



UNIVERSITI
SAINS
MALAYSIA

POLICY ON

PLAGIARISM



USM
UNIVERSITI SAINS MALAYSIA



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POLICY ON PLAGIARISM

1. INTRODUCTION

- 1.1 The reputation of an academic institution depends on the ability to achieve and sustain academic excellence through the exercise of honesty and academic integrity. Academic integrity is based on trust, fairness, respect and responsibility, which form the basis of all academic work. The integrity values guide the behaviour of everyone in the University community which includes but not limited to students, lecturers, researchers and administrators of Universiti Sains Malaysia (University).
- 1.2 One aspect of the loss of academic integrity is plagiarism which is the act of representing the published and unpublished ideas, writings, works or inventions of others in written or other medium, as one's own original intellectual endeavours without acknowledgment or clear reference of the original author or source.
- 1.3 Universiti Sains Malaysia Policy on Plagiarism (hereinafter referred to as this Policy) describes the University's strong commitment to uphold academic integrity in relation to plagiarism. This Policy will be the source of reference when there is an infringement of academic conduct relating to plagiarism.
- 1.4 This Policy acts as a regulation of the University and may be used as basis if any University members violate any rules and law of the University.
- 1.5 Substantial portion of the academic work and research are in the written form and the University is committed to deter plagiarism.

2. SCOPE AND APPLICATION OF THE POLICY

- 2.1 This Policy applies to all staff, students, former students and staff including academic staff, non-academic staff, research staff, contract staff, fellows, post-doctorates, visiting scholars who study, serve or have served, or have graduated from the University.
- 2.2 The University views seriously on all complaint and acts of plagiarism, and will take disciplinary action against the wrongdoer.
- 2.3 All members of the University shall be notified and updated about the University's stand against plagiarism through continuous awareness and education courses/seminars/workshops as stated in Section 7 (Creating Awareness and Education) of this Policy. The appointment letter (academic and non-academic staff), letter of undertaking (student), invitation letter (visiting scholar, post-doctorate, fellow) should include a signed declaration which states that the members understand and will abide by the terms outlined in this Policy.

2.4 Plagiarism is defined as the act of presenting, quoting, copying, paraphrasing or passing off of ideas, images, processes, works, data, own words or those of other people or sources without proper acknowledgement, reference or quotation to the original source(s). The acts of plagiarism include but are not limited to the following:

- (a) Quoting verbatim word for word replication of work of other people.
- (b) Paraphrasing another person's work by changing some of the words, or the order of the words, without due acknowledgement of the source(s).
- (c) Submitting another person's work in whole or part as one's own.
- (d) Auto-plagiarising or self-plagiarising one's own previous work or work that has already been submitted for assessment or for any other academic award and pass it as a new creation without citing the original content.
- (e) Insufficient or misleading referencing of the source(s) that would enable the reader to check whether any particular work has indeed been cited accurately and/or fairly and thus identify the original writer's particular contribution in the work submitted.
- (f) Any other acts, which in the opinion of the University, fall into the plagiarism definition.

3. POLICY AND PRINCIPLES

This Policy shall be read together with the Universities and University Colleges Act 1971 (Act 30), Statutory Authority Act (Discipline and Surcharge) 2000 (Act 605), the Constitution of Universiti Sains Malaysia, other relevant Statutes, Rules and Regulations of the University, including all related amendments. This Policy stands beside, but does not exclude or replace the rights and obligation of staff and students under the Federal Constitution and other enforceable laws of Malaysia.

3.1 Aim

This Policy has the following objectives:

- (a) To create and instil awareness among the University members on academic and research integrity, ethical values and good practices. The staff and students must be able to recognize that plagiarism is an infringement on academic integrity and can tarnish the reputation of the University.
- (b) To maintain record on acts of plagiarism in the University Academic Integrity Register (AIR) by Academic Management Division:
 - (i) students - record shall be kept and maintained on the register for a period of 20 years.
 - (ii) staff - record shall be kept and maintained on the register for his/her duration of service for a minimum of 20 years after retirement/resignation/termination.

3.2 Good Academic Practice

(a) Academic Integrity

All parties shall help the University to prevent any misconduct which comprise misattribution of data, stealing of ideas or direct plagiarism, deliberate interference and failure to act with integrity in the creation, development, application and use of knowledge, ideas and information in relation to the work of others.

(b) Intellectual Property (IP)

The University is committed to safeguard its intellectual property (IP), including all assets arising from the University's research, innovation, invention and creative output as well as the management, creation, protection, commercialisation, exploitation and expansion of such rights.

3.3 Fairness and Natural Justice

(a) This Policy shall comply with the principles of fairness and natural justice for all parties involved. In ensuring the practice of the principles of fairness and natural justice, the University shall take into account relevant legislative provisions and the University's Constitution and Statute.

(b) In the inquiry of one who is accused of plagiarism, the University should comply with the principles of fairness and natural justice, and in particular:

(i) Shall give the accused in writing, details of the alleged misconduct against him or her, including a copy of any document admitted as evidence by the complainant;

(ii) Shall give the accused the opportunity and right to be heard;

(iii) May allow the accused to be present throughout the inquiry; and

(iv) Shall give a statement of reasons for any decision, which shall include an account of facts and evidence on which the decision is based.

4. PROCEDURES

4.1 Complaints

Any person shall have the right to lodge complaint against any suspicious act of plagiarism that have relation with the University's members or related to the former University's members, who has published while working or studying in the University.

4.2 Administering Allegation

Immediately after a complaint on plagiarism is received by the University, the complaint shall be dealt in the following procedure:

- (a) The University's Ombudsman shall commence early investigation on the complaint. The Ombudsman shall then provides his view on the allegation, whether there is any merit to such complaint.
- (b) In the event the Ombudsman provides his view that there is merit in the complaint, the Investigation Committee shall commences to formally investigate the complaint.
- (c) The Vice-Chancellor shall have the power to instruct any officer(s) of the University to commence an early stage investigation on any complaint of plagiarism. The said officer shall then provides his/her view on the allegation of plagiarism, whether there is any merit or not. In the event the said officer decides there is merit to the allegation, the Investigation Committee shall commences to formally investigate the alleged complaint.
- (d) In all the stages above, the secrecy of the identity of the complainant shall be strictly observed particularly if the complainant invokes the provision under whistleblower protection.

4.3 Investigation Committee of Plagiarism

- (a) An investigation concerning plagiarism shall be deemed necessary when a case is reported to the University's Authority and the Ombudsman has confirmed that there is basis for investigation. When carrying out the investigation, the Investigation Committee of Plagiarism shall abide by the **Standard Operating Procedure for Investigation Committee (APPENDIX 5)**.
- (b) Subject to the Ombudsman and/or the authorised officer's view, the Investigation Committee shall handle all inquiry and investigation that has been referred to the Committee.
- (c) The Chairman of the Investigation Committee is the Deputy Vice-Chancellor, Reserach and Innovation.
- (d) The Committee members consists of the following:
 - (i) At least four (4) officers appointed by the Vice-Chancellor;
 - (ii) Dean/Director of the respective School/Centre whom the student/staff is/was attached to, or his/her representative;
 - (iii) Director of CDAE;
 - (iv) Legal Adviser or his representative.
- (e) The secretary to the Investigation Committee of Plagiarism is the Registrar or his representative from the Academic Management Division.

4.4 Steering Committee of the Policy

- (a) There shall be a Steering Committee of the Policy appointed by the Vice-Chancellor who shall act as the authority in implementing the Policy and this Steering Committee shall monitor, supervise and control all matters relating to plagiarism.
- (b) The composition of the Steering Committee members are as follows:
 - (i) Deputy Vice-Chancellor, Academic and International as Chairman;
 - (ii) Deputy Vice-Chancellor, Research and Innovation as Deputy Chairman;
 - (iii) Two (2) representatives of the USM Senate appointed by the Vice-Chancellor;
 - (iv) Legal Adviser;
 - (v) Ombudsman;
 - (vi) Dean, Institute of Postgraduate Studies (IPS);
 - (vii) Director, Centre for Development of Academic Excellence (CDAE);
 - (viii) One (1) representative from the *Persatuan Kakitangan Akademik dan Pentadbiran USM (PKAPUSM)*;
 - (ix) Registrar or his representative as Secretary.
- (c) The Committee shall meet at least one time each year;
- (d) The secretariat of the Steering Committee of Plagiarism is the Academic Management Division;
- (e) The Steering Committee may have its own rules to govern the Steering Committee;
- (f) The Committee may from time to time, invite any person, including student, to attend the meeting for the purpose of giving views to the Committee and the person shall have the right to certain limited minutes as agreed upon by the Steering Committee of Plagiarism.

5. LEVELS OF PLAGIARISM

A complaint on plagiarism shall be investigated from all perspective including;

- (a) Degrees of similarity [quantitative] as determined by the detection tool;
- (b) Levels of plagiarism [qualitative/descriptive] **(APPENDIX 6: Levels of Plagiarism)**;
- (c) the significance of the plagiarism **(APPENDIX 7: Guidelines to Determine Significance of Plagiarism)**;
- (d) the person's intention and/or motivation;

- (e) mitigating factors such as:
 - (i) stage/level of the academic programme;
 - (ii) number of previous offences;
 - (iii) the person's academic/education background;
- (f) academic conventions within the relevant discipline;
- (g) the impact of a particular outcome on a person's progression;
- (h) information provided to the person about academic integrity.

5.1 Levels of Plagiarism

The University reserves the right to take one or more action in the event the the levels of plagiarims are as defined below:

Level One

The extent of plagiarism at this level includes but is not limited to inadequate or misleading quoting, referencing or paraphrasing. Rather than intention to deceive, it is determined that plagiarism at this level would have arisen from limited knowledge about plagiarism, conform to academic honesty and integrity, or from carelessness or neglect. At this level, plagiarism does not amount to an academic misconduct. If the degree of plagiarism falls within Level One, repeat offenders will be reclassified as Level Two or Level Three offenders.

Level Two

The extent of plagiarism at this level includes inappropriate or fraudulent acts of work due to ignorance of academic honesty and integrity, where it would be expected that there is adequate knowledge of honesty and integrity. It is also classified as Level Two if it is apparent that there was an intention to deceive or cheat by way of plagiarism. Plagiarism at this level is considered as an academic misconduct.

Level Three

The extent of plagiarism at this level includes a copied work that arises from a clear intention to deceive by way of plagiarism. Level Three plagiarism is considered as an academic misconduct. Repeat offenders of Level Two will be classified as Level Three offenders.

Level Four

The extent of plagiarism at this level is beyond reasonable doubt which includes a substantive plagiarised work as evident from the quantified degree of similarities (such as that from a credible detection tool), that arises from an irrefutable intention to deceive. Level Four plagiarism is considered as an academic misconduct. Repeat offenders of Level Three will be classified as Level Four offenders.

6. DETECTION TOOL

USM supports the usage of technology tools to deter and detect plagiarism. The University continuously monitor and improve the implementation of these tools as the way they are intended to be used. This is imperative to ensure that the needs of the University's academic members are fulfilled.

6.1 Tool

A tool which is designed to detect and report percentage of similarities, based on specific algorithms, available either commercially or otherwise. However, percentage similarity does not indicate percentage of plagiarism.

6.2 Aims

The aims of the detection tool in the University includes the following:

- (a) to monitor the act of plagiarism;
- (b) to limit or deter practices of plagiarism;
- (c) to assist academic members in some aspects of publishing ethics;
- (d) to facilitate the investigation of plagiarism case;
- (e) to educate and raise awareness among students and staff on good academic practices.

6.3 Usage of detection tool

(a) Educating Users on the Proper Usage of Detection Tools

- (i) Users of detection tools are encouraged to understand the benefits of using these tools.
- (ii) The 'originality reports' generated by some of the detection tool software may serve as a guide, rather than a definitive evaluation of the originality of work. (**Note:** Percentage similarity does not indicate percentage of plagiarism).

(b) Responsibility of the Users

In using detection tools to curb plagiarism, the users should be reminded of using the tool responsibly. Users need to understand the aims of using detection tools.

1) Student

- (a) Students shall be made aware of the University's standard for academic honesty and plagiarism.

- (b) To ensure that students are not reliant towards detection tools and misuse them in such a way, which may deviate them from appreciating and understanding the sanctity of knowledge, USM takes the educational approach for students, in regard to their use of detection tools.

2) Staff

- (a) It is expected that good academic practice is understood and practiced by all staff within the University.
- (b) USM takes an educative approach for staff, in relation to their use of detection tools to achieve high standard of scholarship.
- (c) In line with good academic practice, the staff must be reminded that the use of this detection tool is not a substitute but rather a supplement for good supervision.

7. CREATING AWARENESS AND EDUCATION

The Centre for Development of Academic Excellence (CDAE) is responsible to monitor and oversee the awareness and education programme in relation to this Policy.

The process of creating awareness and education is focused on:

- (a) prevention of plagiarism;
- (b) implications and inferences of plagiarism during the writing process;
- (c) enlightenment on the processes upon detection of plagiarism; and
- (d) interpretation and comprehension of detection tool report.

7.1 Prevention of Plagiarism

CDAE shall plan and execute strategies to prevent plagiarism by:

- (a) inculcating the academic culture that focuses on academic integrity;
- (b) ascertaining and understanding the various academic and non-academic factors leading to acts of plagiarism and instituting appropriate measures;
- (c) establishing a team of qualified trainers to give talks on plagiarism and the levels of plagiarism.

CDAE shall conduct training and awareness programmes for the University's members via:

- (a) Workshops/Seminars/Short Courses;
- (b) Academic Integrity course (1 unit University course; compulsory for all registered students);
- (c) Guidebooks;
- (d) Website;
- (e) Periodic announcements;
- (f) Publicity materials.

7.2 The Writing Process

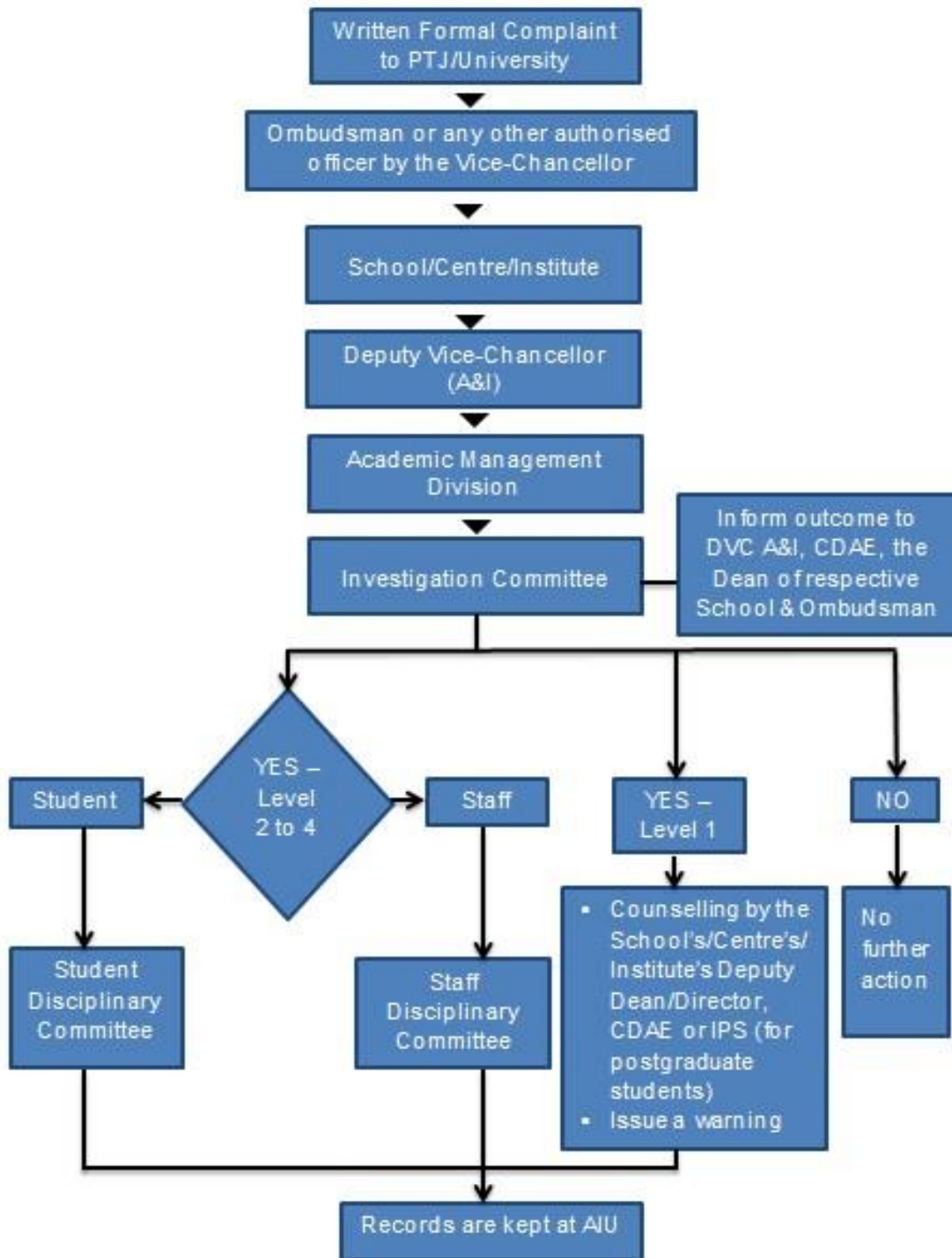
Continuously to provide awareness and to the right and ethical writing.

8. AUTHORITIES

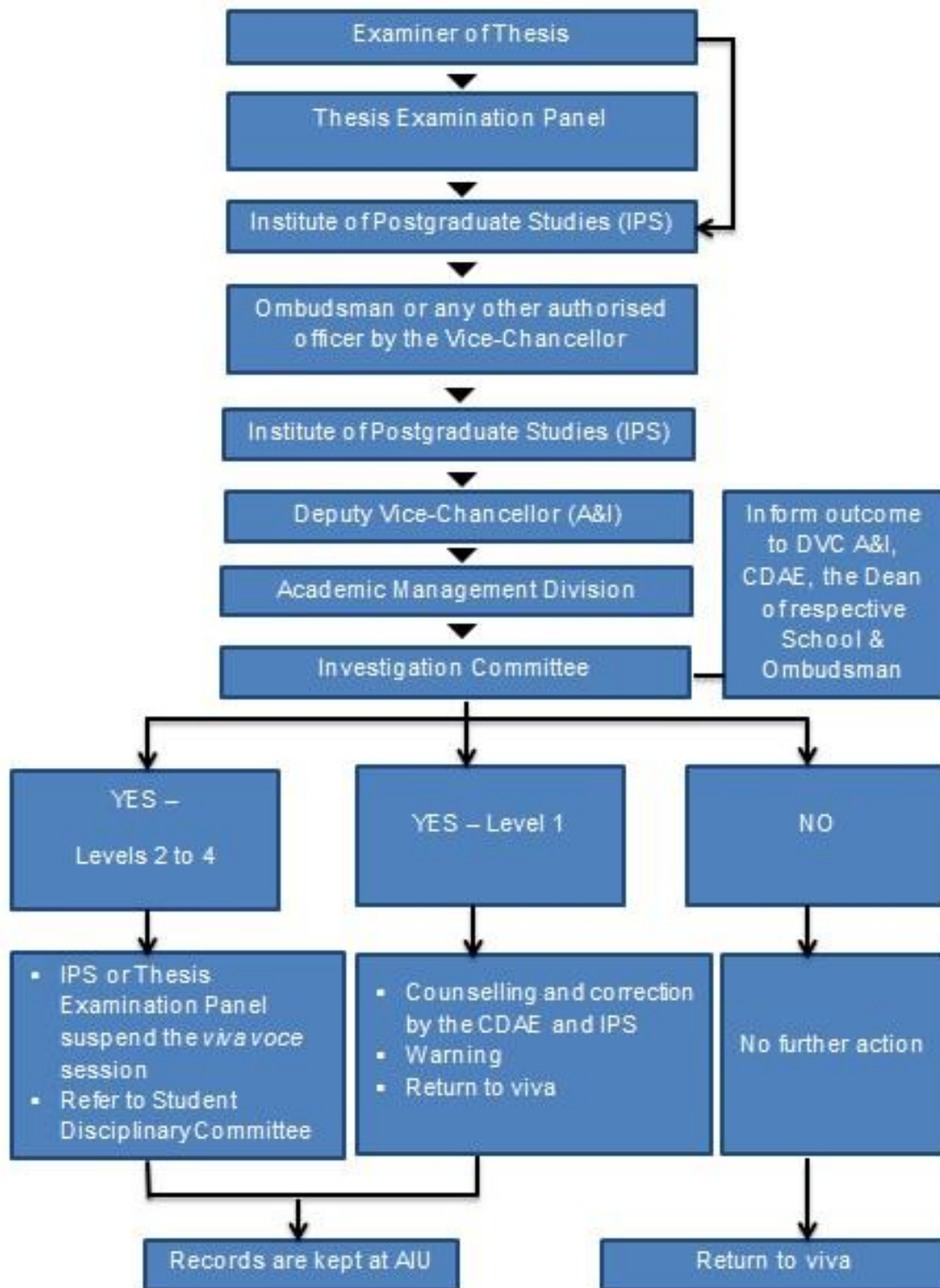
Policy Custodian	Deputy Vice-Chancellor (Academic and International Affairs) (DVC A&I)
Responsible Policy Officer	The senior administrator in the DVC A&I Office
Endorsed by	219 th Meeting of the Senate on 21 February 2013
Amended on	243 rd Meeting of the Senate on 26 January 2017
Approved by	91 st Meeting of the Board of Governors on 16 April 2013 and re-approved in 114 th Meeting of the Board of Governors on 13 th February 2017.
Enforceable Act	a. The Universities and University Colleges Act 1971 b. The Constitution of Universiti Sains Malaysia c. Statutory Authority Act (Discipline and Surcharge) 2000 (Act 605)
Effective Date	All complaints received after this date shall be governed by this Policy
Review Date	From time to time as necessary, based on the existing rules of the Senate
Contact for queries about the Policy	a. Institute of Postgraduate; b. Studies Legal Office, USM c. Academic Management Division

Note:

- 1) The University may take appropriate administrative action to implement this Policy to take the intent and purpose of this Policy being implemented.
- 2) In case of any discrepancy, Bahasa Melayu version will be used.
- 3)



Flowchart of procedures on dealing with allegations of plagiarism misconduct. This flowchart may be amended by the Vice-Chancellor at any time in accordance to the need of complaint.



Flowchart of procedures on dealing with allegations of plagiarism misconduct of Masters/PhD thesis by Research Mode. This flowchart may be amended by the Vice-Chancellor at any time in accordance to the need of complaint.

PROCEDURES DEALING WITH ALLEGATIONS OF PLAGIARISM MISCONDUCT

Introduction

The following are details of the steps to be taken once an act of plagiarism is suspected and for dealing with cases of suspected plagiarism.

Upon discovery of suspected misconduct of Plagiarism

1. A complainant must file a written complaint using the **Plagiarism Complaint Form (APPENDIX 8)** to the USM Ombudsman. The report must be in writing and should include:
 - i. documentation which highlighted the suspected plagiarised work;
 - ii. documentation of the source (also highlighted); and
 - iii. contribution of the work towards the overall grade of the work
2. The Ombudsman will take the following action:
 - i. Verify the identity of the complainant and alleged individual;
 - ii. Compile submitted evidence;
 - iii. Ensure confidentiality of the case;
 - iv. The case with submitted evidence shall be forwarded to the following office bearers at the alleged individual's School/Centre/Institute in a secured manner:
 - o If the alleged individual is an undergraduate student, the office bearer concerned is the Deputy Dean/Deputy Director (Academic). The documents are also cc-ed to the Dean.
 - o If the alleged individual is a postgraduate student, the office bearer concerned is the Deputy Dean/Deputy Director (Research and Postgraduate Studies). The documents are also cc-ed to the Dean.
 - o If the alleged individual is a staff, the office bearer concerned is the Dean/Director. The documents are also cc-ed to the Deputy Vice-Chancellor (Academic and International).
3. The School/Centre/Institute will take the following action:
 - i. To confirm that the alleged individual is a member/former member of the School/Centre/Institute.
 - ii. Inform the Dean/Director of School/Centre/Institute of the alleged offence and the identity of the alleged individual.
 - iii. Suspend publication marks of the work in question.
 - iv. Inform the alleged individual in writing that their marks or work is under investigation for suspected plagiarism and determine a date for them to

- attend an inquiry.
- v. The letter should be sent to the staff/student at least 3 working days in advance of the inquiry to give sufficient notice. See **Sample Letter: Invitation to Attend Inquiry (APPENDIX 10)**.
 - vi. Inform the alleged individual in writing the right to defend himself.
 - vii. Form Investigation Committee to determine if the case should be forwarded to the Student/Staff Disciplinary Committee.
 - viii. **Procedures to be undertaken by the Investigation Committee:**
 - Deal with the suspected cases with confidentiality and integrity;
 - Determine a date for an inquiry;
 - Abide by the following procedures during the inquiry;
 - Record the minutes of the meeting.
 - The Chairman to explain the allegation, procedures, right to appeal and ensure that the alleged individual understands the procedures outlined.
 - Allow the alleged individual an opportunity to provide/explain their view of the allegation and where relevant defend their actions.
 - Consider all evidences and explanations provided and reach a decision during the meeting to ascertain the significance of plagiarism.
 - In addition to the factors outlined in **Section 5** (Levels of Plagiarism) of the Plagiarism Policy, consider the following during their deliberations:
 - The number of previous offence.
 - In the case of student, his/her level of study and knowledge of procedures, practices and regulations of the University – for example, final year undergraduate and postgraduate student should be more aware of the issues pertaining to plagiarism and the USM Plagiarism Policy.
 - In the case of staff, his/her length of service in the University and awareness of the University's Policy on Plagiarism.
 - The percentage contribution of the work to the total assessment.
 - The significance of plagiarism, for example, a few lines or a paragraph can be considered as minor while several paragraphs and deliberate actions as more serious. The Committee is advised to refer to **APPENDIX 6** regarding the **Levels of Plagiarism**

- ix. If the offence as determined by the Investigation Committee is not serious (Level 1), the following action can be recommended:
- Inform the alleged individual in writing of the decision.
 - Issue a warning letter.
 - Counselling by the School's/Centre's/Institute's Deputy Dean, Academic Integrity Unit or Institute of Postgraduate Studies.
 - If the offence involves a student, the work in question to be graded according to normal arrangements without penalty.
- (x) Written report of the findings of the Investigation Committee and all relevant evidence and papers must be appended. Details of the student/staff background and progress as well as the course or programme requirements (if relevant) must be given using **Plagiarism Report Form (APPENDIX 11)**.

4. The Staff/Student Disciplinary Committee will take the following action:

- i. Scrutinise the report by the Investigation Committee.
- ii. Ascertain the significance of plagiarism by considering the issues outlined above for the Investigation Committee.
- iii. The Student/Staff Disciplinary Committee is required to act in accordance with AUKU (Section 3), USM Constitution 2011 (Section 63 and Section 73 (I & II)) for current and graduated students; Statutory Authority Act (Discipline and Surcharge) 2000 (Act 605) for staff.
- iv. The Committee must ascertain the **Level of Plagiarism** as described in **APPENDIX 6**.
- v. The decision for cases involving Levels 2 to 4, the Committee must report to the Academic Integrity Unit and the Ombudsman Office to include the name of the offender in the Central Academic Register using **Plagiarism Confirmation Form (APPENDIX 9)**.
- vi. The Student/Staff Disciplinary Committee to inform the alleged individual its decision in writing within 5 working days (See **Sample Letter: Plagiarism Established/Plagiarism Not Established) (APPENDICES 12 and 13)**). The alleged individual must be informed of their right of appeal to the University.

PROCEDURES ON DEALING WITH ALLEGATIONS OF PLAGIARISM MISCONDUCT OF MASTERS/PHD THESIS BY RESEARCH MODE/DISSERTATIONS

Guide for Examiners and Thesis Examination Panel

1. If an examiner (Internal or External) suspects that a student has plagiarised the work of others for his/her Masters/PhD thesis, a hardcopy report detailing the evidence should be made immediately to the Institute of Postgraduate Studies (IPS) using the **Plagiarism Complaint Form for Postgraduate Research Mode (APPENDIX 14)**.
2. A meeting/viva voce by the Thesis Examination Panel shall be convened to discuss the alleged offence after all the thesis examination report has been received.
3. The Thesis Examination Panel will deliberate over the reports by considering the quantitative and qualitative extent of the alleged offence and decide if the offence amounts to bad academic practice or an act of plagiarism. In making the decision, the panel can consider and identify the extent of the student's own contribution to the piece of work in question.
4. If the offence as determined by the Thesis Examination Panel is not serious (Level 1), the counselling by the Academic Integrity Unit or Institute of Postgraduate Studies can be recommended.
5. If the offence is serious (Levels 2 to 4) plagiarism is suspected, the Thesis Examination Panel should suspend the viva voce session and inform the student of their decision. The student may be asked to explain about the work submitted.
6. If plagiarism is suspected, the Thesis Examination Panel will report to IPS for viva suspension.
7. IPS then records in the student's file and submit a copy of the report to the Ombudsman Office.
8. The Ombudsman Office will record the complaint and if the offence is at level 2 to 4, Ombudsman shall refer the allegation to IPS for the setting up of the Investigation Committee.

STANDARD OPERATING PROCEDURE FOR INVESTIGATION COMMITTEE

When carrying out a investigation, the Committee shall

- i. check with the Academic Integrity Unit (AIU) whether or not the alleged individual has previously committed a similar offence.
- ii. adhere to the USM Policy on Plagiarism for guidance.
- iii. collect, gather and verify evidence from the complainant in order to determine whether or not an offence has occurred.
- iv. adhere to the **Plagiarism Checklist (APPENDIX 15)** to ensure that investigation is limited to the alleged plagiarised work.
- v. adhere to the reasonable **Investigation Timeline** in order to ensure speedy investigation and appropriate resolutions are applied.
- vi. adhere to the **Guidelines to Determine Significance of Plagiarism (APPENDIX 7)** that should be attributed to the offence (cross refer with **Section 5** (Levels of Plagiarism).
- vii. refer to the **Glossary of Definitions (APPENDIX 16)** to determine the type of offence.
- viii. ensure that all the above will be held under strict confidentiality.
- ix. issue a written notice of charges to the alleged individual and request him/her to appear at the inquiry.
- x. provide the alleged individual with the opportunity to hear information about the alleged offence.
- xi. provide the alleged individual with every opportunity to defend and present his/her case to the Committee.
- xii. base their decision of the inquiry solely on information acquired during their investigation, prior and during the inquiry, and not after.

Following the investigation, if

- i. the alleged plagiarism is not proven to have been committed or not supported by the information/facts, the charges shall be dismissed and the alleged individual will be notified in writing.
- ii. the alleged plagiarism is proven to have been committed, the Plagiarism Committee shall make written recommendations to be submitted to the relevant University Disciplinary Committee for disciplinary sanction/decision.

LEVELS OF PLAGIARISM

		Intention		
		Ignorant	Some Intent	Deliberate
Levels of Significance	Insignificant	Level 1	Level 2	Level 3
	Fairly Significant	Level 2	Level 2	Level 3
	Significant	Level 3	Level 3	Level 4

LEVELS OF PLAGIARISM

Note: Refer to **APPENDIX 7** to determine significance of plagiarism

GUIDELINES TO DETERMINE SIGNIFICANCE OF PLAGIARISM

Acts of Plagiarism may happen during:

1. Presenting, copying, paraphrasing or passing off the ideas, processes, works, words of other people or sources with intermittent acknowledgement or citation to the original source(s).
2. Translation of a piece of work/material from one language to another and back to the original language.
3. Minor action involving presenting, copying, paraphrasing or passing off the ideas, processes, works, words of other people or sources without proper acknowledgement or citation to the original source(s).
4. Misattribution of data.
5. Presenting, copying, paraphrasing or passing off the ideas, processes, works, words of other people or sources without proper acknowledgement or citation to the original source(s).

PLAGIARISM COMPLAINT FORM

Date:

**Section A: Details of Alleged Individual and Complaint
(To be sent to the School/Centre/Institute by the Ombudsman Office)**

SCHOOL/CENTRE/INSTITUTE :

NAME :

IC/PASSPORT :

CONTACT NO. & E-MAIL :

CATEGORY OF COMPLAINT :

DETAILS OF COMPLAINT :

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CONTENTS OF OFFENCE :

Chapter/ Page	Plagiarism Source	Plagiarism Form (e.g., whole sentence/paragraph)

Section B: Details of Complainant

(To be retained by the Ombudsman Office NOT to be sent to the School/Centre/Institute)

NAME OF PERSON REPORTING :

IC/PASSPORT NO. :

CONTACT NUMBER/E-MAIL :

SIGNATURE :

DATE:

DO YOU WISH TO BE PROTECTED UNDER THE WHISTLEBLOWER ACT?

YES NO (PLEASE TICK)

PLAGIARISM CONFIRMATION FORM

Please provide the information below to ensure that a full and accurate record may be kept at the Academic Integrity Unit. This additional information will be held in a database and used for monitoring purposes and also to identify students/staff who have been previously been found guilty of plagiarism in another School/Centre/Institute.

Name	:	
Matriculation Number	:	
Level of Study	:	
School/Centre/Institute	:	
Programme of Study	:	
Assignment concerned	:	
Report submitted by	:	
Date of Report	:	
Comments	:	
Date Report Received by Dean/Director of School/ Centre/Institute	:	

SAMPLE LETTER: INVITATION TO ATTEND INQUIRY

Date :
Name :
Address :
Staff/Matriculation
Number :

**INVITATION TO ATTEND INQUIRY BY INVESTIGATION COMMITTEE ON
ALLEGED PLAGIARISM**

Dear Sir/Madam,

The University has received a report submitted to the Ombudsman Office which alleges that <insert details of work in question> has been plagiarised from <a web-based source/published work/another student's work>. The School/Centre/Institute is required to investigate this matter and this Committee is writing to request that you come for an inquiry by the Investigation Committee on <insert date> at <insert time> in the <insert location>.

Kindly contact <person to be contacted (phone no)> by <insert deadline> to confirm receipt of this letter and that you will be present on <insert date of inquiry> as requested.

Attached to this letter is a copy of the report and supporting documents for your attention.

Yours sincerely

Name
(Chairman of Investigation Committee)

PLAGIARISM REPORT FORM

(To be filled by the School/Centre/Institute Investigation Committee when referring a plagiarism case to the Student/Staff Disciplinary Committee)

Name	
Matriculation Number	
School/Centre/Institute	
Level Of Study (please tick)	Undergraduate <input type="checkbox"/> Postgraduate <input type="checkbox"/>
Course	
Allegation	
Report submitted by	
Contribution of work towards overall outcome of course (assessment % rating)	
Was the Declaration of Originality form submitted with the assessment in question? Yes/No [if Yes, please attach a copy]	
Circumstances that should be aware of, e.g., poor attendance record; personal circumstances	
Previous advice given to student with regard to plagiarism etc. (e.g., please attach copy or URL of relevant section of course handbook)	
Action taken by School/Centre/Institute	
Any other relevant details, including any previous incidents of plagiarism addressed by the School/Centre/Institute (Upon referral to the Academic Integrity Register)	
Signed	Date

SAMPLE LETTER: PLAGIARISM ESTABLISHED

(Student/Staff Disciplinary Committee to send to the alleged individual)

Date :
Name :
Address :
Matriculation Number :

PLAGIARISM ESTABLISHED BY THE STUDENT/STAFF DISCIPLINARY COMMITTEE

Dear

Your appearance before the Student/Staff Disciplinary Committee on <insert date> in connection with a report which alleged that <insert details of allegation>, is referred.

After due deliberation, I regret to inform you that the Committee concluded that a <significant/fairly significant/insignificant – delete as appropriate> amount of work has been plagiarised.

The Committee concluded that:

- i. <insert list explaining the main problems with the work>
- ii. <insert list explaining the main problems with the work>

You are advised to:

- i. <insert recommendation (if any)>
- ii. <insert recommendation (if any)>

Kindly note that:

- i. <insert warning (if any)>
- ii. <insert warning (if any)>

A copy of this letter will be kept at the Academic Integrity Unit as a record of this incident. You have the right of appeal to the Ombudsman Office with respect to the penalty imposed or unfair procedure. Notice of your intention to appeal must be made in writing to the Ombudsman Office within fourteen days of the date of this letter.

Yours sincerely

Name
(Chairman of Student/Staff Disciplinary Committee)
Cc: Ombudsman Office

SAMPLE LETTER: DECISION

Date :
Name :
Address :
Matriculation Number :

STUDENT DISCIPLINARY INQUIRY DECISION (ACADEMIC CASES)

We refer to the Student Disciplinary Inquiry which was held on XXXX at XXXX, whereby you have appeared before the Student Disciplinary Committee (Academic Cases) during the said inquiry. The Said Committee also noted that you have made an oral representation and you have been given full opportunity to defend yourself on the charges levelled against you.

2. Upon hearing the facts of the case and deliberating all the admissible evidence produced before the Student Disciplinary Committee (Academic Cases), the **said Committee has made a decision as attached in this letter.**

3. Should you wish to appeal against the said decision, you may submit two (2) copies of your **written appeal** within **fourteen (14) days from the date of receipt of this decision directly to:**

**Chairman of USM Student Disciplinary Appeal Committee,
Of Secretariat of USM Student Disciplinary Appeal Committee
Legal Office,
2nd floor, Building E42,
Chancellory II
11800 USM, Penang**

4. Kindly please acknowledge receipt by signing the duplicate copy of this letter and return it to us as soon as possible.

Thank you.

Yours sincerely,

(Name and Secretariat)

also as

Secretariat of Student Disciplinary Committee (Academic Cases)

- cc. 1. Vice-Chancellor
2. Deputy Vice-Chancellor
Academic & International Affairs

3. Deputy Vice-Chancellor
Student Development Affairs and Alumni
4. Registrar
5. Dean
School of XXXX
6. Bursar
7. Chief Librarian
8. Legal Adviser
9. Security Director
Security Department
10. Chief Assistant Registrar
Examination & Graduation Section
11. Senior Assistant Registrar
Data Processing & Records Unit, Registry Office
12. Ombudsman
13. Employer's Name and Address
14. Parent's Name and Address
15. Sponsor's Name and Address

PLAGIARISM COMPLAINT FORM FOR POSTGRADUATE RESEARCH MODE

(To be filled by Thesis Examiner and sent to the Institute of Postgraduate Studies)

DETAILS OF ALLEGED INDIVIDUAL AND COMPLAINT

SCHOOL/CENTRE/INSTITUTE :

NAME :

DETAILS OF COMPLAINT :

CONTENTS OF OFFENCE (Kindly attach evidence):

Chapter/ Page	Plagiarism Source	Plagiarism Form (e.g., whole sentence/paragraph)

NAME OF PERSON REPORTING :

IC/PASSPORT NO. :

CONTACT NO. & E-MAIL :

SIGNATURE :

DATE :

DO YOU WISH TO BE PROTECTED UNDER THE WHISTLEBLOWER ACT? YES NO (PLEASE TICK)

FOR OFFICE USE ONLY:

THE COMPLAINANT HAS BEEN ACKNOWLEDGED

DATE:

SIGNATURE:

THE COMPLAINT HAS BEEN CHANNELED TO _____

DATE:

SIGNATURE:

PLAGIARISM CHECKLIST

Checklist for Investigation of Alleged Plagiarized Work – Investigation Committee

- 1. Copy of written complaint addressed to the Ombudsman.
- 2. Complainant's submission if available:
 - a. The piece of work concerned, marked up to indicate suspected plagiarism.
 - b. A copy of the source also marked up.
 - c. Contribution of the piece on the overall assessment of the student's course/staff's undertaking.
- 3. Prior records on the alleged individual if available at the AIU office.
- 4. Student/staff file.

Academic Misconduct	Misattribution of data, theft of ideas or direct plagiarism, deliberate interference and failure to act with integrity in the creation, development, application and use of ideas and information in relation to the work of others.
Misattribution	Attributing data as one's own without proper acknowledgement of other source(s).
Fair Use	<p>Exemption within copyright law that allows for the use of copyrighted materials without prior permission provided the use is fair.</p> <p>In determining whether the use made of a copyrighted material in any particular case is a fair use, the four factors to be considered shall include:</p> <ol style="list-style-type: none">1. the purpose and character of the use, including whether such use is of a commercial nature or is for non-profit educational purposes;2. the nature of the copyrighted material;3. the amount and substantiality of the portion used in relation to the copyrighted material as a whole; and4. the effect of the use upon the potential market for or value of the copyrighted material. <p>The fact that a material is unpublished shall not itself bar a finding of fair use if such finding is made upon consideration of all the above factors.</p>
Good academic practice	<p>The process of completing an academic work independently, honestly and in an appropriate academic style, using good referencing and acknowledging all of your sources. Achieving good academic practice requires:</p> <ol style="list-style-type: none">1. developing your own independent evaluation of academic issues,2. drawing upon research from academics in your field of study,3. discussing and evaluating existing concepts and theories,4. demonstrating your understanding of key literature,5. developing your own arguments,6. absence of low level duplication with no citations made through carelessness or misunderstanding
Plagiarism	Intentionally/deliberately presenting, copying, paraphrasing or passing off the ideas, processes, works, words of other people or sources without proper acknowledgement or citation to the original source(s).
Unintentional plagiarism	Happen when someone unintentionally/without realizing uses, presents ideas, processes, works, words of other people or sources as their own without appropriate acknowledgement to the source of origin.

Poor referencing	Intentional/unintentional omission of source references where other ideas are clearly discussed; inadvertent omission of reference sites/page numbers; failure to quote sources cited in verbatim in quotation marks.
Poor quality source	Sources taken from suspect or non-peer reviewed materials/sources such as websites and unpublished works.
Double translation	The intentional translation of a piece of work/material from one language to another and back to the original language with the ultimate intention of portraying the final translated version as a different piece of work from the original source.
Common knowledge	Whatever published articles/works/materials in the public domain (newspaper, magazine, website, newsletter, and etc.) that users have free access to.

**Institute of Postgraduate Studies
Universiti Sains Malaysia
11800 Penang**

**Legal Office
Universiti Sains Malaysia
Level 2, E42 Building
Chancellory II
Universiti Sains Malaysia
11800 Penang**

**Ombudsman Office
Universiti Sains Malaysia
Suite 141, Kompleks Eureka
Universiti Sains Malaysia
11800 Penang**