

PROCEDURES FOR DEALING WITH PLAGIARISM

Plagiarism as defined in IIUM Policy and Procedure in Academic Integrity and Honest includes, but not limited to:

1. Plagiarism is defined as;
 - a. to act of taking any idea or intellectual property expressed in material form, writing, data or invention of another person claiming that the idea, writing data or invention or the result of one's own findings or invention; or
 - b. and attempt to make out or the act of making out, in such a way that one is the original source or the invention which has actually been taken from some other source.

A staff or student plagiarises when he:

- i. publishes, with himself as the author, an abstract, article, paragraph, phase, page statement, scientific or academic paper or book which is wholly or partly written by some other person;
- ii. incorporates himself or allows himself to be incorporates as a co-author of an abstract, article, scientific, or academic paper, or book, when he has not all made any written contribution to the abstract, article, scientific or academic paper, or book at all;
- iii. 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 publication when he has not made any contribution which may qualify him as co-researcher or co-author;
- iv. extract academic data which are the result 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such as laboratory findings or field work findings, or data obtained through library research, whether published or unpublished, and incorporates those data as part of his academic research;

- v. uses research data obtained through collaborative work with some other person, whether or not that 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 sole author, without obtaining the consent of his co-researchers prior to embarking on his personal research or prior to publishing the data;
- vi. transcribes the ideas or invention of others kept in whatever form whether written, printed or available in electronic form, or in any other form and claims whether directly or indirectly that he is the author or inventor of that idea or;
- vii. translate the writing or invention 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 invention; or
- viii. extracts ideas from another person's writing or invention and makes certain modifications without due reference or acknowledgement to the source and rearranges them in such a way that it appears as if he is the inventor of those ideas.

The following procedure shall be observed when a thesis / dissertation is alleged to have been plagiarized:

1. Upon receipt of a complaint of plagiarism in a thesis or dissertation or project paper, the secretariat of the MEC/DEC shall postpone to the commencement of the viva voce and shall forward the complaint to the Dean of the Centre of Studies where the candidate has registered as student.
2. Upon receipt of the notification, the Centre for Studies shall without undue delay institute an enquiry by establishing a committee to determine the validity of the complaint and to make recommendation to the MEC / DEC on whether the alleged plagiarism has affected the result of the dissertation / thesis.
3. The committee of inquiry shall be chaired by a senior member of the Faculty and at least with two other members of the Faculty who have

significant years of experience as academic staff of the University who may or may not been a member of the Faculty.

4. The committee shall have power to call any person or persons to provide fact, information or opinion that may include the candidate who writes the dissertation / thesis and his/her supervisor or supervisors.

5. Upon completion of the enquiry the Committee shall submit its recommendation within fourteen days of the conclusion of the enquiry to the University's Committee for Academic Integrity.

6. The Committee for Academic Integrity shall proceed with its decision making process in accordance with the relevant provisions of the "IIUM Policy and Procedure on Academic Integrity and Honesty (IIUM Senate Meeting No. 334, 29/2/2008).

7. Upon completion of the inquiry the Committee for Academic Integrity shall make the following decision:

a. That the candidate be allowed to defend his / her thesis / dissertation and the alleged plagiarized part to be amended accordingly; or

b. That the candidate has failed in his / her thesis and he / she shall not be called to defend the dissertation/thesis.

8. The Committee for Academic Integrity shall call the candidate to provide him / her with the opportunity to be heard before the Committee make its decision as per paragraph 7 (above).

9. Upon receipt of the Committee for Academic Integrity's decision, the MEC / DEC shall commence its meeting and make the decision accordingly.

10. Candidate may submit an appeal to the Senate of the University within (14) fourteen days from the date of receipt of the notification in writing of the decision made by MEC / DEC, through the secretariat of MEC/DEC.