

CASP006- PLAGIARISM POLICY

STATUS	<input checked="" type="checkbox"/> New Policy
	<input type="checkbox"/> Continuation of Existing Policy
	<input type="checkbox"/> Revised Policy
SCOPE	<input checked="" type="checkbox"/> All CAS
	<input type="checkbox"/> Some CAS (.....)
	<input type="checkbox"/> One CAS (.....)
TARGET AUDIENCE	<input checked="" type="checkbox"/> Staff: <input type="checkbox"/> All <input type="checkbox"/> Academic staff <input type="checkbox"/> Non-academic staff
	<input checked="" type="checkbox"/> Students: <input type="checkbox"/> All levels <input type="checkbox"/> UG <input type="checkbox"/> PG
	<input type="checkbox"/> All specialisations <input type="checkbox"/> Some (.....)

1 Rationale and Purpose

The preservation of academic integrity is essential to the reputation of the learning institutions as well as their endeavours to promote creativity and innovation among their graduates. With the easy access to information nowadays, HEIs are expected to take additional measures to combat the misappropriation of knowledge and ensure that their products are original and truthful.

This policy provides a platform to combat plagiarism. It outlines strategies to detect cases of academic misappropriation and offers methods to respond to them.

2 Definitions

For purposes of this policy, unless otherwise stated, the following definitions shall apply:

Plagiarism	It is the presentation of another person's work as one's own without proper acknowledgement.
Detection	It is the identification of any plagiarised contents in any spoken or written form, either manually or electronically.
Response	It is the staff's response to the plagiarised pieces which normally addresses the doing and redoing of such pieces.
Punishment	It is the last resort that staff can possibly do to plagiarised work when there is no clear intention from the student to rectify.

Penalty	It is the possible measure that could be taken by the respective departments according to established regulations against plagiarism.
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3 Policy Content & Principles

- 3.1 CAS regard plagiarism as a serious violation that has adverse effects on the image of the institutions as well as the prospects of those who commit it. The Colleges are committed to providing the requisite resources to address plagiarism.
- 3.2 CAS shall adopt a dual approach to combat plagiarism. At the academic level, they plan educational programs for students and faculty on a continuous basis. At the legal level, they enforce strict rules and impose severe penalties against people convicted of committing acts of plagiarism.
- 3.3 Faculty members are expected not only to systematically enforce the detection methods and procedures adopted by CAS, but also to lead their students by example through the full adherence to the principle of academic integrity. Failure to observe this vital boundary may incur severe professional and academic consequences, including contract termination and delay of academic promotion, etc.
- 3.4 Acts of plagiarism include, but are not limited to:
 - (a) Copying from the internet without acknowledging sources;
 - (b) Copying from published hard copy sources without due acknowledgment;
 - (c) Sharing of work by fellow students without actively taking part in it;
 - (d) The commissioning of texts from family members or friends; and
 - (e) Replicating one's own work without due acknowledgment
- 3.5 Plagiarism cases shall be handled fairly and transparently, and people who are convicted may appeal the decisions against them.

4 Legislative Compliance

The CAS is required to manage its policy documentation within a legislative framework. The legislation directing this policy is the academic regulations embedded in CAS Bylaw.

5 Supporting Materials

The current English Departments' plagiarism procedures

6 Appendices

7 Approval Agency: Board of Trustees

8 Approval Dates

This policy was originally approved on: []

This version was approved on: []

This version takes effect from: []

This policy will be reviewed by: []

9 Policy Sponsor: Director General of CAS

10 Contact: Directorate General of CAS