

MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY



ANTI-PLAGIARISM POLICY

NOVEMBER 2024

FOREWORD

Mbeya University of Science and Technology (MUST) is a public institution of higher learning that plays a pivotal role in complementing Government efforts towards the attainment of its development goals through education, training, research and consultancy services. In this endeavour, MUST is propelled by its mandate, vision, mission, core values and Corporate Strategic Plan (2021/22 -2026/27) strategic objectives to develop an Anti-Plagiarism Policy that provides a framework for ensuring plagiarism-free practices. In this regard, MUST seeks to contribute to the nation by creating a generation of graduates and other stakeholders who abhor plagiarism practices. It aims at ensuring that those who work, partner and study at the University are aware of the fact that plagiarism is intolerably unacceptable.

The world has witnessed an overwhelming increase in the problem of plagiarism in recent years. In an academic institution like MUST where research, consultancies and assignments are massively conducted, plagiarism remains to be a challenge. Hence, there must be proper mechanisms to control the problem; this includes having in place regulations, procedures and anti-plagiarism software.

This Anti-Plagiarism Policy introduces the relevance of anti-plagiarism for the University community. Also, it lays down the way prevention and detection of plagiarism will be done and describes the implementation, disciplinary measures and revision. It is therefore expected that the Policy will be a useful reference document for students and staff.

Prof. Aloys N. Mvuma

Vice Chancellor

November 2024

LIST OF ABBREVIATIONS AND ACRONYMS

ADC	Academic Dishonesty Committee
CIS	Course Information Sheet
DICT	Directorate of Information, Communication and Technology
DVC ARC	Deputy Vice Chancellor - Academic, Research and Consultancy
ICT	Information and Communication Technology
FTC	Full Technician Certificate
MUST	Mbeya University of Science and Technology
MUST IR	Mbeya University of Science and Technology Institutional Repository
Ph.D	Philosophical Doctorate
SUA	Sokoine University of Agriculture
TCU	Tanzania Commission for Universities
UDSM	University of Dar es Salaam

DEFINITION OF KEY TERMS AND CONCEPTS

Academic dishonesty	Any type of cheating that occurs in relation to a formal academic
Academic integrity	The pursuit of scholarly activity in an open, honest and responsible
Academic staff	Teaching staff, research fellow and librarian of the University.
Acknowledgement	Appropriately referencing or citing the source of information being
Acts constituting plagiarism	<ul style="list-style-type: none"> (i) Submitting the work of another or part of it as one's own, whether published or unpublished (ii) Paraphrasing, copying or summarizing another's work without acknowledging the source (iii) Using facts, figures, graphs, charts or information without acknowledging the source (iv) Downloading part(s) of any document, graphics, artwork or other material from the internet and presenting it as one's own without acknowledgement (v) Any infringement of the Copyright Act in force in the country.
Artificial intelligence (AI)	Artificial intelligence (AI) in academic institutions and research refers to the development and application of computational systems capable of performing tasks that typically require human intelligence. These tasks include learning, reasoning, problem-solving, understanding natural language, and perception.
Guilty of plagiarism	<p>A student is guilty of plagiarism if:</p> <ul style="list-style-type: none"> (i) Infringes a person's copyright or any other intellectual property right, including but not limited to plagiarism; (ii) Plagiarizes by stating, or implying, original authorship of someone else's written or creative work and/or by incorporating

	such work or material, in whole or in part, into his or her own work without properly acknowledging or citing the source.
Plagiarism	Presentation of someone else's work, words, images, ideas, opinions, discoveries, artwork, music, recordings or computer-generated work (including circuitry, computer programs or software, websites, the Internet or other electronic resources) whether published or not, as one's own work, or alternatively appropriating the work, words, images, ideas, opinions, discoveries, artwork, music, recordings or computer-generated work (including circuitry, computer programs or software, websites, the Internet or other electronic resource) of others, without properly acknowledging the source, with or without the source's permission.
Researcher	Anyone who by research, collaboration or by any other arrangement is affiliated to MIE and is involved in writing, publishing and/or presenting a work
Sanctions	Penalties that are imposed by the University to any person who commits
Scholarly work	Any work that been written and submitted for either publication or
Student	Refers to any trainee who on the date of submission of his/her work through Turnitin is a registered student of MUST
Staff member	A staff member is any employee of MUST who is involved in writing, publishing and/or presenting his/her work

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CHAPTER ONE

BACKGROUND INFORMATION OF THE UNIVERSITY

1.1 Introduction

The history of Mbeya University of Science and Technology (MUST) dates back to 1986 when Mbeya Technical College (MTC) was established by the Government of Tanzania for the purpose of training Full Technicians at Certificate Level (FTC) under the Russia - Tanzania Training Support. The College existed up to mid-2005 offering programmes in the fields of Architecture, Electrical Engineering, Civil Engineering and Mechanical Engineering. In July 2005, MTC was transformed into a multi-disciplinary Mbeya Institute of Science and Technology (MIST) through the National Council for Technical Education (Mbeya Institute of Science and Technology) Establishment Order, 2004.

The transformation was a Government move towards strengthening the College to become a fully-fledged University. Mbeya Institute of Science and Technology registered a number of achievements including restructuring of FTC programmes to Ordinary Diploma programmes and introduction of Undergraduate Degree programmes which eventually lead to expansion of students' enrolment. Following these achievements, on 29th March 2012 after being issued with a Provisional Licence by Tanzania Commission for Universities (TCU), the Institute was transformed to a fully-fledged University namely Mbeya University of Science and Technology (MUST). The University was granted Mbeya University of Science and Technology Charter, 2013 on 20th August 2013.

MUST is endeavouring to lead in Science and Technology, become a centre of excellence for academics, research and consultancy and puts itself in a position where research results are meant for improving livelihood in the society. In order to develop original and professional skills in Science, Engineering and Social Sciences in related fields, MUST has to go hand in hand with Anti-Plagiarism Policy.

1.2 MUST Vision

The Vision of Mbeya University of Science and Technology is to become the leading centre of excellence for knowledge, skills and applied education in science and technology.

1.3 MUST Mission

The Mission of Mbeya University of Science and Technology is to develop academically, technologically and socially competent students, staff and other stakeholders who will be responsive to the broader needs and challenges of the society specified by:

- (a) Facilitating appropriate tuition, practical training and support according to the needs of students and other customers;
- (b) Encouraging staff commitment to quality education and services including research, consultancy and innovation;
- (c) Fostering lifelong learning, honesty and responsibility;
- (d) Promoting an environment conducive to human development; and
- (e) Promoting effective entrepreneurship and usage of appropriate technology that meet national and international needs and standards through skills and practical oriented training, research and consultancy.

1.4 Situational Analysis

Plagiarism is not new to higher education institutions but the scope of the problem has magnified with the accessibility of electronic resources. With increasing access to digital resources, cases of plagiarism have risen globally and particularly at MUST. With this regard, while there is awareness of plagiarism, consistent enforcement of anti-plagiarism measures is necessary.

1.5 Justification for Anti Plagiarism Policy

To cultivate ethical research practices and integrity, promoting an environment where original academic work thrives and plagiarism is

proactively prevented and penalized as per legal framework. It is therefore inevitable for the Anti-Plagiarism Policy to be in place.

CHAPTER TWO

INFORMATION OF ANTI PLAGIARISM POLICY

2.1 Introduction

This part presents the Vision, Mission, Goal, Objectives, Philosophy and Scope of anti-Plagiarism Policy.

2.2 Policy Vision

To create a plagiarism-free academic environment by fostering integrity, innovation and excellence in research.

2.3 Policy Mission

To implement systematic strategies that detect, prevent and manage plagiarism while educating students and staff about the ethical use of information.

2.4 Policy Goal

To reduce instances of plagiarism by at least 80% within the next five years by ensuring all research output is subjected to plagiarism checks and preventive education programs.

2.5 Policy Objectives

2.5.1 Main objective

The main objective of this document is to guide on prevention, detection and responding to plagiarism.

2.5.2 Specific objectives

- (a) To promote academic integrity of the University.
- (b) To reinforce the value system of the University as an ethically responsible institution.
- (c) To ensure that the University students, staff and researchers maintain high levels of integrity and originality in their academic and research activities.
- (d) To provide a framework for dealing with plagiarism at the University.

2.6 Policy Philosophy

This policy is grounded in the belief that academic integrity is the cornerstone of scholarly research. All members of the university must adhere to the principles of honesty and originality in their work.

2.7 Policy Scope

This policy applies to all students (undergraduate and postgraduate), staff member, researcher and person involved in academic writing and/or publishing both in digital and printed form.

2.8 Legal and policy framework

This Anti-Plagiarism Policy shall be administered in compliance with:

- (a) The University Intellectual Property Policy;
- (b) The University Research Policy and Operational Procedures;
- (c) The University Scholarly Publishing Guidelines;
- (d) The University Institutional Repository Policy;
- (e) Guidelines for preparing Theses and Dissertations;
- (f) Guidelines for Intellectual Property Protection;
- (g) Guidelines for Innovation and Technological Transfer;
- (h) Research Ethics Policy and Operational Procedures;
- (i) The University Student by-laws;
- (j) The University Examination Guidelines and Regulations; and
- (k) All laws passed and applicable in the Republic of Tanzania.

CHAPTER THREE

POLICY ISSUES, STATEMENT AND STRATEGIES

3.1 Introduction

This chapter present policy issues, statements and strategies. Its purpose is to introduce the subject matters to work on, state what requires to adhere to/ its objectives/values of the issue. It articulates what to accomplish in each policy statement and the target to address the issue.

3.2 Students and Staff Maintain High Levels of Academic Integrity

The University recognizes that plagiarism rate has been and continues to be an increasing risk in research activities. As such, it poses challenges to all students both undergraduate and postgraduate, academic staff and visiting scholars with regard to its prevention and detection of plagiarism. Students' plagiarism is mainly associated with the assignments given as part of coursework, continuous assessment and research projects. MUST considers this as an issue of major concern that requires particular attention and concerted efforts of both students and staff for the purposes of ensuring that the Vision and Mission of the University are realized.

3.2.1 Policy Issues

- (a) There is increased demand for enhancing and sustaining high standards of intellectual honesty in order to increase the value of training programmes and optimize the impacts of research outputs; and
- (b) Analysis of education and training processes and outcomes in higher learning institutions has gained importance amongst stakeholders.

3.2.2 Policy Statement

MUST is committed to addressing and curbing plagiarism through stringent monitoring during acquisition and dissemination of knowledge among students and staff.

3.2.3 Policy Strategy

In this regard, MUST shall:

- (a) Design assessment tasks that require higher-order thinking skills where the student needs to apply his/her knowledge to analyze, evaluate and synthesize new ideas as compared to a task which requires regurgitation of ideas and facts;
- (b) Create individualized and focused tasks which would be specific to a student and encourage oral presentation/discussion sessions to discourage plagiarism;
- (c) Avoid re-using past assessment tasks that could tempt students to copy other's works;
- (d) Communicate the assignment's purpose in details to students and make assessment criteria/ rubrics explicit and align them with the purpose;
- (e) Give students enough time to complete the assignment; and
- (f) Each member of academic staff should inform students at the beginning of the course or a research work how to avoid plagiarism and the importance of preparing their academic documents consistent with this Policy.

3.3 Use of Appropriate Technology in Detection of Plagiarism

The University has the responsibility of ensuring that the qualifications, which its students earn, are true reflection of their work or efforts and skills acquired during the learning process. In this regard, MUST shall take advantage of the current dynamic technological innovation to facilitate the detection of incidences of plagiarism for students and staff in manner that permits a fair treatment of all students and staff submitting a work for assessment of their credibility.

3.3.1 Policy issues

- (a) Ensuring that the development of ICT facilitates the assessment of originality level or threshold of scholarly works for students and staff; and
- (b) Maintaining a standardized and sustainable system for detection of plagiarism at the University.

3.3.2 Policy statement

MUST shall adopt regular training and seminars on plagiarism to raise awareness so that all scholarly works for students and staff are checked for plagiarism through an effective and efficient plagiarism checker software.

3.3.3 Policy strategy

In this regard, MUST shall:

- (a) Conduct plagiarism workshops for all new students and staff on Citation and referencing as the basis of academic integrity;
- (b) Encourage students to use a referencing software for managing references and creating a bibliography/reference list;
- (c) Discuss academic integrity with students from the beginning of the course;
- (d) Use real cases of plagiarism from different disciplines for demonstration;
- (e) Ask students to submit drafts: give feedback on referencing, citation, paraphrasing;
- (f) Ensure that students and staff have access to an effective plagiarism checker software
- (g) Provide appropriate and adequate support services to students and staff in respect of plagiarism detection
- (h) Ensure that all scholarly work submitted for assessment are retained in the Institutional Repository (MUST IR) for easy detection of plagiarism in future;

- (i) Ensure that an online self-explanatory tutorial on how to detect plagiarism using the approved software is available on MUST website; and
- (j) Ensure that the Directorate of Information and Communication Technology (DICT) constantly identify emerging innovative and efficient systems to improve the detection of plagiarism for all scholarly work at the University.

3.4 Prevention of Plagiarism

Prevention of plagiarism is essential in ensuring that quality works are produced from amongst the members of the University community. This will help both members of staff and students to demonstrate quality standards in all their academic works. A well-defined system for preventing plagiarism is useful in ensuring that the University maintains its academic integrity.

3.4.1 Policy issue

The University ensures that it develops and adopt tools to implement plagiarism checks.

3.4.2 Policy statement

MUST shall integrate plagiarism checker software as official tools for plagiarism checking.

3.4.3 Policy strategy

In this regard, MUST shall:

- (a) Educate students and faculty on the importance of originality in research;
- (b) Establish clear guidelines for plagiarism detection, reporting and penalties;
- (c) Provide access to tools and resources that support plagiarism-free work;
- (d) Ensure that all assignments/ research papers or project reports/theses and dissertations will be run through plagiarism detection software;

- (e) Train both staff and postgraduate students on the use of plagiarism checker software; and
- (f) Institute penalties for violations ranging from re-submission to expulsion for severe or repeated offenses.

3.5 Use of Artificial Intelligence

3.5.1 Policy Issue

The advent of Artificial Intelligence (AI) tools in academia has transformed how students and researchers approach learning, research and publication. While AI can significantly enhance productivity and innovation, its misuse poses risks such as academic dishonesty, intellectual property violations and compromised scholarly credibility. The University recognizes the need to establish clear policy to ensure the ethical and responsible use of AI in academic work, fostering integrity and trust in scholarly outputs.

3.5.2 Policy Statement

The University is committed to promoting ethical practices in the use of Artificial Intelligence for academic purposes. All students, faculty and researchers must ensure that AI-generated content complies with the highest standards of academic integrity. The institution prohibits the submission of AI-generated work as original unless explicitly authorized and appropriately cited. This policy seeks to uphold transparency, accountability and the authenticity of scholarly outputs.

3.5.3 Policy Strategies

To effectively implement the policy on the use of AI in academia, the University shall:

- (a) Conduct regular workshops, seminars, and training sessions to educate students and faculty on ethical AI use;
- (b) Develop and disseminate guidelines on proper attribution and citation of AI-generated content;

- (c) Invest in advanced plagiarism detection software that identifies AI-generated content;
- (d) Establish a review process for academic submissions, emphasizing originality and authenticity;
- (e) Incorporate modules on AI ethics and responsible use in academic programs;
- (f) Promote research and discussions on the implications of AI in scholarly activities;
- (g) Develop a clear framework for addressing violations of AI usage policies, including disciplinary actions;
- (h) Encourage transparent reporting of AI assistance in academic submissions;
- (i) Partner with AI experts and organizations to stay updated on emerging technologies; and
- (j) Promote research on the evolving role of AI in education and its ethical considerations.

CHAPTER FOUR

POLICY COMMUNICATION AND IMPLEMENTATION

4.1 Introduction

This section presents organization structure of the University and responsibilities of different offices and obligations of stakeholders in the implementation of Policy.

4.2 Organization Structure

The purpose of the administrative structure is to define and delegate responsibilities, to establish relationships for enabling people to work and ensure effective systems and mechanisms for communications. The Anti-Plagiarism Policy is under the office of the Deputy Vice Chancellor-Academics, Research and Consultancy (DVC ARC).

4.3 Roles of the Deputy Chancellor-Academic, Research and Consultancy

The Deputy Chancellor-Academic, Research and Consultancy is accountable for the overall governance of the anti-plagiarism practice in the organization. The officer shall oversee the development and implementation of Anti - Plagiarism Policy that aligns to the University's operations, structure and context.

Specifically, the DVC - ARC is responsible to:

- (a) Set an appropriate tone by supporting the adoption and implementation of effective anti-plagiarism practice;
- (b) Design, implementation and enhancement of anti-plagiarism attitude;
- (c) Delegate responsibilities for anti-plagiarism and internal formations so that it aligns to the existing University structure, processes, culture and context;
- (d) Ensure appropriate action in respect of the recommendations of both internal and external audit with regard to issues of plagiarism; and

- (e) Provide assurance to relevant stakeholders that key plagiarism practices are properly detected, assessed and mitigated.

4.4 Roles of the Principals and Directors

The Principals and Directors have an advisory role and reports to the DVC - ARC. In relation to plagiarism practices, the Principals and Directors shall therefore be responsible for:

- (a) Playing active role in the oversight of the anti-plagiarism practices;
- (b) Familiarizing themselves with plagiarism mitigation process and approach of the organization;
- (c) Overseeing the departments on anti-plagiarism registers periodically;
- (d) Reviewing all matters related to plagiarism through plagiarism reports, on the manner they are being managed through use of internal and external audit reports;
- (e) Ensuring appropriate internal audit work is undertaken with regards to plagiarism practices, by ensuring that auditing plans focus on the most significant academic activities;
- (f) Provide regular feedback to the DVC - ARC on the adequacy and effectiveness of Anti - Plagiarism Policy in the University, including recommendations for improvement; and
- (g) Present quarterly reports to College Board's and higher committee meetings on plagiarism cases where plagiarism issues are discussed.

4.5 Roles of Heads of Departments

The role of the Heads of Departments is to assist the Principals and Directors to fulfill their anti-plagiarism roles. The Heads of Departments have the responsibility to:

- (a) Coordinate efforts for developing and implementing appropriate anti-plagiarism guidelines, procedures and systems;

- (b) Co-ordinate and monitor the implementation of anti-plagiarism management initiatives within the University;
- (c) Collate and review all plagiarism registers for consistency and completeness;
- (d) Provide advice and tools to staff, management, the Executive and Council on anti plagiarism issues within the University, including facilitating workshops in plagiarism detection;
- (e) Promote understanding of and support for anti-plagiarism including delivery of training;
- (f) Oversee and update University-wide anti-plagiarism profiles, with inputs from stakeholders;
- (g) Ensure that relevant plagiarism information is reported and escalated or cascaded, as the case may be, in a timely manner that supports University requirements; and
- (h) Present quarterly reports on departmental plagiarism cases to the Departmental and College Boards meetings where plagiarism issues are discussed.

CHAPTER FIVE

MONITORING AND EVALUATION

5.1 Introduction

This chapter presents monitoring of the Anti-Plagiarism Policy, tools for monitoring and evaluation, periodic evaluation of the Policy and evaluation report.

5.2 Monitoring

Monitoring is a continuous process to assess progress and constrictions on the process of implementation of the Policy. Evaluation is to assess the achieved results against expected ones. The process of evaluation observes what has happened and how activities have been implemented in relation to ethical matters.

The University shall develop ongoing monitoring and measurements to evaluate, remedy and continuously improve the University's plagiarism detection techniques. If deficiencies are found, management shall ensure that improvements and corrections are made as soon as possible. Management shall institute a follow up plan to verify that corrective or remedial actions have been taken. Measurable criteria for monitoring shall include:

- (a) Number of known plagiarisms committed against at the University;
- (b) Number of statuses of plagiarism received by the University that required investigation;
- (c) Number of plagiarism investigations resolved;
- (d) Number of plagiarism allegations that have been raised by other means;
- (e) Number of plagiarism audits performed by internal auditors.

5.3 Tools for Monitoring and Evaluation

The tool for monitoring and evaluation (M&E) of plagiarism will be plagiarism detection software: The use of software marks a significant advancement in MUST's detection of plagiarism. MUST has user licenses for

the use of the Turnitin software. Turnitin is a web-based plagiarism detection service which is used in many universities across many countries. Turnitin compares assignments/dissertations and other works submitted by students against its database and the content of other websites. It identifies a similarity index and produces an originality report.

5.4 Periodic Evaluation of the Policy

This part describes a M&E framework for Anti-Plagiarism detection strategies. Monitoring of the Anti-Plagiarism process and control is an essential facet to enable continuous improvement at two levels, University and Anti-Plagiarism players.

5.4.1 University level

The University shall:

- (a) Abide by the Acceptable Use Policy set forth in the Usage Policy for the Turnitin.com site;
- (b) Use the Service only in connection with classes offered in its own curriculum, to its own students (“Students”) for the purpose of submitting Student work for evaluation and shall not rent, lease or provide access to or benefits from the Service to any other institution or individual;
- (c) Use reasonable efforts to retain the confidentiality of any Service passwords;
- (d) Consider Turnitin’s strong recommendation that the course syllabus of each course making use of the Turnitin Service carry a substantial notice substantially to the effect;
- (e) Exercise its independent professional judgment in and to assume sole and exclusive responsibility for determining the actual existence of plagiarism in a submitted paper under the acknowledgement and understanding that the Originality Reports are only tools for detecting textual similarities

between compared works and do not determine conclusively the existence of plagiarism; and

- (f) All papers submitted by institution and/or its academic facilitators and students shall be retained in the Source Database solely for the purposes of using such papers as source material to detect potential plagiarism of such papers in the future, for access by the academic facilitator as an archive of submitted work, and for peer review if the the academic facilitator enables such option, except as expressly authorized by Students and/or Instructors.

5.4.2 Principals and Directors

- (a) Ensure that a clear notice about the use of plagiarism software checker is indicated in the Programme Handbook or Student Course guide.
- (b) Students agree that by taking this course all required papers will be subject to submission for textual similarity review to plagiarism checker software for the detection of plagiarism. All submitted papers will be included as source documents in the plagiarism checker software reference database solely for the purpose of detecting plagiarism of such papers.
- (c) Provide a clear notice in the Programme Handbook or Student Course guide about the procedures for handling plagiarism as laid down in the General Rules and Regulations and Information for Students and the Anti-Plagiarism Policy.

5.4.3 Course Facilitator

- (a) Provide a clear written notice in the research synopsis// dissertation/PhD theses regarding the use of plagiarism checker software service for plagiarism detection and prevention.
- (b) Use the Service only in connection with classes offered in its own curriculum, to its own students for the purpose of submitting Student work for evaluation and shall not rent,

lease or provide access to or benefits from the Service to any other institution or individual.

- (c) Notify students via the Course Information Sheet (CIS) if you plan to use Turnitin for some or all assignments. Below is a sample statement: Students are informed that it is mandatory that all writing assignments are submitted to Turnitin which is a plagiarism-detection software intended to address plagiarism and improper citation. All submissions must be accompanied by Turnitin Digital receipt and a statement of originality (Honour Code)".
- (d) Provide class identification numbers and passwords only to Students properly enrolled in the relevant registered class.
- (e) For purposes of fairness and equal application, ensure that all students submit their works rather than singling out students to submit their works.
- (f) Inform students in advance about the Anti-Plagiarism Policy its provision about handling cases of plagiarism.
- (g) Determine an appropriate start and end date for the use of the Turnitin Service and determine how many submissions will be allowed.
- (h) Communicate to the students how many times they are allowed to resubmit an assignment or draft assignments/ courseworks/ research synopses/ lab reports/portfolios/dissertations/thesis through the Turnitin Service
- (i) Advise students on formatting citations, references and quotations within the assigned students' work.
- (j) Assist the students to interpret the Turnitin reports in order to help them rewrite and review their works to address plagiarism
- (k) Provide students opportunities for formative submissions by selection the "No Repository" option so that student's formative submission is not matched with later summative

submission. The option of “Standard Repository” is suitable for final (summative) submission.

5.4.4 Students/researchers

- (a) Maintain academic integrity as a trainee/staff of MUST by representing one’s work and others’ work honestly and in appropriate ways.
- (b) Understand that as students registered at the MUST, they are subject to the regulations of MUST’s General Rules and Regulations and Information for Students and the Anti-Plagiarism Policy.
- (c) Be acquainted with the plagiarism checker software such as Turnitin Service and the process for detecting plagiarism
- (d) Ensure that they submit their assignment/coursework/research synopsis/lab reports/portfolio/dissertation/thesis as required through the Turnitin Service to generate an originality report with a similarity index as notified by the Programme curricula/ Student Course guide/ Course Information Sheet or any other acceptable means.
- (e) Sign a Statement of Originality (Honour Code) undertaking that the submitted work is their own. A sample statement is: “I have completed all steps of the attached assignment on my own, I have not used any unauthorized materials while completing this work, and I have not given anyone else access to copy my assignment.” This form should be attached to their assignment/dissertation/project/lab report/portfolio/thesis.
- (f) Attach the Turnitin digital receipt as part of their submission. The digital receipt is a proof that the Turnitin Service was used as specified. This also undertakes that they have read and understood the information of plagiarism and the penalties which may be imposed if an offence is committed.

- (g) For a group work, one member of the group should be designated for a formal (summative) submission through Turnitin.

5.5 Amendment and Review of the Policy

The MUST Anti-Plagiarism Policy shall be reviewed after three years of being under operation or as deemed necessary.

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APPROVAL

At its 44th Meeting held on 26th day of November 2024, the COUNCIL of Mbeya University of Science and Technology RECEIVED, DISCUSSED and APPROVED the Anti-Plagiarism Policy.

Hon. Zakia Hamdani Meghji
CHAIRPERSON

Adv. Lugano Mwakilasa
SECRETARY