	<b>OFFICE OF DEPUTY VICE CHANCELLOR</b>		
	<b>(ACADEMIC AND STUDENTS AFFAIRS)</b>		
<b>Title:</b>	<b>ACADEMIC INTEGRITY POLICY</b>	<b>Reference</b>	PU/DVCASA/POL/20
		<b>Issue/Rev</b>	01/00

**ACADEMIC INTEGRITY POLICY**

**PU/DVCASA/POL/020**

Approval and Issue

Approved Signature.....Date.....  
Chair of Council

Activity	Responsible	Signature	Date
Preparation	Library Advisory Committee		
Review	University Management Board		
Approval	Chairperson of University Council		

*Controlled copy: Circulation authorized by DVC (Academic and Students Affairs)*



### **Mandate**

To provide quality education, training, research, outreach and opportunities for innovation for the advancement of the individual and society.

### **Mission**

To generate, disseminate and apply knowledge while sustaining excellence in teaching, learning and research.

### **Vision**

A world class University in socio-economic and technological advancements.

### **Philosophy**

Pwani University will strive to be dynamic, responsive and provide quality education, training, research, outreach and opportunities for innovation for the advancement of the individual and society. The institution is committed to invest its infrastructure and human resources so as to enhance the discovery, transmission, preservation and enhancement of knowledge and to stimulate the intellectual growth and participation of students in the economic, social, cultural scientific and technological development of Kenya.

The University will offer disseminate knowledge in all disciplines relevant to the daily life of Kenyans for the purpose of enlightening and enabling students and others to improve their standards of living, provide for intellectual advancement and uplift their spiritual and moral status.

General statements should include the development of inclusionary practices, catering to diverse students.

### **Motto**

*Shajiisho la Maendeleo Endelevu* (Empowerment for Sustainable Development).

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## **FOREWORD**

Academic Integrity is the commitment to and demonstration of honest and moral behaviour in an academic setting. This relates to providing credit to other people when using their ideas which leads to honesty and responsible scholarship. As a student, you shall be expected to submit original work and give credit to other peoples' ideas in order to maintain your academic integrity.

Plagiarism is thought to be copying another's work or borrowing someone else's original ideas, without proper citation or acknowledgement and passing it on as if it is your own work. This an act of fraud because it involves literacy theft.

Scholars reflect each other's work as they build themselves and others in information and knowledge and in so doing plagiarism can be avoided by acknowledging materials cited and therefore providing the reader with the sources of your work.

This policy is therefore intended to encourage PU scholars, students, researchers and academicians to recognize other scholars by acknowledging them in their work. The Policy also sensitizes on the danger of not citing materials sourced from other authors by stipulating on how the University will enforce the Policy.

**PROF. MOHAMED S. RAJAB, Ph.D.(HSC)**  
**VICE CHANCELLOR**

## **ABBREVIATIONS AND ACRONYMS**

<b>BUS</b>	Board of Undergraduate Studies
<b>CoD</b>	Chairman of Department
<b>DVC ASA</b>	Deputy Vice Chancellor Academic and Students Affairs
<b>DVC RE</b>	Deputy Vice Chancellor Research and Extension
<b>IIRS</b>	Information Instruction and Readers Services
<b>IPRP</b>	Intellectual Property Rights Policy
<b>KES</b>	Kenya Shilling
<b>LIB</b>	Library
<b>MA</b>	Master of Arts
<b>MPhil</b>	Master of Philosophy
<b>MSc</b>	Master of Science
<b>PDF</b>	Portable Document Format
<b>PGD</b>	Post Graduate Diploma
<b>PhD</b>	Doctor of Philosophy
<b>POL</b>	Policy
<b>PU</b>	Pwani University
<b>SGS</b>	School of Graduate Studies
<b>TVET</b>	Technical and Vocational Education Training
<b>UL</b>	University Librarian

## **DEFINITION OF TERMS AND INTERPRETATIONS**

**Academic Integrity:** It is the commitment to and demonstration of honest and moral behaviour in an academic setting

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

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

**Pwani University Community:** Is defined as a community of Scholars, including staff, students, collaborators, researchers, visiting lecturers/staff and any other persons engaged by the University on permanent, contract or temporary terms.

**Scholarly Work:** Proposal, thesis, project, term paper, written assignment, research work, fiction work, report, or any other literary work that has been written and submitted for either assessment, academic qualification or publication.

**Student:** Bona fide student of Pwani University.

## **SECTION I: INTRODUCTION**

### **1.1 Background of the Policy**

Academic integrity relates to providing credit to other people when using their ideas which leads to honesty and responsible scholarship. As a student, you shall be expected to submit original work and give credit to other peoples' ideas in order to maintain your academic integrity.

Plagiarism may be intentional or reckless, or unintentional. Plagiarism is presenting someone else's work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement. While studying, publishing, researching, doing assignments, examinations, there are regulations for citing consulted works, therefore intentional or reckless plagiarism is a disciplinary offence. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition.

### **1.2 Basis**

Academic Integrity Policy facilitates the efficient deterrent services to university scholars in return contributes to the quality of the University products, and ensure that works produced by our scholars are impeccable, authentic, original and authoritative that become very high-quality information and knowledge resources for learning, teaching, research, extension and scholarship. An effective Academic Integrity Policy ensures that students and staff remain well informed and competitive in the academia world and that the existence of the university in the academia world is highly respected.

### **1.3 Scope of the Policy**

This Policy shall apply to all bona fide Pwani University community of scholars, who include academic staff, visiting scholars, collaborators and students.

The Policy shall be enforced by Board of Undergraduate Studies, School of Graduate Studies, Directorate of Technical and Vocational Training and the University Library

### **1.4 Objectives**

The objectives of this policy are:

- a) To benchmark with international anti-plagiarism regulations and Standards.
- b) To control quality in the nature of academic work produced at Pwani University.
- c) To define and categorize plagiarism instances
- d) To encourage Pwani University Community of Scholars to avoid plagiarism as they pursue our vision and mission within the law and acceptable international practices.
- e) To maintain the academic integrity and Standards of Scholarly work of the University

### **1.5 Guidelines of Policy**

This Policy is guided by the University Charter 2013, Pwani University Statutes and other relevant rules and regulatory framework.

### **1.6 Management of Oversight**

This Policy shall be made available to all process owners who will provide services under TVET, BUS, SGS and University Library.

### **1.7 Implementation of the Policy**

Implementation of this Policy shall be vested in the Director TVET, Director BUS, Dean SGS and University Librarian.

### **1.8 Validity of Policy Provisions**

The provisions of this Policy become valid with effect from the date the policy is approved by the relevant university authorities.



## **1.9 Revision of the Policy**

This policy shall be reviewed from time to time to incorporate emerging issues but not later than every five years.

## **SECTION II: ACADEMIC INTEGRITY**

Academic integrity relates to providing credit to other people when using their ideas which leads to honesty and responsible scholarship. You shall be expected to submit original work and give credit to other peoples' ideas in order to maintain your academic integrity.

### **2.0 Academic Integrity Related Policies of the University**

Whenever this policy is applied, it must refer and closely relate to requirements in other university policies, handbooks, manuals and guidelines. Some of the relevant policies applicable are listed as;

- a) **Examinations Policy (PU/DVCASA/POL/01)**
- b) **Intellectual Property Rights Policy PU/DVCRE/POL/02**
- c) **Post Graduate Supervision Policy PU/DVCASA/POL/07**

### **2.1 Plagiarism:**

In this policy, any of the following definitions shall apply:

- a) “Taking wrongfully or the action or practice of copying and publishing someone else’s work, ideas, patents, innovations, models or more and owning it and presenting it as if it is one’s own. This amounts to literary theft” (Encyclopedia Britannica, Oxford English Dictionary, Oct 12, 2018).
- c) Copying, copy pasting, performing, broadcasting, reproducing or translating somebody else’s work in order to assume his/ her identity as the author for the purpose of recognition and attribution.
- b) It’s the improper use of someone else’s work (works, ideas, data, diagrams, pictures and intellectual or artistic creation) without proper citation and presenting it as your own.

#### **2.1.1 Categories of Plagiarism**

There are three broad categories of plagiarism as follows:

##### **2.1.2 Plagiarizing the work of another Author**

Plagiarism in this category includes, but not limited to the following instances:

- a) Assignment with or without permission replicated in form, structure or argument of another student or author.
- b) Copying and submitting the work of a fellow author with or without his/her permission;
- c) Deliberate altering of selected paragraphs, sentences, phrases, and/or words, from another author or student’s work, with or without permission;
- d) Repeating sentences and/or paragraphs, word-for-word from another author or student’s work with or without permission;
- e) Submitting the work of another student who finished studies in previous years with or without permission;

##### **2.1.3 Plagiarizing work from secondary sources without due acknowledgement**

Plagiarism in this category includes, but not limited to, the following instances:

- a. Borrowing facts, statistics, or illustrative material without acknowledging.
- b. Buying assignments or downloading them from the internet and submitting as one’s original work.
- c. Creating a piece of work by cutting and pasting various sections of text or images found in the internet into a document without referencing the source.
- d. Fabricating a source or quotation to give the appearance of having done required research.
- e. Failure to provide a bibliography with every submitted assignment.
- f. Handing in one’s own original work or parts of work that has already been submitted for

another qualifications' requirement without indicating where the material was originally used.

- g. Handing in work copied from other sources, published or unpublished, without due acknowledgement of these sources.
- h. Incomplete or inconsistent references to sources.
- i. Omitting the acknowledgement of sources in some parts of submitting someone else's work as your own.
- j. Paraphrasing too closely to the original (substituting synonyms for some of the original works)
- k. Presenting materials assembled or collected by others in the form of projects or collections without acknowledgement.
- l. Quoting directly from a source without using quotation marks and clearly acknowledging the source.
- m. Un acknowledgment or paraphrasing the words, ideas, opinions, or theories of others, whether oral or written as well as the use of images.
- n. Using software or online translators to translate material from or to other languages without citation.

#### **2.1.4 Incomplete, incorrect or inconsistent referencing.**

Plagiarism in this category includes using direct quotations without the use of quotation marks, careless or ignorant failure to reference correctly among others.

### **2.2 Plagiarism Instances**

#### **a) Bulk of the work coming from one source**

It's the copying of a large portion of content or ideas from a single source which results in bulk of your work, whether you give credit or not. This depicts non "fair use" instances.

#### **b) Observe citations throughout the paper:**

To determine whether or not the required citation style was used.

Use of mixed referencing styles and citation in the paper conform to APA style when the MLA style was required for the paper.

#### **c) Check for the writing style(s) or the language of the paper used:**

The style or language used in presenting some arguments in a paper does not "sound like" something the Scholar/Staff/Student would write. The unusual words or wording may include "advanced vocabulary". Other papers may include a writing style that is below average.

#### **d) Determine outdatedness signs in the paper:**

A paper containing statements which are no longer true. The sources used for the paper are not current. All of the sources listed in references or works are several years old.

#### **e) Verify the font face and font style of the paper:**

Different font face and font style throughout a paper would indicate that a Scholar/Staff/Student may have copied and pasted various portions of Web pages together into a word processor.

#### **f) Check the bibliography and reference lists:**

A paper may have bibliography or references entries that have not been cited.

#### **g) Ascertain signs that the paper veers away from the topic:**

Content covered in the paper may be completely or partially irrelevant to the original topic.

## **2.3 Detection of Plagiarism**

- a) Careful examination of both the submitted work and the suspect sources.
- b) It is the process of locating instances of similarity within an article or document.
- c) Use of similarity index percentages to locate potential sources of plagiarism.

### **2.4.1 Detection Processes**

The process of detecting plagiarism shall begin at the departmental level.

In the case of members of staff, the process shall begin at any time plagiarized work is suspected

- a) Detection can be either manually or software assisted.
- b) Manual detection requires substantial and it involves comparing multiple documents.
- c) Pwani University shall apply the software-based plagiarism detection approach.
- d) Software assisted detection allows for comparison of vast collections of documents.

### **2.5 Confirmation of Plagiarism:**

Plagiarism shall be confirmed through;

- a) Using one or more search Engines:
- b) Using Anti-Plagiarism Software or an Online Service approved by the University:

### **2.6 The Acceptable and Non-Acceptable Levels of Plagiarism**

Authors' work should have an overall similarity index of less than twenty-five percent (25%) and less than six percent (6%) from individual article or document to be acceptable.

Any scholarly work that is found to have a similarity index of twenty-five percent (25 %) and/or above shall not be accepted and shall be returned to the scholar for improvement.

A further scrutiny showing six percent (6%) or more similarity index from a single article or single document and not unless the matching text is a block quotation shall be rejected and returned to the author for improvement.

### **2.7 How to Avoid Plagiarism**

Cite sources used properly

Acknowledge materials borrowed

Provide your audience with the information necessary to find that source

Use proper indentation and referencing style

### **2.8 Number of Acceptable Plagiarism Checks**

A maximum of five check runs allowed in total.

The first two checks are free


The other three checks are paid for at the rate of KES1000 per check.

The results of the first three checks will be instantaneous while subsequent checks will take forty-eight (48) hours

### **2.9 Appeal**

In the event that a Scholar/Staff/Student is not satisfied with the results of his/her plagiarism complaint/case at the Directorate of TVET, BUS or School of Graduate Studies level, he/ she will be given a chance to appeal to the DVC ASA, or to the Vice-Chancellor and the analysis shall then be carried out at the Library and forwarded to DVC(ASA) for information and action.

### SECTION 3.0: STANDARD OPERATING PROCEDURE

		<b>PWANI UNIVERSITY</b>	
<b>TITLE:</b>		<b>STANDARD OPERATING PROCEDURE FOR ACADEMIC INTEGRITY POLICY</b>	<b>Reference</b> PU/ASA/SOP/16
			<b>Issue/Rev</b> 01/00
<b>HEADING</b>	<b>DETAILS</b>	<b>PERIOD</b>	
<b>OFFICE</b>	<b>LIBRARY</b>		
<b>Purpose</b>	To define the process and procedures to be followed in the submission of academic work product for authenticity/ plagiarism prior to eventual acceptance by the TVET/SGS/ BUS and Library for storage.		
<b>Scope</b>	This procedure is applicable to the Academic Division through the SGS/ BUS/ TVET/, and Library to serve the above purpose.		
<b>Exclusions</b>	As illustrated in the policy		
<b>References</b>	a. ISO 9001: 2015 Standard b. Academic Integrity and Anti-Plagiarism Policy c. Commission for University Education (Standards and Guidelines for University Libraries in Kenya)		
<b>Definitions</b>	<b>BUS:</b> Board of Undergraduate Studies <b>IISL</b> Instruction and Information Services Librarian <b>SGS:</b> School of Graduate Studies <b>TVET:</b> Technical and Vocational Education Training <b>UL:</b> University Librarian		
<b>Responsible</b>	University Librarian		
<b>Eligibility</b>	Academic & Non-Academic Staff, Researchers, Students and Stakeholders.		
<b>Procedure</b>	<b>Preamble</b> The UL shall ensure adherence to this procedure		
<b>Verification</b>	The requester shall submit to the Library a) A softcopy of the document to be checked b) A signed Library Plagiarism Scanning Request Form (PU/LIB/FORM/010). c) A fees completion receipt from Finance Department ( <i>where applicable</i> ) d) Library and other related university fines and levies	None	
<b>Step 1</b>	a) The Librarian conducts a scan through the approved Anti-Plagiarism software b) The Librarian generates a report analysis.	Within one hour	
<b>Step 2</b>	a) The Librarian submits through email, a full softcopy of the scanning report to the Student/ Author/ Lecturer/Scholar. b) The Librarian submits a duly signed and stamped hard copy of first page of the scanning report to the Dean SGS/ Dir. BUS/ and Dir. TVET.	One day	
<b>Step 3</b>	After re-submission, the same process will be followed as per steps 1 and 2.	One day and one hour	
<b>Step 4</b>	A copy of the final plagiarism report (After re-submission) shall be sent through the email to the Student/ Lecturer/ Author, Supervisors and SGS for their technical comments and evaluation.	Within two days	
<b>Duration of Procedure</b>	The procedure takes five days to complete	Within five working days	
<b>Key performance indicator</b>	High Quality Works, High Quality Graduates, Webometrics Ranking and Reports.		

**SECTION 3.1: ACADEMIC INTEGRITY SCANNING REQUEST FORM**



**LIBRARY SERVICES**

**ACADEMIC INTEGRITY SCANNING REQUEST FORM**

**CONTACTS DETAILS**

- 1. Name ..... Reg No.....Date.....  
**(Block Letters)**
- 2. Award (PGD, MSc, MA, MPhil, PhD) .....
- 3. Department.....
- 4. Title of the Publication/ Thesis /Dissertation.....  
.....
- 6 E-mail Address..... Tel Nos.....

**DECLARATION**

I declare that, I am aware of the Pwani University Academic Integrity Policy. I further declare that the soft copy being submitted for Academic Integrity check is the same as the original copy of the Assignment/Project/Portfolio/Dissertation /Thesis/Article/Book Chapter/Book. (Tick As Appropriate)

Signature of Submitting Scholar: .....

.....Date.....  
Name of 1<sup>st</sup> Supervisor ..... Signature

.....Date.....  
Name of 2<sup>nd</sup> Supervisor ..... Signature

Name & Sign. of CoD/TVET/Authority: ..... Stamp &Date.....

The following are to be presented along with this application in addition to the above information.

**Requirements**

- a) Fee Receipts from Finance Department
- b) Soft copy of Work to be checked in PDF format.

**Academic Integrity Check Fee:**

- c) The first 2 checks are free for PU
- d) Other checks are charged @ KES 1000
- e) Independent users are charged @KES 2000

**OFFICIAL**

**Head of IIRS Librarian** ..... **Signature**..... **Date /Stamp**.....

**University Librarian** ..... **Signature**..... **Date/Stamp**.....

### SECTION 3.4: DESTRIUTION LIST

S/No	Division/School/Department/Section	Name	Sign	Date
1	Vice Chancellor			
2	DVC, Administration, Finance and Planning			
3	DVC, Academic and Student Affairs			
4	DVC, Research and Extension			
5	Director, Quality Assurance			
6	Registrar, Administration, Finance and Planning			
7	Registrar, Academic and Student Affairs			
8	Registrar, Research and Extension			
9	Deputy Registrar, Administration, Finance and Planning			
10	Deputy Registrar, Academic and Student Affairs			
11	Deputy Registrar, Research and Extension			
12	Director, Undergraduate Studies			
<b>School of Pure and Applied Sciences</b>				
13	Dean School of Pure & Applied Sciences			
14	Department of Chemistry			
15	Department of Biochemistry and Biotechnology			
16	Department of Biological Sciences			
17	Department of Mathematics and Computer Science (DMC)			
18	Department of Physics			
19	In charge Laboratories			
<b>School of Agricultural Sciences and Agribusiness</b>				
20	Dean, School of Agricultural Sciences and Agribusiness			
21	Department of Animal sciences			
22	Department of Crop sciences			
<b>School of Education</b>				
23	Dean, School of Education			
24	Department of Educational Psychology, and Special Needs Education			
25	Department of Curriculum Instruction and Education Technology			
26	Department of Educational Foundations			
27	Department of Educational Administration, Economics and Planning			
28	Coordinator, Institutional Based programmes			
29	Coordinator, Mombasa Teaching and Learning Centre			
<b>School of Humanities and Social Sciences</b>				
30	Dean, School of Humanities and Social Sciences			
31	Department of Social Sciences			
32	Department of Linguistics, Languages and Literature			
33	Department of Philosophy and Religious Studies			
<b>School of Health and Human Sciences</b>				
34	Dean School of Health and Human Sciences			
35	Department of Foods, Nutrition and Dietetics			
36	Department of Public Health Department of Anatomy & Physiology			
37	Department of Nursing, chaired			
<b>School of Environmental and Earth Sciences</b>				
38	Dean, School of Environmental and Earth Sciences			
39	Department of Environmental Science			
40	Department of Environmental Studies (Community Development)			
<b>School of Business and Economics</b>				
41	Dean, School of Business and Economics			
42	Department of Business Management and Economics (BME)			
43	Department of Hospitality and Tourism Management (HTM)			
<b>Graduate Studies</b>				
44	Dean, School of Graduate studies			
45	Ethics Review Committee			
<b>Section Heads</b>				
46	Dean, student affairs			
47	Finance			
48	Human Resources			

49	Internal Audit			
50	Legal and Council Affairs			
51	Sports			
52	Farm			
53	Accommodation			
54	Red Buffalo			
55	Guest House			
56	Aids Control Unit			
57	Students Catering Unit			
58	University Library			
59	Health Unit			
60	Information Communication Technology			
61	Security Services			
62	Procurement and Stores			
63	Estates			
64	Registry			