



AB(CH)P.15B
2011/2012

THE UNIVERSITY OF THE WEST INDIES
CAVE HILL CAMPUS

University Regulations on Plagiarism (First Degrees, Diplomas and Certificates)

Academic Board is asked to note the attached document containing UWI Regulations on Plagiarism (First Degrees, Diplomas and Certificates) approved by the Board for Undergraduate Studies for implementation.

The Registry
Cave Hill Campus
October 7, 2011

UNIVERSITY REGULATIONS ON PLAGIARISM (First Degrees, Diplomas and Certificates)

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Application of these Regulations

- 1 These Regulations apply to the presentation of work by a student for evaluation, whether or not for credit, but do not apply to invigilated written examinations.

Definition of plagiarism

- 2 In these Regulations,
“plagiarism” means the unacknowledged and unjustified use of the words, ideas or creations of another, including unjustified unacknowledged quotation and unjustified unattributed borrowing;
“Level 1 plagiarism” means plagiarism which does not meet the definition of Level 2 plagiarism;
“Level 2 plagiarism” means plagiarism undertaken with the intention of passing off as original work by the plagiariser work done by another person or persons.
- 3 What may otherwise meet the definition of plagiarism may be justified for the purposes of Regulation 2 where the particular unacknowledged use of the words, ideas and creations of another is by the standards of the relevant academic discipline a function of part or all of the object of the work for evaluation whether or not for credit, for example:
 - a. The unacknowledged use is required for conformity with presentation standards;
 - b. The task set or undertaken is one of translation of the work of another into a different language or format;
 - c. The task set or undertaken requires producing a result by teamwork for joint credit regardless of the level of individual contribution;
 - d. The task set or undertaken requires extensive adaptation of models within a time period of such brevity as to exclude extensive attribution;

- e. The task set or undertaken requires the use of an artificial language, such as is the case with computer programming, where the use of unoriginal verbal formulae is essential.
- 4 It is not a justification under Regulations 2 and 3 for the unacknowledged use of the words, ideas and creations of another that the user enjoys the right of use of those words, ideas and creations as a matter of intellectual property.

Other definitions

- 5 In these Regulations,
“Chairman” means the Chairman of the relevant Campus Committee on Examinations;
“Examination Regulations” means the Examination and other forms of Assessment Regulations for First Degrees Associate Degrees Diplomas and Certificates of the University;
“set of facts” means a fact or combination of facts.

Evidence of plagiarism

- 6 In order to constitute evidence of plagiarism under these Regulations, there must be identified as a minimum the passage or passages in the student’s work which are considered to have been plagiarised and the passage or passages from which the passages in the student’s work are considered to have been derived.

Student certification

- 7 When a student submits for examination work under Regulation 1, the student shall sign a statement, in such form as the Campus Registrar may prescribe, that as far as possible the work submitted is free of plagiarism including unattributed quotation or paraphrase of the work of another except where justified under Regulation 3.
- 8 Quotation or paraphrase is attributed for the purpose of Regulation 7 if the writer has indicated that the work is not the writer’s own, even if the source is not identified.
- 9 Accurate certification under Regulation 7 is not conclusive as to the absence of plagiarism under these Regulations. Absence of certification does not prohibit the University from proceeding with a charge of plagiarism.

Electronic vetting for plagiarism

- 10 The Campus Registrar may authorise or direct with the consent of the student that work submitted under Regulation 7 be subjected to electronic scrutiny in order to verify its freedom from plagiarism before being submitted to the examiners. The results of the electronic scrutiny shall be submitted to the Dean and the Head of Department as well as to the examiners, but the results of such electronic scrutiny although capable, where the requirements of Regulation 6 are satisfied, of constituting evidence under these Regulations, are not thereby conclusive of any question as to whether or not plagiarism exists.
- 11 Where a Dean or Head of Department considers that the procedure under Regulation 10 discloses evidence of plagiarism, the Dean or Head of Department, as the case may be, shall

- a. where the procedure is considered to disclose evidence of Level 2 plagiarism, report the matter to the Campus Registrar under Regulation 15a; or
- b. where the procedure is considered to disclose evidence of Level 1 plagiarism, refer the matter to the examiners for their consideration as a charge of Level 1 plagiarism under Regulation 12.

Level 1 plagiarism

- 12 In work submitted for examination where the Examiner is satisfied that Level 1 plagiarism has been committed, he shall levy a penalty for the Level 1 plagiarism charged in the form of a reduction in the marks which would have otherwise been awarded.

Level 2 plagiarism

- 13 Where an examiner has evidence of Level 2 plagiarism in the material being examined, that examiner must report it to the Head of Department or the Dean and may at any time provide the Registrar with a copy of that report.
- 14 Where any other person who in the course of duty sees material being examined that has evidence of Level 2 plagiarism that other person may report it to the Head of Department or the Dean and may at any time report it to the Campus Registrar who shall take such action as may be appropriate.
- 15 Where a Dean or Head of Department receives a report under Regulation 13, the Dean or Head of Department, as the case may be, shall
- a. where in concurrence with the report's identification of evidence of Level 2 plagiarism, report the matter to the Campus Registrar; or
 - b. where not concurring in the identification of evidence of plagiarism, reply to the examiner declining to proceed further on the examiner's report; or
 - c. where concluding that there is evidence of Level 1 plagiarism, reply to the examiner indicating that conclusion and proceed as under Regulation 12.
- 16 Where a report is made to the Campus Registrar under Regulation 15a or Regulation 17, the Campus Registrar shall lay a charge and refer the matter to the Campus Committee on Examinations.
- 17 Where the Campus Registrar receives a report from the Examiner or any other person, the Campus Registrar shall refer the matter to a senior academic to determine evidence to ground a charge of plagiarism and where there is a ground, the Campus Registrar shall proceed as under Regulation 16.
- 18 Where the matter has been referred to the Campus Committee on Examinations pursuant to Regulation 16, the proceedings under these Regulations prevail, subject to Regulation 19, over any other disciplinary proceedings against the student based on the same facts and, without prejudice to Regulation 24, any other such disciplinary proceedings must be stayed, subject to being reopened.
- 19 Where other disciplinary proceedings based on the same facts have been completed or have reached the stage of a hearing, whichever comes first, any proceedings under these Regulations based on a charge of Level 2 plagiarism shall be terminated.

- 20(i) If the Campus Committee on Examinations is satisfied, after holding a hearing, that the student has committed Level 2 plagiarism, it shall in making a determination on the severity of the penalty take into consideration:
- a. the circumstances of the particular case;
 - b. the seniority of the student; and
 - c) whether this is the first or a repeated incidence of Level 2 plagiarism.
- (ii) Where a recommendation is made to fail the student, the Campus Committee on Examinations shall make that recommendation to the Campus Registrar who shall refer it to the Academic Board for the student to be failed.
- 21 Academic Board may also, if the Campus Committee on Examinations so recommends after being satisfied that the student has committed Level 2 plagiarism, exclude the student from all further examinations of the University for such period as it may determine.
- 22 Academic Board may also, if the Campus Committee on Examinations so recommends after being satisfied that the student has committed Level 2 plagiarism, dismiss the candidate from the University.

Clearance on a charge of Level 2 plagiarism

- 23 A determination of the Campus Committee on Examinations that Level 2 plagiarism has not been found will be reported to the Campus Registrar who shall refer it to the appropriate authority and notify the student. Where the Committee has not identified Level 2 but has identified Level 1, it shall be reported to the Campus Registrar who shall refer it to the examiner.

Level 2 plagiarism: Appeal to the Senate

- 24 A student may appeal to the Senate from any decision of the Campus Committee on Examinations Regulations 20 and 21 and of Academic Board under Regulation 22.

Delegation by Dean or Head of Department

- 25 The Dean or Head of Department, as the case may be, may generally or in a particular instance delegate that officer's functions under these Regulations.

Examiner's conflict of interest disqualification

- 26 Any person who has at any time been an examiner of work in relation which an issue of plagiarism is being considered under these Regulations must withdraw from performing any functions under these Regulations other than those of supervisor and examiner.