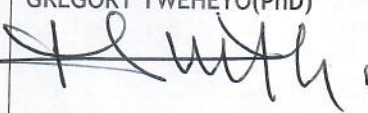
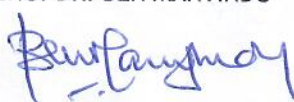
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MOUNTAINS OF THE MOON UNIVERSITY



ANTI-PLAGIARISM GUIDELINES

Checked by: GREGORY TWEHEYO(PhD) 	Approved by: ENG. DR. BEN MANYINDO 	Date: 27-03-2025
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APPROVAL

Approved by the Mountains of the Moon University Council

Signature

Ben Manyindo

Name

ENG. DR. BEN MANYINDO

CHAIRPERSON, UNIVERSITY COUNCIL

Date

27-03-2025

Declaration

Mountains of the Moon University Plagiarism Guidelines is approved and admitted with all its modifications by Mountains of the Moon University Council, as per the Universities and Other Tertiary Institutions Act 2001 (as amended); and the Universities and Other Tertiary Institutions Act 2021 (Establishment of MMU: Statutory Instrument No.2 of 2022) as “MMU ANTI PLAGIARISM GUIDELINES” at Lake Saaka Main Campus on this Day of, 2024.



Dr. Eng. Ben Manyindo

CHAIRPERSON

MOUNTAINS OF THE MOON UNIVERSITY COUNCIL

The date of commencement

This MMU Plagiarism Guidelines will go into effect and begin on the date Council authorizes it. Regardless of the foregoing, any other activities and choices made prior to the start of the Guidelines are regarded to have occurred under the same rules contained in this guidelines.

Foreword

Mountains of the Moon University is a Public University established under statutory Instrument No.002, with the mandate to conduct teaching, learning, research and community outreach. To ensure scholarly excellence and ethical practices in teaching, learning, research and consultancy, the University is committed to curbing plagiarism, hence the development and institutionalization of this guidelines on plagiarism.

The plagiarism guidelines is a product of a thorough review of a number of policies drawn from international and regional practices and is intended to be a hallmark of university maintenance of academic integrity by both the students and staff. The guidelines espouses the framework for determination, detection and management of plagiarism in consistency with the goals for the achievement of university quality aspirations as expressed in the quality statement. This guidelines is intended to promote and educate students and staff about academic integrity, and to protect the interests of students, faculty and the University. As such, the plagiarism guidelines outlines the general vision and commitment of the University with regard to integrity requirements in the execution of academic programmes, creation and dissemination of research knowledge, targeted at promoting excellence in scholarly output.

An anti-Plagiarism Guidelines has therefore become necessary to create awareness, define various forms in which Plagiarism exhibits itself, present a methodology of investigation, cater for disciplinary action proportional to the extent of the offence and even address the issue of false complaints.

It is my hope, therefore, that this plagiarism guidelines, will aid in ensuring the credibility of the research work done at the institution.

Heights for progress.

PROF. PIUS COXWELL ACHANGA
VICE CHANCELLOR

Table of Contents

Preamble	i
Declaration	ii
The date of commencement	iii
Foreword	iv
Definition of terms	vii
1. Introduction	1
2. Background	Error! Bookmark not defined.
2.1 Vision	Error! Bookmark not defined.
2.2 Mission	Error! Bookmark not defined.
2.3 Objectives	Error! Bookmark not defined.
2.4 Core Values	Error! Bookmark not defined.
3 Rationale for the Guidelines	1
3.1 Objectives	1
3.2 Scope of the guidelines	2
4 Legal and guidelines framework	2
5.0 Plagiarism	2
5.1 Plagiarism Management strategies	2
5.2 Use of Plagiarism Management System	3
5.3 Evidence of plagiarism instances	3
5.4 Management of text that the system cannot detect	4
5.5 Access and use of the plagiarism management systems by non-university members	4
6.0 MMU Categorization of plagiarism instances	4
6.1 Detecting Plagiarism	6
6.2 Confirmation of Plagiarism	7
6.3 Levels of Plagiarism Offences	8
6.4 Procedures for checking Plagiarism incident	8
7.0 Management of plagiarism	9
7.1 The University Plagiarism Working Group	9
7.2 Additional Penalties for Plagiarism	10
7.3 Plagiarism in Submitted Thesis and Dissertations	11
8 Appeal	11
9 Monitoring and Evaluation	11
10 Guidelines Review	11

11	Appendices.....	12
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Definition of terms

Plagiarism - Plagiarism is the practice of taking credit for someone else's words or ideas. It's an act of intellectual dishonesty. In colleges and universities, it violates honor codes and can cause irreparable damage to a person's reputation

Copyright - the exclusive legal right, given to the author to publish, print, or record literary and to authorize others to do the same.

List of Abbreviations

1.0 Introduction

Increasingly, universities use plagiarism software to determine if students have copied someone else's prose, and writers use it to see if others are using their copyrighted work in full or in part. In modern scholarly environment, this is done using software that searches the Web for duplicate and similar textual content. It may be a stand-alone program installed in the user's computer or a function of a website, such as www.turnitin.com, which is widely used. 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.

The purpose of managing plagiarism in the University is not intended to be punitive; instead, it is intended to provide students and MMU staff with the opportunity to identify and prevent instances of plagiarism in their work and take corrective measures. Thus, this guidelines is intended to uphold academic integrity and reputation of the institution and enhance originality and skills in academic writing among the university community.

1.1 Rationale for the Guidelines

The population of researchers and other scholars at MMU has increased over time compelling the generation of large volumes of information which must be protected and used appropriately. Some students and other scholars have inquired how much information can be borrowed from other sources for their use without plagiarizing and how the source can be recognized. This guidelines is therefore informed by such existing need.

1.2 Objectives

The objectives of this guidelines are:

- i. To promote academic integrity of academic publication at Mountains of the Moon University
- ii. To reinforce the value system of Mountains of the Moon University as an ethically responsible institution in research and dissemination.
- iii. To ensure that Mountains of the Moon University students and staff maintain high levels of integrity and originality in their academic and research activities
- iv. To provide a framework for dealing with plagiarism at Mountains of the Moon University

1.4 Scope of the guidelines

- i. This Guidelines shall apply to all Mountains of the Moon University community of scholars, who include academic and administrative staff, visiting scholars, collaborators and students.
- ii. This Guidelines shall be enforced by the University Management across all forms of scholarly activity with the University Librarian taking a lead role.

2.0 Legal and guidelines framework

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

- i. Mountains of the Moon University Research Guidelines, 2022
- ii. Mountains of the Moon University Institutional Repository Policy (under review)
- iii. Mountains of the Moon University Student handbook, 2022
- iv. Universities and Tertiary Institutions Act 2001 (as amended)
- v. Uganda Copyright Act, 2006
- vi. Uganda Information and Communications Act, 2006
- vii. Any other existing and relevant policies, guidelines, acts and international laws.

5.0 Plagiarism

Plagiarism is defined as presenting (partly or entirely, intentionally or innocuously) one's own work while it is the work of others without due acknowledgement, or, presenting the work of others as one's own. This may involve part or whole of the work in question.

Plagiarism is not new to higher education institutions but the scope of the problem has magnified with the accessibility of electronic resources. It can occur by means of various types of sources and media such as text, diagrams, illustrations, mathematical derivations, computer code, material downloaded from websites or drawn from manuscripts or other media and published and unpublished material, including lecture handouts and other students' work.

5.1 Plagiarism Management strategies

The university shall use a number of strategies, however, any selected strategy should be used in conjunction with other acceptable indicators to avoid cases of plagiarism. Some of the strategies shall include:

- i. Citation and referencing are the basis of academic integrity. Students must be encouraged to use a referencing software for managing references and creating a bibliography.
- ii. Discuss academic integrity with students from the beginning of the course.
- iii. Use real cases of plagiarism from different disciplines for demonstration.
- iv. For graduate and staff research, all research data must be preserved and available at all research stages,
- v. Encourage students to perform self-checks using the available and approved university software.
- vi. Ask students to submit drafts: give feedback on referencing, citation, paraphrasing, etc.

5.2 Use of Plagiarism Management System

- i. The university shall ensure the availability of plagiarism management system to all Academic staff and students of Mountains of the Moon University.
- ii. Where appropriate, all faculties and departments shall make use of the system by allowing their students to individually submit their assignments to the system.
- iii. All submissions to the system must be allowed starting with at least one draft submission prior to the final submission. Each student shall be required to submit their own works on the system, and will have access to the Originality Reports arising from each submission.
- iv. After individual checks, all works shall be submitted in soft copy to the Director, Graduate School and Research who shall within two days submit the said work(s) to the University Librarian for further checks.
- v. For all reports, the University Librarian shall within three working days submit the report with minutes of the Library Board to the Director, Graduate School and Research for further action.

5.3 Evidence of plagiarism instances

1. Clone: submitting another's work, word for word, as one's work;
2. Copy (Ctrl + C): Contains significant portions of text from a single source without alterations;
3. Find-Replace: Changing key words and phrases but retaining the essential content of the source;
4. Remix: Paraphrases from multiple sources to make it fit together.
5. Recycle: Borrows generously from the writer's previous work without citation;
6. Hybrid: Combines perfectly cited sources with copied passages without citation;

7. Mashup: Mixes copied material from multiple sources;
8. 404 Error: Includes citations to non-existent or inaccurate information about sources;
9. Aggregator: Includes proper citation to sources but the paper contains almost no original work;
10. Re-Tweet: Includes proper citation, but relies too closely on the text's original wording and/or structure.

5.4 Management of text that the system cannot detect

For some specific features or text that the system may not check, for example, graphics, individual academic staff or supervisor shall be the final judge in detecting and determining if instances of plagiarism occurred.

5.5 Access and use of the plagiarism management systems by non-university members
The plagiarism management system is available to non-members of the MMU community who meet the following conditions:

1. Compliance with the Anti-Plagiarism Guidelines of Mountains of the Moon University
2. Head of Departments must make a request to the University Librarian introducing the concerned member.
3. Researchers and visitors from a collaborating institution with whom MMU has outstanding memorandum.
4. Enroll as an external user according to the MMU Library User Management Guidelines.
5. Upon approval, the account for the non-members will be set up and remain active until the end of the requested period.

6.0 MMU Categorization of plagiarism instances

In this guidelines, MMU broadly categorizes plagiarism offences as follows:

- a) Plagiarizing the work of another student/staff. Plagiarism in this category includes, but not limited to the following offences:
 - i. Copying and submitting the work of a fellow student/staff with or without his/her permission;
 - ii. Handing in the work of a student/staff who completed the course in previous years with or without permission;

- vi. Word-for-word repetition of sentences and/or paragraphs from another student/staff's work with or without permission;
- vii. Repetition with deliberate alteration of selected words, phrases, sentences and/or paragraphs from another student/ staff's work, with or without permission;
- viii. Including someone's name in your work without his/her consent and participation.
- ix. Replication of the structure or argument of another student/ staff's assignment with or without permission.

b) Plagiarizing work from secondary sources without due acknowledgement. Plagiarism in this category includes, but not limited to, the following offences:

- i. Handing in work gleaned from other sources, published or unpublished, without duly acknowledging these sources. This includes information taken from websites, published books, journal articles, conference papers or reviews, unpublished manuscript or conference papers, class notes and departmental handouts or any other source.
- ii. Handling in one's own original work or parts of work that has already been submitted for another module or programme without indicating where the material was originally used.
- iii. Buying assignments or downloading them from the internet and submitting as ones original work.
- iv. Creating a piece of work by cutting and pasting various sections of text or images found in the internet into a document without referencing the source.
- v. Unacknowledged paraphrasing i.e. paraphrasing the words, ideas, opinions, or theories of others, whether oral or written as well the use of images.
- vi. Borrowing facts, statistics, or illustrative material without acknowledging.
- vii. Presenting materials assembled or collected by others in the form of projects or collections without acknowledgement.
- viii. Quoting directly from a source without using quotation marks and clearly acknowledging the source.
- ix. Paraphrasing a source without acknowledging it.
- x. Paraphrasing too closely to the original (substituting synonyms for some of the original works)

- xi. Fabrication of a source or quotation to give the appearance of having done required research.
- xii. Submitting someone else's work as your own.
- xiii. Paying another person to do the work or contribute to your work.
- xiv. Using software or online translators to translate material from or to other languages without citation.
- xv. Paying someone else to do your work, purchasing material, or translating from someone else's material (web-based or hard copy).
- xvi. Copying the text verbatim without enclosing it in quotation marks and acknowledging the source.
- xvii. Using your own past material or another person's material as a new idea without citation
- xviii. Re-using your earlier work and re-publishing it in another source as if it is new work and attempting to use it for double benefit.

Notwithstanding (a) and (b) above, scholars with evidence of authority may procure support services to conduct field work, data collection, data analysis and final report editing.

6.1 Detecting Plagiarism

The university shall use quality techniques of identifying instances of similarity within a text or article, including research reports. The percentages of similarity indexes aid in finding potential sources of plagiarism. Only after a thorough review of both the submitted work and the suspicious sources should a decision be made to declare any work plagiarized.

The detection of plagiarism shall begin at the departmental level, where students submit their academic work or proposals.

When reading a suspected plagiarized research work, the indications of plagiarism may not always be visible. However, there are some characteristics that should be looked out for if there is suspicion of plagiarism.

These may include:

- a) Observe citations throughout the paper: This will help to determine whether or not the required citation style was used. For example, if the citations in the paper conform to APA

style when the MLA style was required for the paper, you may be looking at a plagiarized paper. In addition to this, you may find more than one citation style used throughout the paper.

- b) Observe the writing style(s) or language used in the paper: Sometimes, you may notice that the style or language used in presenting some arguments in a paper does not “sound like” something the student/staff would write. The unusual words or wording may include “advanced vocabulary”. Other papers may include a writing style that is below average.
- c) Look for signs that the paper is outdated: Sometimes, instructors can find signs that the paper being read may be outdated. For example, the paper may contain statements which are no longer true. Also, the sources used for the paper may need to be checked for accuracy. If all of the sources listed in references or works cited are several years old, then the paper may be an example of plagiarism
- d) Observe the font used in the paper: A paper may contain more than one “font style or size.” For example, one may find that Times New Roman is used in one section of the paper while Courier New is used in another. Different fonts throughout a paper would indicate that a student/staff may have copied and pasted various portions of Web pages together into a word processor.
- e) Observe the reference and bibliography list: A paper with missing references or bibliography entries that have not been cited is always suspected.
- f) Look for signs that the paper veers away from the topic: The paper may not cover certain points that need to be covered or it may be completely or partially include content which is irrelevant to the original topic.

6.2 Confirmation of Plagiarism

The following are the two ways that shall be used for checking and confirming plagiarism at the university:

- a) Using one or more Search Engines: Various Web Search engines such as Google and Yahoo are available for use as a preliminary of plagiarism. When using a Search Engine to check for plagiarism, enter an unusual phrase or sentence in the Search Engine’s search box, and see if a match is found. To confirm, repeat the search using another Search Engine and compare the results. When performing a phrase search in a Search Engine, always enclose it in quotation marks.

- b) Using a Text-matching Software or an Online Service: Mountains of the Moon University shall for the start adopt the use of the university recognized text matching tools to reveal the level of similarity.
- c) Users are assigned IDs to enable them submit and self-check their electronic copies of papers.

6.3 Levels of Plagiarism Offences

Generally, scholarly work should have an overall similarity index of not more than twenty percent (20%). However, for any thesis, dissertation and scientific articles MMU shall consider a similarity index above 15% as unacceptable.

6.4 Procedures for checking Plagiarism incident

Whereas the process of detecting plagiarism involves several players, the sole responsibility lies with the supervisor(s). The following procedures shall be followed when implementing the Plagiarism Guidelines and the subsequent penalties shall apply where necessary:

- a) Students and staff shall submit their scholarly works to their supervisors who will run the work through the university approved plagiarism detection tool to confirm if the works conforms to the Plagiarism Guidelines.
- b) The student will fill the Declaration of Originality Form (See Appendix i) which the Supervisor signs and forwards to the Chairman of Department together with student's document and the similarity report. The Chairman of Department forwards the documents to the faculty for onward transmission to the Directorate of Research and Graduate Studies.
- c) The Directorate shall submit the soft copy of the said work to the University Librarian for similarity checks. After confirming that the work is free from plagiarism, the University Librarian shall issue the student with a Plagiarism Clearance Certificate (See Appendix ii). However, if the work is considered plagiarized a Plagiarism Incident Reporting Form (See Appendix iii) shall be filled and forwarded to the Directorate for the case of staff and graduate students. Whereas for the undergraduate students, the report is sent to the respective Dean of the faculty.
- d) The Directorate of Research and Graduate Studies shall convene Mountains of the Moon University relevant Committee to consider the case(s).

- e) Since procedures pertaining to students work are not similar to those of members of staff, the process of detecting plagiarism by a member of staff will be slightly different. If at any time work by the said member of staff is suspected of plagiarism, the case shall be submitted directly to MMU Plagiarism Committee for verification and if confirmed, the penalties will apply. In this case, plagiarism incidence shall be considered as a misconduct by the concerned staff.
- f) All dissertations, theses and projects done by PhD and Masters Students shall be screened and cleared of plagiarism by the Directorate of research and Graduate Studies. However, Postgraduate Diplomas review papers and projects may be checked by the University Librarian.
- g) No scholarly work shall be tabled in the Committee of Graduate Studies, Research, Ethics and Publication without the Plagiarism Clearance Certificate issued by the Chief of Graduate Studies and Research.

7.0 Management of plagiarism

7.1 Committee of Graduate Studies, Ethics and Publication

The CGSEP shall have the mandate to monitor and evaluate the implementation of these guidelines and shall report its findings to Senate. The Committee shall also oversee the following areas of action towards effective implementation of the guidelines:

- (a) Deans and the HoDs to regularly sensitize students and staff on the guidelines through seminars and during orientations,
- (b) The University Librarian to regularly sensitize Library staff on the guidelines and tools,
- (c) The Chief of Research and Graduate Studies to regularly sensitize postgraduate students and supervisors on the guidelines and incorporate guidelines issues in postgraduate students' handbook as well as supervisors' guidelines,
- (d) The Chief of Research and Graduate Studies to ensure all propels including dissertations/thesis by graduate students are checked for plagiarism before they are signed off.

7.2 Measures of handling detected Plagiarism

Plagiarism is a serious form of intellectual misconduct and a violation of academic integrity. It therefore calls into question the validity of the work produced. Hence, in this section, the university guidelines outlines the kinds and levels corrective measures that have to been put in place to guide the decisions that must be taken if plagiarism is indeed detected. In relation to section 6.3, the following procedures apply:

- i. Students will be expected to work closely with their supervisors/departments to ensure that their proposals/projects are checked for plagiarism before being submitted to their departments or presented elsewhere. If a student is found guilty of plagiarism at the departmental level, he/she will be cautioned and required to either rectify the plagiarized proposal or write a fresh proposal on another topic, and shall not be allowed to present a proposal/project in the department for the next three months, from the date the plagiarism incident was detected.
- ii. Any thesis or dissertation found to have been plagiarized at the departmental level shall not be accepted at the Directorate of Research and Graduate Studies for examination. The student will be required to remove the plagiarized parts/sections and shall not be allowed to submit the thesis for examination for the next six months, from the date when the incident was detected.
- iii. In case the plagiarism is discovered at Directorate level in the process of examination, the degree shall not be awarded and the student shall not be allowed to present another thesis for examination in the next one year from the date when the incident was detected. If heavier penalties are preferred, the Directorate of Research and Graduate Studies procedures for discontinuation shall be applied.
- iv. Upon successful removal of the plagiarized sections/parts and upon the expiry of one year, the student shall have to submit another notice of submission for clearance by the Department, the Faculty and Directorate of Research and Graduate Studies Board, (all minutes of the respective decisions must be attached).
- v. Where the thesis or the project shall be detected to have been grossly plagiarized (i.e. more than 50% similarity), the supervisors shall also be held responsible. In this case, the university disciplinary procedures on misconduct shall be applied, where this constitutes gross misconduct.

7.3 Plagiarism in Submitted Thesis and Dissertations

Alleged plagiarism in a thesis shall be reported to the Head of Department who shall immediately report to the Dean and an investigative committee will be set up by the Dean to examine the case. A report shall be submitted to the Chief of Graduate Studies and research for onward management.

8 Appeal


In all cases relating to the implementation of this guidelines, the University staff and student appeal procedures shall apply.

9 Monitoring and Evaluation

The operationalization and effectiveness of this guidelines will be monitored periodically through surveys as well as analysis of the trend and nature of research integrity. The Directorate of Research and Graduate Studies in conjunction with the University Library shall undertake the task of Monitoring and Evaluation.

10 Guidelines Review

This guidelines is subject to review from time to time, and in any case after years of use, to incorporate emerging issues and feedback from monitoring and evaluation. This takes place in consultation with the relevant quality assurance structures at management and institutional level.



11 Appendices

Appendix i-Declaration of Originality Form (Student)

Appendix ii-Certificate of Clearance of Plagiarism (Student)

Appendix iii -Anti-Plagiarism Incident Reporting Form (Student)



MOUNTAINS OF THE MOON UNIVERSITY DECLARATION OF ORIGINALITY FORM (FOR STUDENTS)

This form must be dully completed by the student and signed for all scholarly works submitted to the University for Examination. Name of student -----Reg. No. -----

----- Faculty - - - - - Department-----

-----Course ----- Indicate whether class assignment, Masters thesis/Project or PhD Thesis -----

----- Title of the work-----

Supervisors: (i) ----- (ii) -----

(iii) -----

Student's Declaration

1. I understand what Plagiarism is and I am aware of the University's guidelines in this regard.
2. I declare that this ----- (thesis, project, essay, assignment, term paper, report, etc.) is my original work and has not been submitted elsewhere for certification or publication. Where other people's work or my own previous work has been used, this has properly been acknowledged and referenced in accordance with Mountains of the Moon University's requirements.
3. I have not procured, sought or used substantially the services of any professional agencies to produce this work except where it was authorised.

4. I have not allowed, and shall not allow anyone to copy my work with the intention of passing it off as his/her own work.

5. I understand that any false claim in respect of this work shall result in disciplinary action, in accordance with Mountains of the Moon Plagiarism Guidelines.

Signature-----Date----- Student's Name-----

Supervisor(s) Declaration

1 I/ We understand what Plagiarism is and I am aware of the University's guidelines in this regard.

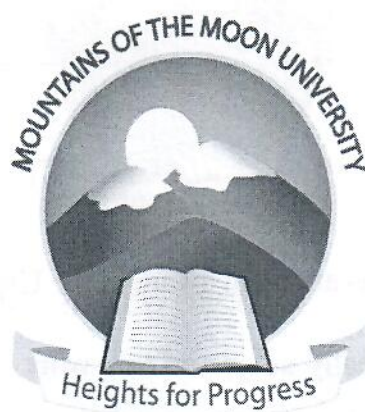
2 I/We declare that we have personally subjected this work through the Turnitin software and generated a satisfactorily report attached

1 I / We declare that this ----- (project, essay, assignment, masters' dissertation, PHD Thesis etc.) is my/our student's original work and has not been submitted elsewhere for certification or publication. Where other people's work or my/our student's previous work has been used, this has properly been acknowledged and referenced in accordance with Mountains of the Moon University's requirements.

2 Signature-----Date-----

3 Name of supervisor (i) ----- Signature-----
Date-----

4 Name of supervisor (ii) ----- Signature-----
Date-----



PLAGIARISM CLEARANCE CERTIFICATE (FOR STUDENTS)

Name of student----- Registration No. -----

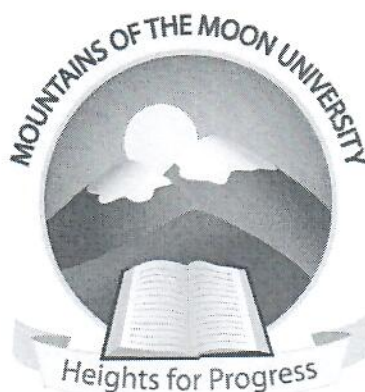
Faculty----- Department-----

Type of scholarly work-----

I-----wish to declare that I have examined the aforementioned scholarly work by the above-named student and have submitted it for assessment /publication, having confirmed that the work is free of any plagiarized material.

Name-----Signature-----Date-----

Director, Directorate of Research and Graduate studies



PLAGIARISM INCIDENT REPORTING FORM (FOR STUDENTS) (To be completed by Supervisor/Head of Departmental/Faculty Board of Postgraduate Studies). This form is to be completed and submitted to Mountains of the Moon University Plagiarism Working Group. Please attach all relevant information on all cases of plagiarism.

Name of Student-----

Registration Number-----

School-----

Department-----

Course Name and Code-----

Type of scholarly work-----

Student's Telephone Number-----Email address-----

Name of the Instructor who has detected plagiarism-----

Department-----Date -----Sign-----

Description of the plagiarism incident: -----

Student's Comments: -----

Student's Name-----Signature: -----Date-----