

Anti-Plagiarism Policy

2020

Kaplivastu Multiple College (KMC)

Taulihawa, Kapilvastu

"STAY AN ORIGINAL WORK OF ART"



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UNIT I

1) Introduction of Plagiarism

Literally, Plagiarism falls within the scope of academicians misconduct. It is the act of claiming that someone else's work, in any form, to be one's work to gain personal benefit. Plagiarism is not only doing illegally but also morally eroding act. The research or study report and journal articles prepared upon the writing of others should acknowledge every source used. In a reference document, the acknowledgement is made in citation and reference page accordance with reference guideline of college, university and articles publishers.

2) Title of the Policy

The title of this policy is "Kapilvastu Multiple Campus Anti-Plagiarism Policy 2020".

3) Commencement of the Policy

This policy will be effective from the date approved by the Planning and Research Committee of KMC. The educational policies and rules that contradiction with this policy will be amended.

4) Purpose of the Policy

The purpose of this policy and related procedures is to:

- 1) To the governor, arbitrariness in terms of research the whole kit and caboodle and ensure quality of research works
- 2) Kapilvastu Multiple College (KM) strong intolerance of academic fraudulence, including plagiarism;
- 3) Set out the principles for the University's approach to academic honesty;
- 4) Assign the responsibilities for the stages of prevention, detection and penalties;



- 5) Provide a process for handling incidents of academic dishonesty and plagiarism.

5) Scope of the Policy

This policy applies to all students and faculty members at KMC. The policy merges the approach used by the campus for dealing with plagiarism and compliments the penalties and rules set in other existing policies which apply to all university degree student and faculty members who are working in the KMC.

6) Capacity enhancement of Academician and Student

6.1) Training for academician

Formal and informal training will be organized to enhance capacity of academic to enhance vibrant considerate and operationalize plagiarism related software.

6.2) Orientation for student

Organize one day comprehensive orientation to make student aware on plagiarism, referencing, citation and professional writing.

7) Policy Owner

The Planning and Research Committee is responsible for the execution and amendment of this policy.

8) Amendment of the Policy

The policy will be reviewed by the Research and Evaluation Committee every 3 years. But when reviewing this policy, the reference policy of the relevant university has to be considered.

9) Referencing systems

The referencing and in text-citation must be followed following the working methodology determined by the concerned university. APA 6th edition common referencing methodology is being used by the majority of the university in Nepal.



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10) **Mild or Moderate plagiarism offence**

The following practices are considered inconsequential plagiarism offences:

- a) Copying word-to-word or summarizing a few sentences (less than a paragraph) without acknowledgement.
- b) Improper or incomplete referencing.

11) **Sever plagiarism Offence**

The following practices are considered major plagiarism offences:

- a) Copying a significant part of someone else's work without proper acknowledgement or referencing.
- b) Multiple submission of the same work (or a substantial part of it) is considered as a plagiarized work.



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UNIT II

Anti-plagiarism Policy

2) The College's Mission and Anti-Plagiarism Approach

To accomplish the pre-determined mission and vision of KMC, an integrated and holistic approach to integrating plagiarism will be adopted. An integrated approach means that all academician and all students will be accountable. A holistic approach refers to undertaking plagiarism from three different aspects; prevention, detection and penalties.

2.1. Prevention:

This aspect of the approach aims to assist students and faculty members to side-step resorting to plagiarism both intentionally and non-intentionally.

2.2. Detection:

This includes procedures that lead the faculty members from suspicion of a plagiarism incident to proof. The goal is to detect most cases of plagiarism, both minor and major, transparently.

2.3. Penalties:

This part presents the appropriate penalties depending on the severity and frequency of the misconduct, including procedures for implementation and due process. These penalties are outlined in other policies, which deal with staff or student misconduct.

3) Prevention Policy and Procedures

3.1) Prevention Policy Statement

From the entry to the campus, students will be made aware of the notion of plagiarism and the implications of committing plagiarism at the campus. They will also be trained and supported to prevent them from committing plagiarism.



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3.2) Prevention Roles and Responsibilities:

The respective department head and faculty members who are teaching research methodology and the Research and Evaluation Committee will be overall responsible for the prevention of plagiarism.

4) Detection Policy and Procedures

4.1) Detection Policy Statement

The Campus will ensure the availability of suitable resources and training for the detection and investigation of plagiarism. All detected acts of plagiarism should be reported to the entity responsible for dealing with faculty/student misconduct.

4.2) Detection Roles

Students: The instructor will be the main person responsible for the detection of plagiarism in assessed student work.

- a) All Lectures will be trained on how to detect plagiarism during their induction.
- b) Lectures will be trained on the use of plagiarism detection software.
- c) Detected cases will be dealt with according to the Regulations of Anti-plagiarism policyStudents.
- d) Suspected cases of plagiarism will be investigated by the instructor to:
 - i. Determine if it is a case of plagiarism
 - ii. Gather evidence to support the case.
 - iii. Determine if it a minor or a major offence.
- e) In case of minor plagiarism offences, the instructor has the right to ask the student to resubmit the assessed work.



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- f) In the case of a major offence, the instructor forwards the case to the Research and Evaluation Committee for further action.

5) Penalties Policy and Procedures

5.1) Penalties Policy Statement

Plagiarism penalties will be applied depending on the severity of the offence, or instance whether it is considered a minor or a major case of plagiarism. The investigation and penalties will be decided according to the existing regulations for the academician or students' misconduct.

5.1.1 Minor Plagiarism penalties:

In cases of minor plagiarism offences, the instructor can take the following action:

- a) Asking the student to resubmit the work
- b) Asking the student to submit another assignment or any other remedial action
- c) Impose a fail grade or mark penalty on the work
- d) Accumulation of three minor offences are dealt with as a major offence

5.1.2 Major Plagiarism penalties:

Major cases of plagiarism must be;

Forwarded to the Research and Evaluation Committee and then to the appropriate investigative by the committee for further action.

- a) Plagiarism will be treated the same as incidents of cheating.
- b) The Research Committee upon investigating the incident according to the regulations shall forward the case with recommendations to the respective department.
- c) Because of the severe misconduct involved in a major plagiarism offence, the minimum penalty shall be a failure in the assessment where the work is submitted.

