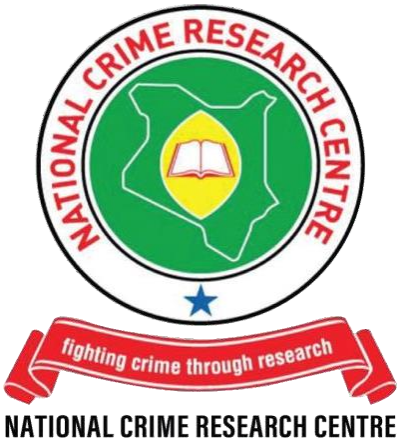

NCRC PLAGIARISM POLICY

JANUARY, 2024

Governance Area Addressed:	Corporate Governance
Approving Authority:	Governing Council
Responsible:	Director/CEO and Information Management Department
Date of First Approval	2016
Frequency of Review or Update:	Every five (5) years
Date of Next Review	January, 2029
Related Policies	1. National Crime Research Centre Act, 1997 2. Human Resource and Procedures Manual 2023 3. NCRC Research policy 4. NCRC Research Road Map for Research Studies 5. NCRC Research Format 6. NCRC Crime Researchers Code of Ethics

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1.0 PREAMBLE FOR THE PLAGIARISM POLICY

1.1 Introduction

The delivery of NCRC's mandate is underscored by the need to carry out objective research into the causes of crime and its prevention and to disseminate the research findings and recommendations to Government agencies concerned with the administration of criminal justice and other stakeholders. The center is privy to the fact that with the evolution of Information Technology plagiarism and Similarity Index have become major concerns in research writing. While plagiarism address ethical values of acknowledging the contribution of others and encouraging originality in research, Similarity Index promotes independent thinking among researchers.

The purpose of this Policy therefore is to provide NCRC with a guiding framework to facilitate a research environment that fosters qualities of independence, professionalism, objectivity, honesty, critical judgment, integrity and ethical practice of research. The Policy establishes a framework for anticipating, detecting, preventing and dealing with plagiarism at the Centre. The policy also sets a Similarity Index threshold for the center.

NCRC expects of its internal and external staff, resource persons, consultants, strategic partners, collaborators, funding agencies and other stakeholders working for or associated with the Centre, to exercise the highest degree of intellectual honesty in the design, conduct, analysis, report writing and dissemination of research findings.

1.2 Scope of the policy

This plagiarism policy encompasses; understanding of plagiarism, prevention, detection, and attendant corrective actions.

The Policy applies to:

i. NCRC staff and other stakeholders
ii. Products

1.3 Policy statement

This Policy provides NCRC with a guiding framework to facilitate a research environment that fosters qualities of independence, professionalism, objectivity, honesty, critical judgment, integrity, and ethical practice of research. The Policy establishes a framework for anticipating, detecting, preventing and dealing with plagiarism and production of reports with high Similarity Index at the Centre. This is to ensure that the Centre maintains high levels of originality in its research outputs.

2.0 LEGAL AND POLICY FRAMEWORK

The plagiarism policy shall be administered in compliance with:

i. The Constitution of Kenya 2010
ii. National Crime Research Centre Act, 1997
iii. The Public Officers Ethics Act, 2003
iv. Economic Crimes Act, 2003
v. Copyright Act, No. 12 of 2001
vi. Information and Communications Act, 2013
vii. Access to Information Act
viii. Data Protection Act, 2019
ix. Industrial Property Act 2001
x. Proceed of Crime and Anti-Money Laundering Act (2009)
xi. Books and Newspapers Act
xii. Stage and Plays Act
xiii. Science, Technology and Innovation Act, 2013
xiv. Universities Act, 2012
xv. Trade Marks Act,2012
xvi. NCRC Strategic Plan 2023-2027
xvii. NCRC Human Resource Policy Instruments
xviii. NCRC Research Policy
xix. NCRC Whistle blowing Policy, 2021
xx. All laws passed and applicable in the Republic of Kenya

3.0 KEY TERMS

Anti-plagiarism Software: A computer-based information retrieval system used to detect instances of plagiarism in writings.

Artificial Intelligence (AI) and other emerging technologies.

Detection System: Any method or activity used to detect plagiarism. This can be plagiarism detection software and online tools, among others.

Inappropriate Acknowledgement: Citation or acknowledgement that intentionally disguises the source of the cited work, with intention to mislead the reader as to the actual source.

NCRC Research Work: The processes of undertaking research and includes raw data, draft research findings, draft reports, published reports and any other research information submitted for assessment, validation and publication.

Other stakeholders To include, interns, officers on attachment, deployment or secondment, resource persons, consultants, external funding agencies, collaborators partners, this will also apply to other research institutions and any other entities that work for or are associated with NCRC.

Plagiarism: The action or practice of presenting or passing it off as one's own someone else's work or idea. This may also apply to content produced by Artificial Intelligence (AI) and any other emerging technologies and presented as ones work. The

	Centre shall guide from time to time on the use of AI and other emerging technologies.
Products:	Print and electronic materials generated by the NCRC and any other documents submitted for publication to NCRC, such as books, journals, reports, and other publications and products.
Similarity Index:	Is how much text in a submitted paper/report matches or is highly similar to other text found in a database
Staff	Shall mean any person employed by the Centre under the various terms on contract or permanent basis.

4.0 OBJECTIVES OF THE POLICY

The general objective of the plagiarism policy is to provide a framework for ensuring that research at the Centre is conducted in accordance with ethical values of acknowledging the contribution of others and encouraging originality in research while promoting independent thinking among internal and contracted research staff.

The specific objectives of this policy are to:

i. Provide a framework for detecting, reporting and handling cases of plagiarism at the Centre;
ii. Sensitize NCRC staff and stakeholders on plagiarism;
iii. Promote research integrity at the Centre;
iv. Provide appropriate training on use of plagiarism detection software(s) at the Centre;
v. Provide a framework to subject all research outputs to Plagiarism Checker software(s); and
vi. Set a threshold of similarity index to be maintained by all writers.

5.0 FORMS OF PLAGIARISM

5.1 Major Plagiarism

i. Uses a big percentage of work written by someone else, normally over 20% cumulatively and or more than 2% from a single source
ii. Taking someone's work and submitting it as own work
iii. Referencing incorrect sources of work

5.2 Minor plagiarism

i. Negligence in referencing conventions rather than an intention to gain unfair advantage
ii. Self-plagiarism involves recycling one previously published work

6.0 PROCEDURES OF HANDING PLAGIARISM

6.1 Preventing Plagiarism

i. The Centre shall offer regular training programs and workshops on plagiarism awareness and prevention for all staff;
ii. The Centre shall provide access to resources such as style guide citation manuals and plagiarism prevention tools to assist researchers in understanding and avoiding plagiarism;
iii. Centre will develop and communicate clear guidelines on what constitute plagiarism and Similarity Index (to be set by the Centre from time to time) within NCRC;
iv. The Centre will ensure that all members are aware of consequences of plagiarism and high Similarity Index.
v. Implement a peer review process for research papers and reports to ensure that work is thoroughly reviewed for originality proper citation, and adherence to ethical standards.
vi. The Centre will create a committee responsible for oversight and handling of plagiarism cases.
vii. The Centre shall implement anonymous reporting for plagiarism cases.

6.2 Detecting Plagiarism

All NCRC reports shall be subjected to anti-plagiarism software checker before launch. Plagiarism will be detected with the aid of plagiarism detection software and other Internet search tools. Members of staff, other stakeholders working for or are associated with the Centre are obligated to acquaint themselves with provisions in this Policy and are expected to uphold and protect the Centre's integrity, copyright and intellectual property rights.

All NCRC reports shall be subjected to anti-plagiarism software checker approved by the Centre. Plagiarism will be detected with the aid of plagiarism detection software, Internet search tools and other counter checking measure approved by relevant department. Members of staff, other stakeholders working for or are associated with the Centre are obligated to acquaint themselves with provisions in this policy and are expected to uphold and protect the Centre's integrity, copyright and intellectual property rights

6.3 Misconduct and Penalties for Plagiarism

NCRC staff, consultants, collaborating partners and any person(s) working with or for the Centre are not allowed to copy, publish part of or in whatever form, research data, findings, reports, with the intention of passing it off as his/her own work. Any malicious, intentional, willful and false claim in respect of NCRC research work shall result in disciplinary action as guided by the Human Resource manual and legal action in, accordance with international and applicable copyright and intellectual property rights in Kenya.

The Governing Council will institute necessary disciplinary measures and mechanisms to redress plagiarism of the Centre's research work including and not limited to criminal prosecution, retraction of publication, and revocation of recognition/award from local and international publishers, journals and academic and research institutions.

7.0 REVIEW PROGRAMME

This policy shall be reviewed after every five (5) years or as need may arise. The Review process should include consultations among researchers and between NCRC and partners.

8.0 POLICY APPROVAL

This Plagiarism Policy is Effective from day of .....

_____

CHAIRPERSON

NATIONAL CRIME RESEARCH CENTRE

9.0 APPENDICES

Plagiarism declaration form

Name of researcher _____

I/D Number _____

DECLARATION

1. I understand what Plagiarism is and I am aware of NCRC's policy in this regard
2. I declare that the research report(s) I shall be submitting to the Centre shall be original work(s) and shall not be submitted elsewhere by me except with permission by the Centre for publication. Where other people's work(s), or my own work shall be used, this will be properly acknowledged and referenced in accordance with the NCRC's requirements.
3. I will not allow anyone to copy from a research report/research reports I have produced with or on behalf of NCRC with the intention of passing it off as his/her own work
4. I understand that any false claim in respect to research report/research reports I have produced with or on behalf of NCRC shall result in disciplinary action, in accordance with NCRC Plagiarism Policy.

Signature _____

Date_____

Plagiarism Incident Reporting Form

(*To be completed by Supervisor)*

This form is to be completed and submitted to the NCRC Research Committee. Please attach all relevant information on all cases of plagiarism.

Name of the researcher: _____

I/D Number: _____

Email address: _____

Name of supervisor: _____

Description of plagiarism incident:

_____

_____

Supervisor's Signature: _____ Date: _____

Researcher's comments:

_____
_____
_____
_____
_____
_____
_____
_____

Researcher's Signature:

_____