

University of Kurdistan – Hewlêr

Plagiarism Policies

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Part I: Defining Plagiarism

The section below provides information on what plagiarism is, and what the main types of plagiarism are.

What is plagiarism?

Plagiarism is the practice of using someone else's work and/or ideas and pretending it is your own. In addition, students can self-plagiarise if they fail to reference their own previously assessed work correctly. Plagiarism is dishonest and unacceptable. There are several different types of plagiarism. The type of plagiarism and how often plagiarism is committed will affect the gravity of the punishment. Listed below are the most common forms of plagiarism. This list is not exhaustive.

1.1 Complete plagiarism

The student takes a paper written by someone else and submits it under their name.

1.2 Source-based plagiarism

The student may reference a source that is incorrect or does not exist or the student fabricates and/or falsifies data and/or research findings.

1.3 Direct plagiarism

The student copies parts of a text/texts directly without quotation marks without any attempt to acknowledge that the material was taken from an external source. Direct plagiarism can at times be caused by sloppy note taking (i.e., failing to note down the source) and/or sloppy presentation of the work (i.e., failure to use quotation marks correctly).

1.4 Self/auto plagiarism

The student duplicates text that they submitted in an earlier paper and fails to reference themselves. Students can refer back to and develop their own ideas submitted in earlier assessed work by referencing that assignment in their bibliography. Students must never submit work that contains directly copied large chunks of text from a previous assessed assignment. Students can recycle ideas, but the text should always be original.

1.5 Paraphrasing plagiarism

This is the most common form of plagiarism. Students fail to adequately paraphrase other people's work and/or ideas. This also includes using certain Internet applications or programmes to do paraphrasing using Artificial Intelligence, i.e. AI-induced paraphrased texts. See the section on how to avoid plagiarism for examples of this paraphrasing plagiarism.

1.6 Inaccurate authorship (collusion)

Inaccurate plagiarism happens in three ways:

1. The student contributes to a piece of work but does not get any credit for it.
2. The student gets credit for work, but without contributing to it.
3. The student asks someone to edit and/or proofread their work and instead of only editing and/or proofreading they make significant changes.

Part II: How are Plagiarism Cases Dealt with?

The section below provides an overview on how cases of plagiarism are processed at the departmental/school levels:

1. Once an instructor suspects that a student has plagiarized a course submission or believes that a paper may be inauthentic, he or she will promptly send the corresponding TurnItIn report to the departmental chair.
2. Upon receiving the report the departmental chair will assign an assessor to annotate all plagiarized sections and note the particular kind of plagiarism detected. The assessor will then send the processed report back to the chair.
3. The Department Chair will then form a committee of three departmental instructors to review the case. If the paper is deemed to be majorly plagiarised, the departmental chair will forward the case to the Academic Registrar for consideration by the Academic Disciplinary Committee. If the case is determined to be minor by the departmental committee, it will be dealt with at departmental level with advice and guidance and/or a written warning (which will be kept on file by the Academic Registrar's Office) issued to the student.

The severity of the penalty to be imposed in cases of major plagiarism depends on the following factors:

- a. Whether it is the first time or a recurring case of plagiarism by the same student.
 - b. The type of plagiarism.
 - c. The volume/percentage of plagiarism within the submission.
 - d. Whether the plagiarism case is stemmed from genuinely misperceptions or unintentional misapplication of citation/referencing procedures.
 - e. The level of the programme the student is enrolled in.
4. In cases determined to be major, the Department Chair will then send the annotated TurnItIn report (or reports from other originality checking software) and a brief statement concerning the committee's verdict to the offending student, the school's academic support unit representative, and the Academic Registrar for forwarding to the Academic Disciplinary Committee. The Academic Disciplinary Committee may recommend penalties ranging from a reduction in marks to termination from the course. Decisions on penalties to be applied are made by the President with the recommendation of the Academic Disciplinary Committee.

In all the cases of suspected plagiarism, in addition to similarity rates from TurnItIn reports, UKH reserves the right to carry out a comparative analysis for uniqueness of style, complexity and readability between the submitted writing sample and texts that have been

written by the student under invigilation such as recent exam scripts or in-class assignments. UKH can employ various technology-assisted tools and other data analytics such as a Flesch-Kincaid readability index, a register, style and field specific lexicon comparison, data metrics and, comparative word commonality.

Part III: Students' Right and Procedures to Appeal

The University acknowledges the rights of students to appeal against sanctions imposed as the result of a finding of academic misconduct. The procedure for submitting an appeal is as follows:

- An appeal must be submitted in writing to the Registry Office within 5 working days of the date of the decision appealed against.
- Students are expected to provide, at the time of submission of their appeal, all relevant documentation or other evidence and details of all issues which they wish to be taken into consideration.
- Students are expected to engage with the appeal procedure in a polite, courteous, and prompt manner and may expect this to be reciprocated by those handling their appeal.
- Students may expect appeals to be dealt with confidentially and that their privacy will be respected. However, it may be necessary to disclose information to others at UKH to deal with the appeal.
- Students will not suffer any disadvantage or retaliation as the result of making an appeal in good faith.
- Students may expect to receive responses to an appeal within the timescales indicated by the Academic Disciplinary Committee (this will be usually within 4 weeks of the receipt of the appeal).
- Where an appeal is upheld, students may expect the University to take such action or provide such remedy as may be appropriate and to do so promptly.
- Where an appeal is not upheld, students may expect to be informed in writing of the reasons for that decision and to be informed of any further rights to request a review of the decision.
- Students are advised **not** to contact UKH President/Vice President/Dean of Schools directly in relation to their appeal as they will not be able to respond to individual cases.

Part IV: Seeking Assistance with Understanding and Avoiding Plagiarism

It is your responsibility to be aware of the matter of plagiarism, what it is, how to avoid it, and to know and abide by the policies and procedures of the University

Plagiarism training is included from the beginning of all courses regardless of the level, but suitably differentiated for English language use and subject level as appropriate.

Refresher sections about plagiarism are included in all training on research and referencing/citation conventions whether delivered by the subject lecturers or the Library. Information on which citation/ referencing conventions students should use for their subject will be provided in each Module Descriptor Form.

Citation and referencing training are mandatory for all students – differentiated by the level and course.

Reminders are included in all Module Descriptors according to the level and subject.

Students who require further advice or information, they are directed to contact:

- Their subject staff in the first instance if they are unsure about any plagiarism and referencing matter.
- The Library for further information, additional resources, training, or further assistance

Students can also undertake the Plagiarism Training Module on Moodle.

Part V: Plagiarism and Proofreading

It is acceptable to have your writing proofread by another person who is a professional proofreader, or even a friend or family member. However, this is restricted to written pieces of more than 1,000 words. Proofreading is especially used in longer pieces such as UG4, master's and PhD theses. In certain cases, and where part of the assessment will be on the student's writing ability including the use of grammatical and lexical resources, proofreading is not permitted.

If a student wishes to have their writing proofread by someone else, they will need to adhere to the following guidelines and regulations:

1. Proofreading should be used to improve the linguistic aspects of the writing only. That can include correcting grammatical, lexical, or syntactic errors. Errors in punctuation can also be corrected through proofreading.
2. Any changes or improvements in the meaning or contents of the assignment are to be avoided as they will be considered plagiarism. However, in the case of the lack of clarity, the proofreader can make suggestions for the student, so s/he edits the writing on their own and improve the clarity and coherence of the text.
3. Before a text is proofread, the student needs to maintain a copy for their records. Upon a request from the University, the student needs to provide both copies of the text: the original and the proofread versions.
4. Stylistic changes and improvements can be allowed provided that the proofread version maintains the original content. The content of the writing must not be altered as a result of proofreading under any circumstances.
5. Longer pieces such as undergraduate theses, master's and PhD dissertations should acknowledge proofreading on a separate page at the end of the manuscript.