



DEALING WITH CASES OF PLAGIARISM AMONGST STUDENTS - A HANDBOOK FOR ACADEMIC STAFF

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I. INTRODUCTION

- 1.1 The University of Malaya (UM) considers plagiarism to be a case of academic misconduct which seriously undermines the reputation of the university. It is clearly stated in the *University of Malaya (Discipline of Students) Rules 1999* [hereinafter referred to as "Student Disciplinary Rules"], that students are not allowed to plagiarise other people's ideas, writings, data or inventions.
- 1.2. The purpose of this handbook is to assist academic staff to deal with cases of plagiarism among students. Towards this end, this handbook aims to:
 - describe the roles and responsibilities of academic staff in the handling of cases of plagiarism among students.
 - outline the procedures to be observed in dealing with cases of plagiarism among students.
 - provide guidelines for academic staff pertaining to the procedures of handling cases of plagiarism among students at undergraduate and postgraduate levels at UM.

II. DEFINITION

2. Rule 6 of the Student Disciplinary Rules (pp. 1734-1735) states the following:
 - (1) "A student shall not plagiarise any idea, writing, data, or invention belonging to another person.
 - (2) For the purpose of this rule, plagiarism includes-
 - (a) the act of taking an idea, writing, data or invention of another person and claiming that the idea, writing, data or invention is the result of one's own findings or creation; or
 - (b) an attempt to make out or the act of making out, in such a way, that one is the original source or the creator of an idea, writing, data or invention which has actually been taken from some other source.
 - (3) Without prejudice to the generality of sub-rule (2) a student is deemed to have plagiarised when he-
 - (a) publishes, with himself as author or co-author, an abstract, article, scientific or academic paper, or book which is wholly or partly written by some other person;
 - (b) incorporates himself or allows himself to be incorporated as a co-author of an abstract, article, scientific or academic paper or book, when he has not made any written contribution to the abstract, article, scientific or academic paper, or book;

- (c) forces another person to include his name in the list of co-researchers for a particular research project or in the list of co-authors for a publication when he has not made any contribution which may qualify him as a co-researcher or co-author;
- (d) extracts academic data which are results of research undertaken by some other person, such as laboratory findings or field work findings or data obtained through library research, whether published or unpublished, and incorporates these data as part of his academic research without giving due acknowledgement to the actual source;
- (e) uses research data obtained through collaborative work with some other person, whether or not that other person is a staff member or a student of the University, as part of another distinct personal academic research of his, or for a publication in his own name as sole author, without obtaining the consent of his co-researchers prior to embarking on his personal research or prior to publishing the data;
- (f) transcribes the ideas or creations of another kept in whatever form, whether written, printed or available in electronic form, or in slide form, or in whatever form of teaching or research apparatus, or in other form, and claims whether directly or indirectly that he is the creator of that idea or creation;
- (g) translates the writing or creation of another person from one language to another whether or not wholly or partly, and subsequently presents the translation in whatever form or manner as his own writing or creation; or
- (h) extracts ideas from another person's writing or creation and makes certain modifications without due reference to the original source and rearranges them in such a way that it appears as if he is the creator of those ideas." Sources from which work is plagiarised may include print and electronic media, computer programmes/codes, formulas, ideas, concepts, creative works such as choreography, lyrics, musical scores, scripts, paintings, designs and illustrations.

III. MEASURES TO PREVENT PLAGIARISM

- 3.1 The following measures should be taken to prevent acts of plagiarism among students:
- (i) Brief students on plagiarism and its consequences in the first week of the semester for each course.
 - (ii) Conduct courses on academic writing and plagiarism.
 - (iii) Provide examples of methods of citations appropriate for the subject area/discipline (for examples, see Appendix 1).
 - (iv) Set topics/ assignments which make it difficult for students to copy from other sources.
 - (v) Advise supervisees whose thesis/dissertation/research report drafts show elements of plagiarism
 - (vi) Provide avenues for students to present and defend their work, such as class presentations, student seminars and viva voce.

IV. DETECTION OF PLAGIARISM IN STUDENTS' WORK

- 4.1 Methods of checking students' work for plagiarism include:
- Using TURNITIN, a plagiarism prevention software (<http://software.um.edu.my>)
 - Doing a *Google* search (<http://www.google.com>)
 - Questioning students about their work
 - Referring to the original source
 - Obtaining the help of colleagues to check work suspected of plagiarism

V. PROCEDURES FOR DEALING WITH CASES OF PLAGIARISM

- 5.1 In cases where the student's work contributes marks to a course (including but not limited to assignments, project papers, designs, computer programmes, research/laboratory reports), an academic staff who suspects or detects plagiarism (refer to the definition of plagiarism in Part II) in a student's work should
- a) identify the source of the plagiarism.
 - b) complete Form P1 (see Appendix 2) and indicate or provide, as evidence, the sources from which the student has plagiarised.
- 5.2 For final year research projects, postgraduate research reports, dissertations and theses, examiners should indicate in their examination report that the student has plagiarised, or is suspected to have plagiarised, providing evidence of sources from which the student has plagiarised.
- 5.3 In cases of 5.1, the student will be awarded a zero mark, and form P1 is forwarded to the Dean. The Dean will subsequently issue a letter to the student concerned informing him that he has been

awarded a zero mark for a particular piece of work due to plagiarism and that any appeal must be addressed to the Dean in writing.

- 5.4 The student can then write to the Dean to either
 - 5.4.1 appeal against the zero mark; or
 - 5.4.2 appeal against the accusation of plagiarism.
- 5.5 In cases of 5.4.1, the Dean will subsequently form an independent committee to decide on whether or not to maintain the mark awarded.
- 5.6 In cases of 5.4.2, the Dean will advise the Vice-Chancellor to set up the Disciplinary Committee.
- 5.7 The Disciplinary Committee will operate at the faculty level. The members of the Disciplinary Committee will be appointed by the Vice-Chancellor and will comprise the following members:
 - One Professor or Associate Professor from the Faculty - Chair
 - Lecturers from the Faculty
 - Assistant Registrar at the Faculty - Secretariat
 - One academic staff from another faculty

The Student Affairs Division will also be invited to attend the meetings and act as advisor to the committee.

- 5.8 In cases of 5.2, the same processes described in 5.6 to 5.7 will apply.
- 5.9 The Disciplinary Committee will proceed according to the work processes outlined in:
 - UM-PT07-PK01-AK035 (*Penerimaan dan Penyiasatan Laporan*)
 - UM-PT07-PK01-AK031 (*Perbicaraan Kes Kesalahan Tatatertib*)
 - UM-PT07-PK01-AK036 (*Urusan Pendakwaan*)
- 5.10 The Disciplinary Committee will determine
 - whether the work has been plagiarised.
 - the extent of plagiarism.
- 5.11 The extent of plagiarism may be determined based on the following criteria (adapted from Curtin University of Technology's policy on plagiarism)
 - **Almost all/ entire work is copied/reworked** from another source (including from student's own work); work is produced by another party (with or without payment/ with or without permission).
 - **Parts of the work** are copied from another source (including from student's own work) or are produced by another party (with or without payment/ with or without permission). Parts of the work are rephrased/summarised/reworked from another source without proper acknowledgment.

- **A small/minor portion** (e.g. a few sentences) is copied/reworked; inadequate referencing and citation.
- 5.12 As provided in Part V of the Student Disciplinary Rules (p. 1744), “A student who commits a disciplinary action under these Rules and is found guilty of the offence shall be liable to any one or any appropriate combination of two or more of the following punishments:
- a) a warning;
 - b) a fine not exceeding two hundred ringgit;
 - c) exclusion from any specific part or parts of the University for a specified period;
 - d) suspension from being a student of the University for a specified period;
 - e) expulsion from the University.”
- 5.13 The decision of the Disciplinary Committee shall be communicated to the student and the faculty concerned, Exam Section and the Institute of Postgraduate Studies in cases involving postgraduate students. The matter will subsequently be brought up at the Board of Examiners’ meeting and /or to Senate.
- 5.14 Based on the decision of the Disciplinary Committee (5.12), the following actions may be taken:
- a) the student makes the necessary changes/corrections and then resubmit the work for re-examination within a specified time frame in cases involving postgraduate research reports, theses and dissertations;
 - b) marks are deducted/ grade is lowered;
 - c) the student is failed.
- 5.15 The flowchart for the processes and procedures for dealing with cases of plagiarism among students at UM is provided in Appendix 3.

APPENDIX I

EXAMPLES OF CITATION CONVENTIONS

APA	American Psychological Association (psychology, education, social sciences) www.apastyle.org/aboutstyle.html
Chicago	www.chicagomanualofstyle.org/home.html
Harvard	www.library.uq.edu.au/training/citation/harvard_5.pdf
MLA	Modern Languages Association (literature, arts, humanities) www.mla.org
Turabian	www.libs.uga.edu/ref/turabian.html

APPENDIX II

PLAGIARISM REPORT FORM P1

FACULTY: _____

DEPARTMENT: _____

LEVEL: POSTGRADUATE/UNDERGRADUATE (Please underline)

NAME & MATRIC NUMBER OF STUDENT:

TYPE OF WORK: ASSIGNMENT/PROJECT PAPER/REPORT/
DISSERTATION/THESIS/OTHERS (Please state):

TITLE/TOPIC OF WORK: _____

PERCENTAGE OF WORK IN COURSE/PROGRAMME: _____ %

NAME OF LECTURER:

DETAILS OF SUSPECTED PLAGIARISED WORK
(please use a separate sheet of paper if more space is needed)

CHAPTER /PAGE	SOURCE OF PLAGIARISED WORK	TYPE OF PLAGIARISM (e.g. copied whole sentences/paragraphs/ submit other's work)

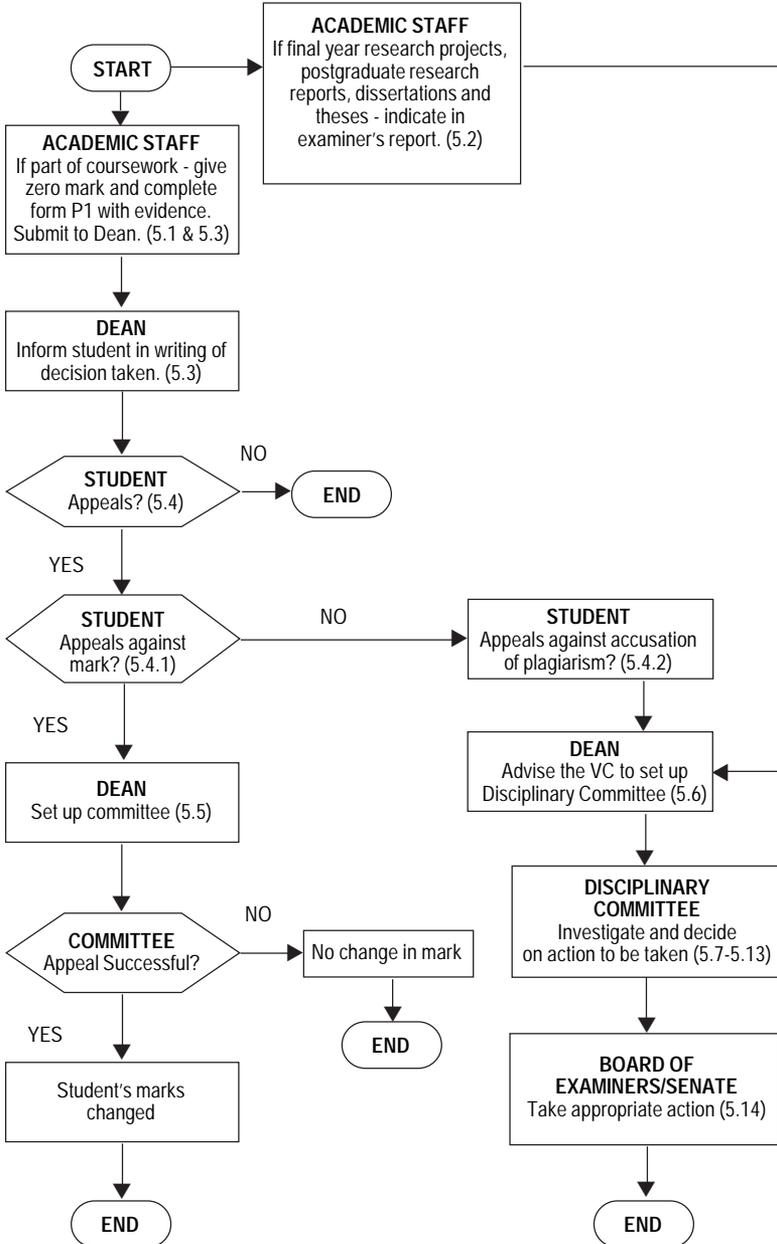
Signature of Lecturer: _____

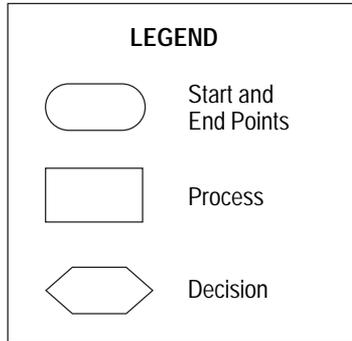
Date: _____

**Please submit this form together with the suspected work and other relevant documents.

APPENDIX III

Managing Plagiarism Found in Students' Work





References

How to Recognise Plagiarism. School of Education, Indiana University, Bloomington. Retrieved from <http://www.indiana.edu/~istd/overview.html> on 24 January 2006.

Guidelines And Rules on Student Plagiarism - Handbook For Staff. Retrieved from http://www.lc.unsw.edu.au/plagiarism/Plagiarism_INSERT.pdf on 24 January 2006.

Plagiarism. Curtin University of Technology, Australia. Retrieved from www.policies.curtin.edu.au/documents/plagiarism.doc on 24 January 2006.

University of Malaya (Discipline of Students) Rules 1999