



KILIMANJARO CHRISTIAN MEDICAL UNIVERSITY COLLEGE

(A Constituent College of Tumaini University Makumira)

ANTI-PLAGIARISM POLICY AND PROCEDURES

SEPTEMBER 2024

POLICY INDEXING INFORMATION

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ACRONYMS AND ABBREVIATIONS

| | |
|--------|--|
| AIC | Academic Integrity Committee |
| AIDS | Acquired immunodeficiency syndrome |
| CGB | College Governing Board |
| CRERC | College Research and Review Committee |
| CSP | Corporate Strategic Plan |
| CDD | Committee of Deans and Directors |
| CAC | College Academic Committee |
| DHRMA | Director of Human Resources Management and Administration |
| DPA | Deputy Provost for Administration |
| DPAA | Deputy Provost Academic Affairs |
| DRC | Directorate of Research and Consultancy |
| DQA | Directorate of Quality Assurance |
| HRSAC | Human Resource and Students Affairs Committee |
| HIV | Human Immunodeficiency Virus |
| HLIs | Higher Learning Institutions |
| KCMUCo | Kilimanjaro Christian Medical University College |
| M&E | Monitoring and Evaluation |
| MUHAS | Muhimbili University of Health and Allied Sciences |
| MU | Mzumbe University |
| HLI | Higher Learning Institution |
| ICT | Information and Communication Technology |
| PhD | Doctor of Philosophy |
| UDSM | University of Dar es Salaam |

GLOSSARY OF TERMS

“Academic dishonesty” means any cheating that occurs in relation to a formal academic exercise.

“Academic integrity” means the pursuit of scholarly activity in an open, honest, and responsible manner.

“Academic Staff” means teaching Staff, research fellows, and librarians of the University.

Acknowledgment means appropriately referencing or citing the source of information being presented.

“Administrative Staff” means a member of the university staff who holds a position related to administration but is not academic Staff.

“Cheating” means any attempt to give or obtain assistance in a formal academic exercise (like an examination) without due acknowledgment.

“Collusion” means an unauthorized cooperation between two or more people.

“Deception” means providing false information to an instructor concerning a formal academic exercise, e.g., giving a false excuse for missing a deadline or falsely claiming to have submitted work.

“Fabrication” means the construction and/or addition of data, observations, or characterizations that never occurred in data gathering or running experiments.

“Head of Department” means a person heading an academic, administrative, or service department.

“Plagiarism” means using someone else's work, ideas, expressions, or intellectual property without proper acknowledgment or permission and presenting it as one's own. This can include copying text, images, or other creative content from books, articles, websites, or other sources without proper citation and attribution.

“Quality assurance” means a systematic and continuous process for ensuring that conditions are in place to achieve standards set by the institution or how an institution can guarantee that the standards and quality of its mandates are being maintained.

“Quality” means compliance with set standards, fitting customers' needs (fitness for purpose), efficiency and effectiveness (value for money), and transformativeness (includes empowerment and enhancement of customer satisfaction).

“Quality promotion” means activities implemented to achieve quality.

“Sanctions” are penalties that the University imposes on anyone who commits Plagiarism.

“Scholarly work” means any work written and submitted for either publication or assessment for academic qualifications. This includes but is not limited to research proposals and reports, dissertations/theses, and other literary work.

“Student” means any person enrolled in a degree or non-degree program at Kilimanjaro Christian Medical University College.

PREFACE

In today's era, technological advancements have greatly enhanced the ease of accessing and exploring information. These breakthroughs have made archiving and accessing information through sophisticated means in open-access repositories simpler. However, this technological progress has also brought about negative consequences, particularly in the education sector. One major issue is Plagiarism, a growing global concern for higher learning institutions. Plagiarism undermines the value of research and the employability of graduates, prompting universities to implement strategies to combat this issue effectively.

Kilimanjaro Christian Medical University College (KCMUCo) is committed to eliminating academic dishonesty, especially Plagiarism, to promote development in medicine, health sciences, and allied fields through training, research, and service delivery. Plagiarism can result in graduates possessing qualifications that do not reflect their knowledge, negatively impacting the institution and the nation. It can hinder an institution's ability to achieve its vision and mission, thus affecting national development goals. To address these challenges, KCMUCo has been actively controlling behaviors that breach academic integrity among students and Staff by reporting suspected cases to the Provost through the College Research and Review Committee (CRERC) under the Directorate of Research and Consultancy.

To effectively combat Plagiarism, KCMUCo has developed this, Policy. This document outlines measures to prevent Plagiarism, guidelines for detecting it, and sanctions for confirmed cases. The primary objective is to promote personal integrity and good

practices within the University. The Policy requires students to adhere to its guidelines when submitting work for degree assessment, and academic Staff must refer to this Policy during lectures and research supervision. A completed declaration form must accompany research reports submitted for degree requirements on Plagiarism. By implementing these measures, KCMUCo aims to enhance academic integrity and the quality of its educational and research outputs, benefiting the University and the nation in line with its vision and mission.

Therefore, I call on all Staff, students, partners, and the University community to support the implementation of this Policy.



Prof. Ephata E. Kaaya

PROVOST

1.0 INTRODUCTION

1.1 Background

Plagiarism is a growing concern among Higher Learning Institutions (HLIs) worldwide. This issue is particularly troubling because academic dishonesty, such as Plagiarism, devalues educational programs and diminishes the impact of research outputs. HLIs are dedicating significant time and financial resources to develop and implement measures to combat Plagiarism in academic and research activities to maintain their reputations and relevance on national, regional, and global levels.

KCMUCo aims to be among the leading institutions that provide quality education and skills in medical and health sciences. Achieving this vision requires upholding academic integrity and high standards of learning and research among students, Staff, and collaborators. As an institution mandated to offer training, research, outreach, and service delivery in health and allied sciences, KCMUCo has implemented measures to ensure its graduates possess the necessary competencies to perform effectively as professionals locally and internationally. These measures include maintaining adequate and appropriate infrastructure for teaching and learning, monitoring the conduct of educational activities, and taking appropriate actions, such as discontinuing studies for students found guilty of violating academic integrity standards like cheating in examinations.

1.2 Vision of the College

A transformative Christian Centre of Excellence provides evidence-based health training with sustainable resources.

1.3 Mission of the College

To provide an enabling environment for innovative and quality teaching, research, and services responsive to national and global needs.

1.4 Core Values of the College

To realize the vision and fulfill its mission, KCMUCo shall be guided by the following values: - Love, Mercy, Compassion, Integrity, Transparency, Diversity, Creativity, Innovation, Excellence, and Accountability.

1.5 Purpose of the Policy

The purpose of the KCMUCo Anti-Plagiarism Policy and Procedures is to uphold the highest standards of academic integrity and ethical conduct within the College. This Policy and procedures aims to:

- (i) Foster a culture of honesty and integrity by educating students, faculty, and Staff about the importance of original work and the ethical use of information.
- (ii) Provide clear guidelines and resources to help all members of the KCMUCo community understand what constitutes

Plagiarism and how to avoid it through proper citation and acknowledgment of sources.

- (iii) Establish consistent and transparent procedures for detecting, reporting, and addressing instances of Plagiarism, ensuring that all cases are handled fairly and equitably.
- (iv) Safeguard the reputation and credibility of KCMUCo by ensuring that all academic work produced under its name is original and properly attributed.
- (v) Encourage the development of critical thinking, research skills, and ethical scholarship among students and faculty, contributing to the overall quality and rigor of the academic programs offered by KCMUCo.
- (vi) Outline the responsibilities of students, faculty, and management in maintaining academic integrity and the consequences of violating the Anti-Plagiarism Policy.

1.6 Scope of the Policy

This Policy and its Guidelines apply to all KCMUCo students and Staff. It also applies to all partners, collaborators, and fellows visiting KCMUCo in relation to academic matters. It covers all forms of academic work, including but not limited to:

- (i) Research papers
- (ii) Theses and dissertations
- (iii) Assignments and projects
- (iv) Publications
- (v) Presentations

1.7 Policy Objectives

The objectives of this Policy and the Guidelines are to:

- (i) Promote the practice of academic integrity at KCMUCo.
- (ii) Enhance the understanding of students and Staff about Plagiarism: It acts as a deterrence mechanism against Plagiarism.
- (iii) Ensure that students and Staff maintain high levels of academic and research integrity and originality in their academic and research activities and
- (iv) Provide a framework for dealing with Plagiarism at KCMUCo.

2.0 POLICY STATEMENTS AND PROCEDURES

2.1 General Policy Statement

The College is committed to upholding the highest academic integrity and ethical conduct standards. Plagiarism is a serious violation of these standards, thus undermining the trust and credibility essential to the academic community and devaluing the efforts of those who engage in honest scholarship. To maintain the integrity of our academic environment, the College has established the Anti-Plagiarism Policy. The College expects all members of its community to understand and adhere to the principles of academic integrity. Any policy violation shall be taken seriously and addressed promptly by the established procedures and penalties imposed.

2.2 Upholding High Levels of Academic Integrity

The College shall promote intellectual integrity in acquiring and disseminating knowledge among students and Staff.

Procedures

Maintaining high academic integrity standards among students and Staff is challenging, especially with the widespread use of advanced information and communication technologies (ICT). KCMUCo prioritizes this issue to ensure the College's Vision and Mission are met, optimizing the value of its training programs and research activities. The following shall be done to ensure the standards:

- (i) The Quality Assurance Directorate (DQA) will widely disseminate information about this Policy to inform the KCMUCo community of its existence.
- (ii) The DQA will plan and coordinate academic honesty sensitization workshops, especially for students.
- (iii) Academic Staff will inform students at the beginning of courses or research projects about avoiding Plagiarism and the importance of adhering to this Policy.
- (iv) Academic Staff will ensure their training fosters critical thinking, scholarly competence, and self-discipline.
- (v) Students will be encouraged to attend courses that teach academic writing, proper citation, and source attribution skills.

2.3 Prevention of Plagiarism

The KCMUCo staff and faculty members shall uphold high standards in their research and academic activities, having received training to enhance their academic writing skills and understanding of research ethics. In doing so, they shall institute preventive measures to prevent academic dishonesty.

Procedures

While measures to prevent Plagiarism shall apply to students and Staff, additional focus should be placed on students. Preventive measures shall include:

- (i) Training students on Plagiarism and its consequences at the beginning of each semester or research project.
- (ii) Referring students to this Policy and other relevant regulations governing research and academic conduct.
- (iii) Encouraging students and Staff, especially junior and mid-career Staff, to attend courses that enhance academic writing skills.
- (iv) Providing examples of proper citations to avoid Plagiarism.
- (v) Designing assignments or topics that discourage copying from previous work or other sources.
- (vi) Offering opportunities for students to defend their work under supervision orally.
- (vii) Making the policy one of the tools to guide students and staff in producing and disseminating scholarly work

2.4 Detection of Plagiarism

- i. The College shall ensure all scholarly works are checked for Plagiarism using effective anti-plagiarism software.
- ii. Faculty members shall use their judgment and experience to identify potential plagiarism cases that software may not detect.

Procedures

KCMUCo is committed to ensuring student qualifications reflect their work and the skills acquired during their studies. The University will leverage current technological innovations to facilitate the fair detection of Plagiarism among students and Staff.

The College shall:

- i) Provide students and Staff with access to effective plagiarism checker software, in our case Turnitin.
- ii) Train students and Staff on the effective use of plagiarism detection software.
- iii) Offer adequate support services for plagiarism detection to students and Staff.
- iv) Ensure all scholarly work submitted for assessment is retained in the Institutional Repository (KCMUCo IR), maintained by the ICT directorate, for future plagiarism detection.
- v) Provide an online self-explanatory tutorial on detecting Plagiarism using the approved software on the KCMUCo website.

- vi) The Directorate of ICT shall continually identify emerging innovative systems to improve plagiarism detection at the College.
- vii) Provide academic Staff and supervisors of the student's early access to theses and dissertations to manually scrutinize for possible plagiarized sections.

2.5 Reporting Suspected Plagiarism

- i. Any suspected case of Plagiarism must be reported to the office of the DPAA in writing
- ii. The report should include all relevant evidence, such as the original and suspected plagiarized work.

Procedures

- (i) The DPAA shall conduct a thorough investigation of the reported case.
- (ii) The student or faculty member involved should respond to the allegations.

2.6 Consequences for Committed Plagiarism

2.6.1 For Students

- (i) *First Offense:* Warning and mandatory attendance at an academic integrity workshop.
- (ii) *Second Offense:* Failing grade for the assignment or course.
- (iii) *Third Offense:* Suspension or expulsion from the institution.

2.6.2 For Faculty and Staff

- (i) *First Offense*: Warning and mandatory attendance at an academic integrity workshop.
- (ii) *Second Offense*: Disciplinary action, which may include suspension or termination of employment.

2.7 Plagiarism Tolerance Level

- i. KCMUCo shall maintain zero tolerance towards academic dishonesty, including Plagiarism.
- ii. Recognizing the challenges in achieving complete originality, especially in extensive scholarly works like Master's or PhD dissertations/theses, a plagiarism tolerance level shall be established.
- iii. For this Policy, the tolerance level shall be set at 30% of duplicated material in submitted work benchmarked with other Universities in Tanzania.

Procedures

- i. The 30% threshold has been benchmarked and thus aligns with norms at other Tanzanian universities, such as the University of Dar es Salaam (UDSM), MUHAS, and Mzumbe University (MU) (**Table 1**).
- ii. The 30% tolerance level shall be assessed based on the distribution of plagiarized content in the software's plagiarism report.
- iii. If a significant portion of the 30% threshold consists of copied materials, ideas, or concepts without proper attribution, appropriate sanctions may be imposed, as outlined in **Table 2**.

Table 1: Scales for Assessing Plagiarism

| Level of the seriousness | Percentage of material plagiarized | Forms of Plagiarism |
|---------------------------------|---|---|
| Serious Plagiarism | 31-100 | <ul style="list-style-type: none">(i) Direct copying of another person's works (e.g. Ideas, concepts, opinions, conclusions, etc.) without appropriate referencing.(ii) Fabrication or falsification of results/data.(iii) Submission of false records, information, or documents.(iv) Submission of someone else's work for assessment.(v) Using (by payment or otherwise) a third party to produce a research project report or any assignment write-up in whole or in part.(vi) Using fictitious citations in a work.(vii) Direct copying of works of another person and citing the source but not in quotation marks.(viii) Collusion to produce the same work submitted by each without prior formal permission for such collaboration. |

| | | |
|---------------------|--------|---|
| Moderate Plagiarism | 10- 30 | <ul style="list-style-type: none"> (i) Breach of research ethics as described in the Code of Conduct for Research Ethics at KCMUCo. (ii) A limited number of copied texts have been subjected to small linguistic changes and presented as one's own, with or without proper citation. (iii) Omission of quotation marks of a few texts from another person's work. (iv) Limited inaccurate or imperfect citations of copied texts. |
| Minor Plagiarism | 1-9 | <ul style="list-style-type: none"> (i) Rephrasing someone else's limited texts and presenting them as one's own without appropriate citation. (ii) A few copied texts are referenced in the references section but are not correctly cited in the text. (iii) Limited copied texts that are cited but not in quotation marks. |

Table 2: Plagiarism sanctions and penalties

| Level of seriousness of Plagiarism | Percentage of material plagiarized | Sanctions for Plagiarism | |
|------------------------------------|------------------------------------|---|--|
| | | Student | Staff |
| Serious Plagiarism | 31-100 | <ul style="list-style-type: none"> (i) Rejection of the work(e.g., assignment, research proposal, special project report, dissertation, or thesis)or part of the work and therefore ,the student or Staff be required tore-write or re-take the research work (ii) Overall failure of the course (iii) Revoke recognition of a degree or other academic credentials already awarded by the College (iv) Academic suspension for up to one year (v) Discontinuation from studies. | <ul style="list-style-type: none"> (i) Rejection of the entire or part of the work (e.g., research report) and, therefore, the Staff be required to re-write and resubmit the work (ii) Revoke recognition already awarded by the University (iii) Demotion (iv) Dismissal (v) Legal action |

| | | | |
|---------------------|-------|---|---|
| Moderate Plagiarism | 10-30 | <ul style="list-style-type: none"> (i) Rejection of the work(e.g., assignment, research proposal, special project report, dissertation, or thesis)or part of the work and therefore, the student or Staff be required tore-write or re-take the research work (ii) Award a zero mark (iii) Give a written reprimand or warning | <ul style="list-style-type: none"> (i) Rejection of the entire or part of the work (e.g., research report) and, therefore, the Staff be required to re-write and resubmit the work (ii) Give a written reprimand or warning |
| Minor plagiarism | 01-09 | (i) No action is required | (i) No action is required |

2.8 Appeals against penalties taken for breach of plagiarism standards

- (i) Students or staff members shall have the right to appeal any decision made by the Senate that they disagree with.
- (ii) Appeals regarding sanctions imposed for violating the standards outlined in this Policy shall follow the established university procedures for appeals.
- (iii) The appellant shall submit their appeal within thirty (30) days from the date the Senate's decision was issued.

Procedures

All appeals shall include a non-refundable appeal fee of Tanzanian Shillings (TSh) fifty thousand (TSh 50,000), which may be subject to periodic revision. However, individuals may only appeal the Senate's decision on the same case a maximum of two times.

3.0 ROLES AND RESPONSIBILITIES

3.1 Students

Students have the responsibility to: -

- (i) Understand and adhere to the principles of academic integrity.
- (ii) Properly cite all sources used in their work.
- (iii) Submit original work for all assignments and assessments.

3.2 Academic Staff

The College academic staff is obliged to: -

- (i) Educate students about Plagiarism and proper citation practices.
- (ii) Use plagiarism detection tools to check the originality of students' work.
- (iii) Report any suspected cases of Plagiarism to the appropriate authorities.

3.3 College Management

The College Management shall: -

- (i) Provide resources and training on academic integrity and plagiarism prevention.
- (ii) Ensure that plagiarism detection tools are available and used effectively.
- (iii) Handle reported cases of Plagiarism according to the established procedures.

4.0 IMPLEMENTATION, MONITORING AND EVALUATION

The Monitoring and Evaluation (M&E) of the KCMUCo Anti-Plagiarism Policy and Procedures outlines the mechanisms for ensuring the effectiveness and continuous improvement of the Policy. This section details the processes involved in monitoring compliance and evaluating the impact of the Policy. The objectives of the M&E section are to:

- (i) Ensure adherence to the Anti-Plagiarism Policy by all members of the KCMUCo community.
- (ii) Assess the effectiveness of the Policy in preventing and addressing Plagiarism.

- (iii) Identify areas for improvement and implement necessary changes.
- (iv) Foster a culture of academic integrity and ethical scholarship.

4.1 Monitoring Mechanisms

4.1.1 Plagiarism Detection Tools

- (i) The College shall regularly use plagiarism detection software for all submitted academic work.
- (ii) Periodic audits of the use and effectiveness of these tools.

4.1.2 Faculty and Staff Oversight

- (i) Academic Staff shall be responsible for monitoring student submissions for potential Plagiarism.
- (ii) Staff involved in academic administration shall ensure that all procedures related to plagiarism detection and reporting are followed.

4.1.3 Academic Integrity Committee (AIC)

- (i) The DPAA shall appoint an AIC to oversee the implementation of the Anti-Plagiarism Policy.
- (ii) The committee shall review reports of suspected Plagiarism and ensure appropriate actions are taken.

4.2 Evaluation Processes

4.2.1 Data Collection and Analysis

- (i) The AIC shall collect data on the number and types of plagiarism cases reported, including outcomes and penalties imposed.
- (ii) The trends and patterns in plagiarism incidents shall be analyzed to identify common issues and areas for improvement.

4.2.2 Feedback Mechanisms

- (i) The AIC, after receiving directives from DPAA, shall gather feedback from students, faculty, and Staff on the effectiveness of the Anti-Plagiarism Policy and procedures.
- (ii) The AIC shall conduct surveys and focus group discussions to obtain qualitative insights into the Policy's impact.

4.2.3 Review

- (i) The AIC will conduct a review of the Anti-Plagiarism Policy and procedures after five years.
- (ii) The review will include an assessment of the Policy's effectiveness, compliance rates, and any challenges encountered.

4.3 Reporting and Accountability

4.3.1 Regular Reporting

- (i) The AIC will prepare and submit an annual report to the Dean of KCMUCo, summarizing the findings from the monitoring and evaluation activities.

- (ii) The report will include recommendations for policy revisions and improvements.

4.3.2 Transparency and Communication

- (i) Findings from the M&E activities will be communicated to the KCMUCo community through appropriate channels, such as newsletters, meetings, and the institution's website.
- (ii) Transparency in reporting will help build trust and reinforce the importance of academic integrity.

4.4 Continuous Improvement

4.4.1 Policy Revisions

- (i) Based on the findings from the annual review and feedback mechanisms, the AIC shall propose revisions to the Anti-Plagiarism Policy and procedures.
- (ii) Revisions shall be approved by the College Academic Committee, the Board, the Senate, and appropriate stakeholders.

4.4.2 Training and Development

- (i) The College shall implement ongoing training and development programs for students, faculty, and Staff to enhance their understanding of academic integrity and plagiarism prevention through the Directorate of Continuing Professional Development (DCPD) and Directorate of Quality Assurance (DQA).

- (ii) DCPD shall update the training materials and resources regularly to reflect changes in the Policy and emerging best practices.

5.0 RELATED POLICIES AND COLLEGE DOCUMENTS

This Policy should be read in conjunction with the following KCMUCo document(s) and policies:-

- (i) Charter and Rules, 2010;
- (ii) Staff Regulations and Conditions of Services;
- (iii) Ethical Code of Conduct Policy;
- (iv) Whistleblowing Policy and Procedures
- (v) Research Policy;
- (vi) Consultancy Policy;
- (vii) Publication Policy;
- (viii) Prospectus;
- (ix) Postgraduate Handbook;
- (x) PhD handbook;

6.0 POLICY AMENDMENTS AND REVIEWS

The Policy is subject to reviews and alterations as conditions and circumstances may dictate. When this happens, the revised version of the document shall take precedence over the previous one. The entire document shall be reviewed after every five (5) years. The DPAA shall coordinate a review of this Policy to maintain compliance with good practices. The review shall be undertaken in liaison with the faculties/Schools, directorates, and

units, and any proposed amendments shall be submitted to the appropriate committee, Committee of Deans and Directors (CDD), College Academic Committee (CAC), and the Senate for approval.

7.0 COMMENCEMENT

This Policy shall be operational once approved by the TUMA Senate and shall remain valid until repealed by the same authority.

8.0 POLICY REVIEW

This policy will be reviewed every five years or as necessary to ensure its relevance and effectiveness.

9.0 APPROVAL DETAILS

This Policy was recommended by the KCMUCo Academic Committee (CAC) on 06th September 2024.

This policy is approved by the TUMA SENATE this 25th day of September 2024.

Submitted by:



Prof. Ephata E. Kaaya

PROVOST

KCMUCo

Date: 25th September 2024

Approved by:

A handwritten signature in blue ink, appearing to read 'J. Parsalaw', is written over a light blue rectangular background.

Rev. Prof. Dr. Joseph W. Parsalaw

CHAIRPERSON

TUMA SENATE

Date: 25th September 2024

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APPENDICES

Appendix I: Student Declaration of Originality Form



KILIMANJARO CHRISTIAN MEDICAL UNIVERSITY COLLEGE

This form must be filled and submitted to the School/ Directorate/ Centre/ Department/ Instructor/ Supervisor by all students submitting work (e.g., assignment, research proposal, special project report, research paper, and dissertation/ thesis) for examination at the College.

Part A: Student Details

| | | | |
|---|--|---|----------------------|
| 1 | Name of student* : | 2 | Registration Number: |
| 3 | School/ Institute/ Directorate/ Centre: | 4 | Department: |
| 5 | Name of program enrolled: | 6 | Title of the work: |

| | | | |
|---|--|----|---|
| 7 | Level of study: <input type="checkbox"/> Certificate <input type="checkbox"/> Diploma <input type="checkbox"/> First degree <input type="checkbox"/> Masters <input type="checkbox"/> PhD | 8 | Year of study when work submitted: <input type="checkbox"/> Year 1 <input type="checkbox"/> Year 2 <input type="checkbox"/> Year 3 <input type="checkbox"/> Year 4 <input type="checkbox"/> Year 5 |
| 9 | Work submitted: <input type="checkbox"/> Assignment <input type="checkbox"/> Research Proposal <input type="checkbox"/> Research Report <input type="checkbox"/> Research Paper <input type="checkbox"/> Dissertation/Thesis <input type="checkbox"/> Other (<i>Please specify</i>): | 10 | Category of assessment: <input type="checkbox"/> Individual <input type="checkbox"/> Group <input type="checkbox"/> Other (<i>Please specify</i>): |

Part B: Declaration

I understand what Plagiarism is, and I am aware of the University's Policy and Guidelines on Plagiarism. I, therefore, declare that this is my own original work and that it has neither been submitted nor been concurrently submitted for examination, degree award, or publication in any other institution. By submitting this form, I declare in particular that:

1. I have not copied another person's work and claim to be my own. Where the work of another person has been used, this has been appropriately acknowledged as per KCMUCo citation requirements;

2. I have not submitted the same, or substantially the same work more than once at KCMUCo or another institution;
3. I have not fabricated or falsified results/data;

*One student shall sign the form on behalf of others in case of group work.

4. I have not submitted false records, information, or documents;
5. I have not colluded with another student/university staff within or outside KCMUCo to produce the same work submitted by each without prior formal permission for such collaboration, and
6. I have not used any payment or a third party to produce the work I am submitting in whole or in part.

I stand to be held responsible for any false information in respect of this work consistent with KCMUCo's Anti-Plagiarism Policy and Guidelines.

Signature: _____ **Date:** _____

Appendix II: Plagiarism Incident Reporting Form for Students' Work



KILIMANJARO CHRISTIAN MEDICAL UNIVERSITY COLLEGE

This form is to be filled and submitted to the DPAA through the CRERC by all course Instructors/ Supervisors suspecting an act of **serious level of Plagiarism** in a student work submitted for examination in accordance with KCMUCO's Anti-Plagiarism Policy and Guidelines. Please submit this form together with the alleged work and other important documents.

| | | | |
|---|--|---|----------------------|
| 1 | Name of student#: | 2 | Registration Number: |
| 3 | School/ Institute/ Directorate/ Centre: | 4 | Department: |
| 5 | Name of programme enrolled: | 6 | Title of the work: |

| | | | |
|----|--|----|---|
| 7 | Level of study of student: <input type="checkbox"/> Certificate <input type="checkbox"/> Diploma <input type="checkbox"/> First degree <input type="checkbox"/> Masters <input type="checkbox"/> PhD | 8 | Year of study when work submitted: <input type="checkbox"/> Year 1 <input type="checkbox"/> Year 2 <input type="checkbox"/> Year 3 <input type="checkbox"/> Year 4 <input type="checkbox"/> Year 5 |
| 9 | Course Ante: | 10 | Course Title: |
| 11 | Work submitted: <input type="checkbox"/> Assignment <input type="checkbox"/> Research Project Proposal <input type="checkbox"/> Research Project Report <input type="checkbox"/> Research Paper <input type="checkbox"/> Dissertation/Thesis <input type="checkbox"/> Other (<i>Please specify</i>): | 12 | Category of assessment: <input type="checkbox"/> Individual <input type="checkbox"/> Group <input type="checkbox"/> Other (<i>Please specify</i>): |
| 13 | Description of incident of Plagiarism: | | |

Name of the member of Staff reporting the allegation:

Signature: _____ **Date:** _____

#One student shall sign the form on behalf of others in case of group work.

Appendix III: Staff Declaration of Originality Form



KILIMANJARO CHRISTIAN MEDICAL UNIVERSITY COLLEGE

This form is to be filled out and submitted to the School/ Directorate/ Centre/ Department by all Staff when submitting scholarly work (e.g., Paper, Book, Book Chapter, Research Report, etc.).

Part A: Staff Details

| | | | |
|---|---|---|-----------------------------------|
| 1 | Name of Staff: | 2 | Payroll Number: |
| 3 | School/ Institute/ Directorate/ Centre: | 4 | Department: |
| 5 | Scholarly work submitted: <input type="checkbox"/> Paper <input type="checkbox"/> Book <input type="checkbox"/> Book Chapter <input type="checkbox"/> Research Report <input type="checkbox"/> Other (<i>Please specify</i>): | 6 | Title/description of the work: |

Part B: Declaration

I understand that Plagiarism is a serious misconduct, and I am aware of the University's Policy and the Guidelines on Plagiarism. I, therefore, declare that this is my original work. By submitting this form, I declare in particular that:

7. I have not copied another person's work and claim my own. Where the work of another person has been used, this has been appropriately acknowledged as per KCMUCo citation requirements;
8. I have not submitted the same, or substantially the same work more than once at KCMUCo or another institution;
9. I have not fabricated or falsified results/data;
10. I have not submitted false records, information, or documents;
11. I have not colluded with another staff/ organization/ student within and outside KCMUCo to produce the same work submitted by each without prior formal permission for such collaboration, and
12. I have not used any payment or a third party to produce the work I am submitting in whole or in part.

I stand to be held responsible for any false information in respect of this work consistent with KCMUCO's Anti-Plagiarism Policy and Guidelines.

Signature: _____ **Date:** _____

Appendix IV: Plagiarism Incident Reporting Form for Staff Scholarly Work



KILIMANJARO CHRISTIAN MEDICAL UNIVERSITY COLLEGE

This form is to be filled and submitted to the DPAA (via DRC) by all members of Staff suspecting an act of **serious level of Plagiarism** in a scholarly working in accordance with KCMUCO's Anti-Plagiarism Policy and Guidelines. Please submit this form together with the alleged work and other important documents.

| | | | |
|---|--|---|-----------------|
| 1 | Name of Staff submitted the work: | 2 | Payroll Number: |
| 3 | College/ School/ Institute/ Directorate/ Centre: | 4 | Department: |

| | | | |
|---|---|---|--------------------------------|
| 5 | Scholarly work submitted by the Staff: <input type="checkbox"/> Paper <input type="checkbox"/> Book <input type="checkbox"/> Book Chapter <input type="checkbox"/> Research Report <input type="checkbox"/> Other (<i>Please specify</i>): | 6 | Title/description of the work: |
| 7 | Description of incident of Plagiarism: | | |

Name of the member of Staff reporting the allegation:

Signature: _____ **Date:** _____