ▪ One or more previous academic 	<ul style="list-style-type: none"> ▪ Disciplinary hearing. ▪ Note on students record. 	<ul style="list-style-type: none"> ▪ Disciplinary hearing. 	<ul style="list-style-type: none"> ▪ Disciplinary hearing. ▪ Allocation of zero mark for the course/paper or module

	misconduct/plagiarism offences classified as major or higher-level offences.			<ul style="list-style-type: none"> ▪ There shall be no reconsideration, and the student shall not be able to graduate with honors. ▪ Thesis in plagiarized form is not approved. For reassessment, the student shall be given the option to rework on the impacted areas of the work.
GROSS	<ul style="list-style-type: none"> ▪ Falsification ▪ Bribery ▪ Contract cheating (i.e., employing or outsourcing to third parties to do assignments and projects). One or more prior significant or high-level academic misconduct offenses. 	<ul style="list-style-type: none"> ▪ Termination of studies and no award is given 		Thesis rejected and no degree to be awarded

Source: *University for Development Studies, University of Stirling & University of Pretoria's Policy on Academic Integrity*

9. INVESTIGATION AND SANCTIONS FOR PLAGIARISM IN THE CASE OF FACULTY MEMBERS/STAFF

9.1 INVESTIGATIONS

- i. If a faculty member is accused of plagiarizing, the Head of Department shall inform the Dean in charge of the School. The Dean shall then present the matter to the School Board in writing, along with a detailed report describing the incident of the purported plagiarism by the faculty member.
- ii. Copies of the complaint and report shall be sent to the Vice-Chancellor. The Vice Chancellor upon carefully examining and assessing the report shall refer the case to the appropriate Disciplinary Committee for inquiry and action.
- iii. Plagiarism allegations made against faculty members by Journals that will write formally and directly to the University shall be investigated by the appropriate Committee. If enough proof of plagiarism is found by the Committee, it shall present its findings in a report form and submit it to the Pro Vice-Chancellor.
- iv. The Pro Vice-Chancellor shall forward the case to the Vice-Chancellor for onward submission to the Disciplinary Committee for Senior members.
- v. The Disciplinary Committee's findings and recommendations shall be conveyed to the Vice Chancellor, who has the authority to implement or modify the recommendations. The Vice Chancellor shall forward the findings to the Appointments and Promotions Board for re-assessment of its decision in the instance where this may have contributed to the offender's promotion or appointment.

9.1 SANCTIONS

- i. Sanctions that shall be imposed on any member who is found guilty must be consistent with the existing approved sanctions.
- ii. For a first-time offender, any faculty member found guilty of plagiarism shall be relegated to the next lower level. If a faculty member has not yet been promoted, their pay will be reduced to the next lower salary bracket.

10.0 FALSE ACCUSATION OF PLAGIARISM

Any student, faculty member, or staff who brings malicious, inaccurate or unjustified plagiarism charges against another student, faculty member or staff shall be reported to the Vice Chancellor through the appropriate Dean and Departmental Head for further referral to a Disciplinary Committee.

11.0 SPECIAL CASES FOR SOURCE(S) EXCLUSION(S)

a. Statistical, Mathematical, and Other Published Content

In special cases or circumstances, certain source exemptions may be granted to students in specific disciplines such as mathematics, statistics, and other related fields, where the use of standardized statistical equations, formulas, and mathematical notations are inherent to the subject matter. In such cases, the inclusion of commonly used equations, formulas, or statistical methods **shall** be exempted, provided they are appropriately acknowledged as standard knowledge within the field.

Additionally, if a student has previously published portions of his/her thesis with a journal or any scholarly outlet prior to final submission, the source of such published content **shall** be excluded from the list of sources. This will help in ensuring the attainment of a fair similarity index and also as a measure to prevent any student of being disadvantaged.

However, these exemptions **shall** first undergo the approved protocol, beginning with the supervisor, followed by the Head of Department, and finally the University Library. This process shall ensure that students are not punished for using essential tools and methods that are integral to their work, while ensuring that the academic integrity principles are upheld.

12.0 ARTIFICIAL INTELLIGENCE (AI) USE

The C. K. Tedam University of Technology and Applied Sciences is dedicated to instilling unique academic integrity principles, creativity, and critical thinking skills among its staff and students. This plagiarism policy includes the use of direct AI-generated content in all academic works, as well as official and administrative documents/policies relative to students and staff of the university community.

No staff or student shall submit any AI-generated material as their original work(s). The CKT-UTAS anti-plagiarism policy seeks to encourage the responsible use of AI tools while upholding the standards of good academic integrity principles.

It specifically applies to all students, faculty, and staff of the C. K. Tedam University of Technology and Applied Sciences, including all academic work(s) submitted for assessment, research publications, theses, dissertations, institutional policies, reports, and any other forms of academic

production within the University community.

12.1 SOME DEFINITIONS/CLARIFICATIONS

AI use refers to the use of artificial intelligence, especially generative language models, to produce content that is plagiarized from human-authored material or AI-generated work, without properly crediting the sources or acknowledging the role of AI in the creation process.

AI-generated content means all material directly produced or generated either completely or partly by AI tools, including but not limited to text, image(s), code(s), or data analysis.

Original Work means content (s) conceived or developed by personal research, creativity, and individual intellectual effort.

12.2 NON-PERMISSIBLE USE

All direct AI-generated content (s) shall not be permitted to be presented by staff or students of the C. K. Tadam University of Technology and Applied Sciences community as though it is their original work or imagination without proper attribution.

12.3 PERMISSIBLE USE OF AI

Acceptable use of AI applications may include but is not limited to research aid, data analysis, language correction/grammar checks, and idea production. However, the result must represent the user's critical thinking and uniqueness. Directly copying AI-generated text or images without due attribution is strictly prohibited.

Submitting AI-generated content as original work is considered academic dishonesty. Any form of violation of this policy shall be considered plagiarism and shall be subject to disciplinary action as defined **under sections 8 and 9** of this policy.

A student or staff who submits direct AI-generated content as though it is his or her work or creation constitutes academic dishonesty. All members of the University community; be they staff or students, who use direct AI-generated content against this policy shall be treated as plagiarism and shall be subjected to the CKT-UTAS disciplinary actions as spelled in the university's academic integrity rule.

12.4 IMPLEMENTATION/RESPONSIBILITIES

All faculty members together with the University library, shall be responsible for educating students and staff about the ethical use of AI tools, and ensure that their use is in line with the CKT-UTAS anti-plagiarism policy. Respective faculties and Schools of the University Community are therefore encouraged to integrate discussions about responsible AI ethics and use.

For Institutional credibility purposes, all final theses and dissertations must be checked to make sure that the work is not full of AI generated content before submitting for external assessment.

12.5 MONITORING AND ENFORCEMENT

The C. K. Tedam University of Technology and Applied Sciences reserves the right to employ tools to detect AI-generated content in academic or scholarly submissions. Any detected violation of this policy will be treated as plagiarism and therefore investigated. In the case of detection of any wrong doing appropriate sanctions shall be applied as stated in **section 8 and 9 of this policy**.

12.6 REPORTING PROTOCOLS FOR VIOLATIONS

Instances of suspected misuse of AI in academic work shall be treated as plagiarism. Cases of such nature shall be reported to the department head. Reports shall be handled confidentially, and investigations **MUST** be conducted fairly. Punishment for violating this policy may include, but not limited to; grade penalties, revocation of academic awards, suspension, or expulsion, depending on the severity of the violation.

12.7 REVIEW AND AMENDMENTS

This policy shall be reviewed annually by the Academic Integrity Committee to ensure its relevance and effectiveness in addressing new challenges posed by AI technologies. Amendments may be made to address emerging issues or improve the clarity and applicability of the policy.

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