GHANA INSTITUTE OF MANAGEMENT AND PUBLIC ADMINISTRATION (GIMPA)

PLAGIARISM POLICY

2018

Contents

1.0 Introduction

The Plagiarism Policy for the Ghana Institute of Management and Public Administration (GIMPA) is a thorough review of policies from standard practices providing guidelines for identifying and dealing with plagiarism. The Policy is underpinned by the vision, mission and core values of GIMPA

1.1   Vision

To position GIMPA clearly as a research-intensive university; focused on graduate studies and capacity-building in public sector disciplines and practices, with strong undergraduate support, ensuring synergies amongst schools and becoming the undoubted Centre of Excellence that support Ghanaian and African Socio-economic advancement toward peace and prosperity

1.2   Mission

Our mission is to promote the development of managerial skills for persons employed in the public and private sectors, and non-governmental organizations and promote the use of information technology as an essential tool to increase competitive advantage and enhance output for national development, and to provide unbiased and dedicated advisory services to various arms of government to enhance the capacity for sustainable development and management

1.3   Core values

i.   *Excellence* challenges us to be rigorous, innovative and imaginative in our teaching and research programmes, and to be creative in the application and dissemination of knowledge

ii.   *Distinctiveness* enjoins us to honour our heritage as a public service institution that promotes professionalism, integrity, accountability, fairness and transparency

iii. *Connectedness* challenges us to be relevant and of value both to ourselves and the wider global society, by collaborating with diverse entities around the world

iv.   *Sustainability* encourages us to undertake initiatives that keeps us constantly relevant now and for the future

The Policy strengthens two of the core values above, Excellence and Distinctiveness, embedded in the academic activities at GIMPA. These values intend to underpin the implementation of the policy to ensure rigour, ethical behaviour, professionalism, accountability and academic integrity

1.4   Why the Need for Plagiarism Policy

For the epitome of prestige, standing and the integrity of most tertiary institutions, quality and reputation of its certificates, the adherence to academic conventions on citation and referencing is paramount (Altbach, 2014). Degrees are awarded on the premise that the work submitted (e.g., thesis/dissertation/long essay), other than in the case of formal group-work, is one's original work.

The value of integrity with its negative or positive perception also has impact on the brand of the university and its ranking (Macfarlane *et. al.,* 2014). Hence, unethical practices are debilitating to the Institute's image and tertiary institutions in general. In the event where one gets away with plagiarism now, it may essentially, come back to haunt the one in the future when found out. For instance, some prominent individuals have had to resign from their posts, had their works withdrawn or been stripped of their degrees awarded as a result of issues of plagiarism that had taken place some 20 or 30 years earlier.

This Policy therefore, outlines the commitment of the Institute in promoting integrity in academic programmes, creation and dissemination of research knowledge for promoting excellence in scholarly works. The Policy shall guide and direct the Institute to provide a research and learning environment that fosters and instils, in its Community, qualities of independent scholarly learning, critical judgment, academic honesty and integrity with ethical practices to address plagiarism in scholarly works.

GIMPA Community has the responsibility to maintain the highest standards of academic integrity and ensure appropriate acknowledgement is given for ideas, interpretations, works or creative works of others.

1.5   Definition of Plagiarism

Plagiarism is passing off ideas or words of others as one's own (Merriam-Webster, nd). That is, presenting one's work without acknowledging the authorship by another including: an expression of an idea or work of another in any academic examination or term test or in connection with any other form of work attributed to an individual such as publication, invention or creative work will count as plagiarism. Chalmers (2009) refers to using published sources including works of other students as well as the re-use of one's own work without appropriate acknowledgment as self-plagiarism, text recycling and salami publishing.

Clarke (2006) considers plagiarism as a serious offence against scholarship, academic fraud, theft, the fraudulent use or theft of intellectual property which may breach ethical, pedagogical and legal norms. Some students also contract others to do their academic works for them (Oduro-Marfo and Yekple, 2016). These 'Theses Contractors' constantly recycle academic works for other clients (students), affecting the quality, ethical standard and integrity and thus, the reputation of Institutions.

It is critical therefore, a priority for the development of Plagiarism Policy and procedures for reporting and dealing with plagiarism cases at the Institute.

2.0 Purpose

Plagiarism has become more sophisticated with globalisation and advancement in technology, particularly the internet, and proliferation of access to online resources and students' submitted works copied and reproduced by others. This Policy therefore, provides a framework emphasising:

a. The importance of underpinning ethical values in teaching and learning;
b. Ensure originality in teaching, learning, research, consultancy and outreach activities;
c. The need to acknowledge contributions of others

This policy specifically seeks to:

i. Educate and Clarify what constitutes plagiarism – ensure clear understanding of the concept of plagiarism

ii. Promote the principles of academic integrity, prevent plagiarism and protect the interest of GIMPA Community (GIMPA, Faculty, Staff, Students and Collaborators)

iii. Give permissible extent and format for citing works of others

iv. Set rules and regulations to deter, prevent, detect, minimise and manage plagiarism and protect GIMPA's reputation, maintain its integrity and relevance

v. Establish procedures for reporting and dealing with plagiarism cases

vi. Provide guidelines for sanctions for plagiarising at GIMPA

3.0 Scope

The Policy covers the understanding of, prevention and detecting of plagiarism and corrective actions. The Policy applies to:

i. **GIMPA Community:** All Faculty, Staff, Students and Collaborators in Academic Activities including Teaching, Learning, Research, Consultancy and Outreach Activities

ii. **Academic Resources**: All print and electronic Resources generated by GIMPA Community and to any other documents submitted to GIMPA including books, dissertations, journals, long essays, reports, theses and other published materials and products

4.0 Policy

4.1 Policy Statement

GIMPA recognises the need for a policy framework that is preventive, reformatory and punitive in character with the right to amend the policy vested with the Academic Board of the Institute. Curbing plagiarism and related issues shall constitute essential aspects of the culture of learning and scholarship of the academic activities at the Institute.

Hence, the Institute shall at all times:

i. Adhere to the provisions of this Plagiarism Policy;

ii. Consider education with plagiarism as **not** an intrinsic part of the teaching and learning process;

iii. Be committed to ensure that faculty, staff and students understand and adhere to the policy;

iv. Educate students and staff on the causes and consequences of plagiarism through students' handbook, orientation, pamphlets, information skills training, seminars, workshops, intranet and social media;

v. Highlight issues pertaining to plagiarism including skills and strategies to avoid plagiarism, plagiarism cases and appropriate sanctions for all freshmen from first year to graduate studies;

vi. Ensure faculty, staff and students do not plagiarise any works of others in conducting academic business as part of its vision to be a global Institute of excellence in knowledge development and application;

vii. Include academic integrity and information ethics in the Institute's curriculum

viii. Ensure best practice in assignment/assessment design and teaching across disciplines;

ix. Acquire and manage appropriate software for detecting plagiarism (in particular, Turnitin);

x. All scholarly works should be submitted in electronic format;

xi. Assist schools and departments to strengthen their capacity to teach discipline-specific writing convention to students;

xii. Create the necessary support services including best practices in dealing with plagiarism, as well as appeals committee, to handle all plagiarism cases, and answerable to the Academic Board

xiii. Through the IT Department, make available online resources about Plagiarism to enable Faculty members, staff and students test their work to detect plagiarism

5.0 Types of Plagiarism

There are Intentional (prototypical) and Non-Intentional (non-prototypical) plagiarism with intentional being the most common and severe.

5.1 Intentional Plagiarism

Intentional plagiarism occurs when one deliberately appropriates another person's work as one's own including sentences, phrases, paragraphs, pages of another person's publication verbatim without citing the source of reference or presenting the appropriated materials in quotation marks. In addition, presenting entire academic peer-reviewed articles and textbook or entire student dissertation and theses with the intent to pass on as one's own is also plagiarism.

This plagiarism type, also termed 'Major' or level 3 plagiarism (UoN, n.d), may include:

a. Appropriation (turning in/publishing of the works of others as one's own)
b. Lack of giving due credit (copying words or ideas from another's work without the appropriate attribution to the original source)
c. Content - the presentation of content of another's work including:
    i. Cut/Copy and Paste material from the web, textbooks or journals (lifting phrases, sentences and paragraphs of someone's published or unpublished work beyond an acceptable number of words)
    ii. Cut/Copy and Paste media material from the web (images, videos, music) without receiving proper permission or providing appropriate citation
    iii. Copying from course material and lecture notes
    iv. Copying laboratory data or other forms of data
    v. Copying as many words or ideas from a source making majority of one's work with or without giving credit
    vi. Claiming individual ownership of work done by a group
    vii. Using fictitious citations in one's work
    viii. Supervisor publishing student's work without his/her consent and claiming lead authorship or not including the student as a co-author

5.2   Non-Intentional plagiarism

Non-Intentional plagiarism is not 'intention to deceive' (Pecorari, 2003) and commonly occurs when one does not intend to contravene academic conventions and standards for referencing. Writing in a non-native language one does not understand can lead to producing imitations of a source text. The lack of understanding undermines the

technical concepts such that, one's ability to present what one read during undertaking their own work. This 'patachwriting' (Howard, 2001), is a pedagogical (lack of academic writing) than an ethical problem.

This type of plagiarism also termed 'Minor' or level 2 and level 1 plagiarism (UoN, n.d) and may include:

    i.   Failing to put quotation in quotation marks

    ii.   Direct quotes not duly acknowledged

    iii.   Giving incorrect information about source of quotation and other works

    iv.   Paraphrase others' views without due credit

5.3   Self-Plagiarism

5.3.1 Intentional Self-Plagiarism

Appropriating significant amount of materials from one's own published work is Intentional self-plagiarism. This also occurs "when large parts of a paper are a word-for-word copy of previously published text" or "republishing large parts of an original research paper" (The Lancet, 2009, p664) which makes it difficult for one to claim inadvertent recycling of one's own materials.

5.3.2 Non-Intentional Self-Plagiarism

Non-Intentional self-plagiarism on the other hand occurs when the appropriation is not significant and the re-use of existing material is clearly referenced. Thus, factors of Intentional and Non-Intentional plagiarism may occur in self- plagiarism

6.0 Responsibilities for Preventing Plagiarism

The safest approach to prevent plagiarism is to avoid it or cite sources properly. Therefore, it is the collective responsibility of the GIMPA community to ensure plagiarism is discouraged in the creation of intellectual environment.

6.1   Institutional

In preventing plagiarism, Management of GIMPA shall but not limited to:

i.   Provide faculty, staff and students with the necessary understanding to avoid plagiarism;

ii.   Caution GIMPA Community that anti-plagiarism software is in use;

iii.   Establish plagiarism register;

iv.   Educate students on research and citation process;

v.   Empower students on how to evaluate information resources on the internet and other sources;

vi.   Encourage students:

a.   Not to copy and paste from the internet and/or other sources to produce one's own work;

b.   Not to copy other students' work and present as one's own;

c.   Not to knowingly allow one's work to be copied, for the one who copies and the one who allows his/her work to be copied will be subjected to the same sanctions;

d.   To learn to paraphrase ideas and present in their own words

e.   Always explicitly acknowledge anything including copying works of other students;

f.   Quote directly from books or paper should be put in quotation marks (start and end quotes with inverted commas) and appropriately referenced;

g.   Not to give incorrect information about the source of quotations;

h.   Not to change words but copy the sentence structure of a source without giving credit;

i.   Not to copy so many words/ideas from a source making up the majority of one's work, whether credit is given or not;

j.   List sources used in the bibliography or reference at the end of every work done;

k.   Reference all sources in the format required by the relevant school

vii.   Make it compulsory for student to:

a.   Submit assignments in both print and electronic format;

b. Pass their assignments through plagiarism detecting system (Turnitin)

c. Attach copies of Declaration of Originality Form (appendix I) and Turnitin Report forms to their work before submission to their school's secretariat

viii. Faculty members should reinforce basic principles of academic integrity in the class at the beginning of lectures in programmes where students have to write course work;

ix. Ensure Faculty members demonstrate competence in writing from multiple sources;

x. Assist schools and departments in detecting plagiarism in assignments, dissertation, theses, and term papers submitted;

xi. As part of Academic Quality Assurance, establish a Plagiarism Support Service;

xii. Assist the Editorial Board of GIMPA Journal in detecting plagiarism at review stage of articles submitted for publication

6.2 GIMPA Community (including Faculty members, Staff and Students)

According to Walker (2009), students, among other things, tend to plagiarise due to poor time management. Time factor is also the reason some instructors do not thoroughly check sources of students' work leading to some students engaging in plagiarism (*ibid*). As part of a Global Community of Scholars drawing prior knowledge to create and contribute to knowledge, Chapfika (2008) however, posits that Faculty members, Staff and Students are responsible in making clear whose works they draw from and how their own works constitute new knowledge. Hence, Faculty members, Staff and Students shall:

i. Familiarise themselves with the appropriate conventions for using sources, making attributions and integrating citations in their writings;

ii. Acquire good reading and note taking skills to avoid plagiarism;

iii. Know what plagiarism is and how to avoid it;

iv.   Ensure there is no plagiarism in their work and importantly show where and how one's work is indebted to others

7.0 Detecting Plagiarism

Plagiarism shall be detected through but not limited to:

i.   Monitoring at supervision level;
ii.   Use of plagiarism detection software (Turnitin approved by GIMPA);
iii.   Internet search tool;
iv.   Counter check citation with references;
v.   Counter check any suspicious submitted work;
vi.   Random sampling of references/
vii.   Maintain all scholarly works in electronic format

8.0 Evaluating Plagiarism

Plagiarism is complex (Rosamond, 2002) whether it relates to one's own (intentionally) or to others' work. How appropriateness of acknowledgement is measured leads to transparency which is the accepted measure of evaluating appropriateness of acknowledgement. Hence, in evaluating such complexity, the scale and consequences of plagiarism should be considered through transparency.

Transparency is ascertained using language, presence of citation and presence of secondary citation:

i.   When the language used in a text is presented as a quotation, it suggests a secondary source was consulted. Language not in quotation is assumed as one's own;

ii.   Presence of citation – when a segment of text is presented without a reference, it is assumed the form and content of the segment are original to the writer;

iii.   Presence of secondary citation – source cited should be consulted. If not, the use of secondary citation will appear as one consulting several primary sources rather than a small set of secondary sources.

9.0 Procedures for Investigating Plagiarism Cases

Plagiarism is unacceptable and GIMPA shall treat it as a serious offence therefore, allegations of plagiarism shall be referred to the appropriate authority for resolution. Hence, where plagiarism is suspected or alleged, the procedure below shall be followed:

9.1 Students

9.1.1   Allegation of plagiarism in a submitted Course Assignment/Projects/Theses shall be communicated to the instructor, assessor or staff responsible for the student's work;

9.1.2   The instructor, assessor or staff responsible for the student's work shall submit to the Head of Department a filled plagiarism incident reporting form for students (appendix II) with relevant supporting documentary evidence;

9.1.3   The Head of Department shall, at the first instance, report the matter through the Dean/Director to the Deputy Rector;

9.1.4   The Deputy Rector shall refer the case to the appropriate Disciplinary Committee to investigate the allegations, pursuant to the provision in the Institute's Statutes;

9.1.5   The alleged plagiarism work shall be subjected to a suitable recommended detecting system (Turnitin);

9.1.6   The student alleged to have plagiarised, shall be subjected to academic misconduct procedures provided for in the GIMPA Statutes and shall be:

i.   invited by the Disciplinary Committee per its procedure in the Statutes and student handbook;
ii.   orally interviewed to assess the originality of the work;

9.1.7 Academic judgement shall be exercised to determine the level of plagiarism;

9.1.8   If there is evidence of plagiarism, the Disciplinary Committee may recommend any one or more of the sanctions as provided for in the appropriate statute, policies and student's handbook for offending students for action;

9.1.9   The findings and recommendations of the investigative panel shall be submitted to the Deputy Rector who shall forward to the Rector;

9.1.10 The Rector shall implement the recommendations appropriately in accordance with the existing policy framework;

9.1.11 Students shall have the right to appeal to any or all allegation(s) of plagiarism against them as provided for in the regulations governing academic programmes

9.1.11.1   For an appeal to be considered, it must be in writing, signed by the student and received at the Rector's Office or their nominee within ten working days of the date of the letter notifying the student of the decision.

9.1.12 Students shall have the right to work with the Dean of Students' Affairs office for assistance and support to appeal to any or all allegation(s) of plagiarism against them as provided for in the regulations governing academic programmes

9.1.11.3   For appeals to be deemed valid, the student must:

   i.   Clearly state the grounds on which the appeal is being made;
   ii.   Disclose any reasonable grounds of the appeal;
   iii. Have merit; and
   iv.   Include all relevant supporting evidence
   v.   Depending upon which ground (s) the appeal is accepted, it will be considered by the Rector or their nominee

9.2   Faculty/Staff Members

Where Faculty/staff member is suspected or alleged to have plagiarised in their scholarly work:

9.2.1   The Alleging Faculty/Staff Member shall report to the Head of Department, a filled Plagiarism Incident Reporting Form for Staff (Appendix IV) with relevant supporting documentary evidence;

9.2.2   The Head of Department shall present the submitted documentation together with a written document detailing the suspected circumstance of plagiarism to the Dean/Director;

9.2.3   The Dean/Director shall forward the documents and report to the Deputy Rector

9.2.4   The Deputy Rector shall refer the case to the Rector

9.2.5   The Rector shall refer the allegations of plagiarism to the appropriate School/Faculty Management/Disciplinary Committee for scrutiny and investigate in accordance with the procedures provided for in the Institute's Statutes;

9.2.6   If there is sufficient evidence with significant level of plagiarism, the Committee shall submit its report and recommendations to the Deputy Rector;

9.2.7   The Deputy Rector shall forward the findings and recommendation to the Rector

9.2.8   The Rector shall implement or vary the recommendations as deemed appropriate;

9.2.9   The suspected faculty/staff member shall have the right of appeal to the Disciplinary Committee's findings and recommendation against them in accordance with the procedures provided for in the Institute's Statutes

10.0   False Accusation of Plagiarising

Any Faculty member, staff or student who makes false, malicious and unjustifiable accusations of plagiarism against any Faculty member, staff or student shall be reported by the relevant Head of Department/Unit to the Rector for referral to the Disciplinary Committee for appropriate action.

11.0   Sanctions for Plagiarising

Depending on the nature of plagiarism, (ethical, pedagogical and legal) and the institutional context, the plagiarist shall:

i.   Withdraw the plagiarized material/ Retraction of work(s);
ii.   Issue a public apology;
iii.   Be warned;
iv.   Lose academic position or any marks earned;
v.   Be blacklisted;
vi.   Face legal action/prosecution;
vii.   Repeated offence could result in Dismissal/expulsion from GIMPA
viii. Revoke award(s);

ix. Experience all the above;

x. Retrospective sanction may apply in cases where the plagiarism is discovered at a much later date than its initial occurrence

11.1 Students

Sanctions to apply to offending student shall be in accordance with the Institute's Disciplinary procedures (*see Students' Handbook).*

i. If the student provides satisfactory explanation to allegations and is found to have plagiarised unintentionally, the case may be referred to as an academic misdemeanour of failing to reference correctly and shall be offered:
   a. Academic counselling;
   b. Alter and re-submit work;
   c. A written reprimand may be recommended by the Disciplinary Committee;
   d. A note shall be placed on students' records;

ii. A student knowingly allowing his/her work to be copied together with the student who copied will be subjected to the same sanctions as 11i-x above

11.2 Faculty/Staff Members

Sanctions to apply to offending faculty/staff member shall be in accordance with the Institute's Statutes and disciplinary procedures. However, in addition to 11i – x above;

i. Faculty/staff member found guilty of plagiarism shall be demoted to the next lower rank in the first instance. If not yet promoted, his/her salary will be dropped to the next lower notch at the Lecturer level;

ii. Where plagiarism may have contributed to the promotion or appointment of the offending Faculty member, the Rector shall forward the findings and recommendations to the Appointments and Promotions Committee of the Council to review its decision and Revoke recognition/award(s) where necessary

12.0 Policy Review

i. Plagiarism Committee with Quality Assurance Standards and Accreditation Planning Directorate (QAAPD) shall monitor and evaluate the implementation of the policy to form the basis for review

ii. The Plagiarism Policy shall be reviewed every five(5) years unless otherwise directed by the Rector

13.0   Regulatory Frameworks and Standards

13.1 This policy shall comply with International Standard on Plagiarism. Relevant Legislation for which this policy complies includes but is not limited to:

- Constitution of Ghana 1992
- GIMPA Act, 2004 (Act 676) and Statutes of the Institute
- GIMPA Students' Handbook
- The Universities Act
- The Public Universities Code of Conduct
- The Public Officers Ethics Act
- Books and Newspaper Act
- Copyright Act
- Information and Communication Act
- Public Records and Archives Administration Act,1997 (Act,535)
- GIMPA Records and Archives Management Policy 2017
- Data Protection Act, 2012 (Act 843)

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Definitions of Terms

Detection System: Any method or activity that GIMPA uses to detect plagiarism. This can be consultation, online tools, plagiarism detection software (Turnitin at GIMPA), etc.

Electronic materials: Information documents in digital format

GIMPA: Ghana Institute of Management and Public Administration

GIMPA Community: These are staff, students, collaborators, visiting lecturers/ staff, researchers and any other persons that work for or with GIMPA

The Institute: GIMPA

Plagiarism: Actions or practices of taking someone's work, ideas, etc., and submitting as one's own

Scholarly work: Research works, reports and any literary works written and submitted for either assessment for academic qualifications or publication

Staff: Any persons employed by GIMPA on contract or permanent and pensionable terms

Student: Bona fide students of GIMPA

Work: can be ideas, methods, results and the word or language use to describe these ideas, methods and results

Appendices

Appendix I: Student Declaration Form

Appendix II: Plagiarism Incident Reporting Form (Student)

Appendix III: Staff Declaration Form

Appendix IV: Plagiarism Incident Reporting Form (Staff)