



Northwestern Visayan Colleges
KALIBO, AKLAN

PLAGIARISM POLICIES AND PROCEDURES



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STATEMENT OF POLICY

It is the policy of NVC to promote academic excellence and academic integrity in the exercise of its mission and vision as institution and to encourage its faculty and students to adhere to these standards in all their intellectual and research activities in pursuit of learning.

This policy covers faculty, staff and student rights, duties and responsibilities, standards and practices, processes and procedures for governing the inquiry, evaluation, and disposition of plagiarism cases in the pursuit of academic truths.

In line with this policy, NVC has invested resources for both software and hardware to immediately spot and identify plagiarized materials by testing them against published information in the web and other sources.

Violations of this policy are subject to penalties and sanctions as prescribed in the Student Guidebook.

DEFINITION

There are many definitions of plagiarism that can be found from various sources. For one, plagiarism is “the use or close imitation of the language and thoughts of another author and the representation of them as one’s own original work.” (1995 Random House Dictionary)

In other words, plagiarism occurs when a writer duplicates another writer’s language or ideas and then calls the work his or her own without making reference or giving credit to those from whom he or she borrows and quotes.



Such an act is fraudulent, like forgery and piracy, in violation of intellectual property rights and laws (IPR).

FORMS OF PLAGIARISM AND ACADEMIC DISHONESTY

The forms of plagiarism take on various characteristics. The following forms may be used to spot plagiarism.

1. Appropriating as one's own a written source verbatim and directly using it without enclosing it in quotation marks or giving credit to the original author or making references to sources in a footnote or in-text reference.
2. Taking words or paragraphs from a written source and paraphrasing a written source by changing one or two words or sentences without a direct quotation or giving credit.
3. Copying the work of another and changing the structure of the sentences from active to passive or vice-versa without quoting or giving credit.
4. Re-arranging the structure of the paragraphs of the copied material and passing it as his or her own without giving credit.
5. Summarizing the copied material in his or her own words without giving proper credit.
6. Adopting formulas, graphics, or pictures without acknowledgment.
7. Borrowing facts, statistics, and illustrative materials without acknowledgment.
8. Appropriating as one's work the project output of a team of which he or she is a member without acknowledgement.
9. Manipulating and deliberately changing facts and figures from a previous material and presenting them as new information in a plagiarized material.

COVERAGE

The plagiarism policy covers all facets of intellectual and academic work of all NVC students, including but not limited to the following:

1. Strategic Management Papers
2. Term Papers
3. Group Analysis and Reports
4. Individual Reports and Reflection
5. Individual and Group Projects
6. Research Papers



7. Speeches

All submitted materials in pursuance of course requirements, i.e. term papers, group reports, individual reports, group projects, and research papers will be compared with Internet data by the Research Office using the plagiarism software.

The use of **common knowledge** in these papers is not considered plagiarism even if it is not acknowledged in the papers. An example of common knowledge is that the Philippines was colonized by Spain for more than 300 years. There is no need to attribute the source.

STUDENT RESPONSIBILITIES

For an effective implementation of the rules on plagiarism, it is incumbent upon all students to:

1. Become aware, by reading and understanding, the policy on plagiarism;
2. Understand and respect the policy on academic integrity as described in the various syllabi of the Program;
3. Be familiar with laws, practices, and regulations involving intellectual property rights and, in particular, be familiar with proper and sound referencing techniques;
4. Refrain and avoid all temptations to commit acts that may be considered as plagiarism or academic dishonesty of any type;
5. Confer with and seek assistance from the Research Office where more information and knowledge are needed regarding plagiarism policies and procedures;
6. Know their rights and obligations under this policy so that they can expect fair and consistent application of procedures.

FACULTY RESPONSIBILITIES

The faculty members have as much interest as their students in the effective implementation of the plagiarism policy. Their responsibilities include the following:

1. Understand the plagiarism policies and procedures for consistency and fairness of application.
2. Make the students aware of the policies on plagiarism and academic integrity as described in their respective syllabi.
3. Explain to the students the importance of scholarly work that follows ethical practices.



4. Provide help and adequate information and procedures for referencing requirements, including footnoting and in-text referencing for academic writing.
5. Encourage excellent work by following the basic tenets of scholarly writing.
6. Provide timely feedback to students regarding their work submissions as regards deficiencies in referencing and giving credits.
7. Report to the Office of the Dean all cases of suspected plagiarism and academic dishonesty for disposition.
8. Make sure that allegations of student violations are based on solid evidence.
9. Describe to the students the possible penalties for the violations of this policy.

COMMITTEE ON ACADEMIC INTEGRITY AND PLAGIARISM

For purposes of the implementation of this policy, the Committee on Academic Integrity and Plagiarism is hereby constituted composed of a Chair and 4 members. The memberships of this Committee are:

Chairperson	-	Vice President for Academic Affairs
Member	-	Dean/Department Chair
Member	-	Research Head
Member	-	Faculty Representative
Member	-	Student Representative

The major functions of this Committee are to introduce, develop, and recommend policies and procedures in implementing the academic integrity and plagiarism policy. It will also act as the body that inquires into plagiarism cases brought to it and make recommendations to the President for appropriate disciplinary action.

The chairmanship of this Committee shall be rotated among the members at regular intervals of one year.

PROCEDURES

The following procedures will be required in all plagiarism and academic integrity cases:

1. The faculty member or the student concerned who has knowledge of plagiarism purportedly committed by another student writes formally to the Dean concerning the charge of plagiarism and academic dishonesty against a student after assessing the solid and firm evidence of the act complained about.
2. The evidences that he or she may adduce and present are: (a) a report of the Research Head on the extent of plagiarism based on analysis using NVC's software for detecting plagiarism cases; or (b) a comparison of submitted written work with an original material already published or earlier submitted. The Dean refers the complained material to the Committee for proper action and disposition.
3. The Committee organizes and summons in writing the student concerned advising him or her about the charge and to submit his or her written explanation in a hearing.
4. The Committee hears explanation of the student during the hearing and collates and considers the evidences.



5. After the hearing, the Committee decides on the nature of the alleged violation and proposes and recommends to the President the appropriate disciplinary action, if any.
6. The President decides based on the recommendations of the Committee.
7. The President, through the Dean/Department Chair, implements the decision action.

All records of the case will form part of the student file.

PROCEDURE FOR APPEALS

Appeals from the decision of the President may be made in writing by the student within 10 days upon the promulgation of the decision. Failure to observe this deadline will make the decision final and executory. The President may, at his behest, constitute another Committee to review the appeal or by himself, on his own, affirm or reverse the decision. No further appeals will be entertained.

STANDARDS TO IMPOSE ACTION

The Committee will be guided by the following standards in assessing the evidences adduced and obtained during the hearing and recommending appropriate action:

1. Intent to deceive and to commit academic dishonesty
2. Extent of the plagiarism or severity of the dishonesty
3. Poor referencing technique amounting to gross negligence
4. Student history and academic performance

The level of intent to deceive and commit academic dishonesty will be construed from two vantage points: no apparent basis or justification for the act and extent or severity of the plagiarism as complained about.

The extent of plagiarism or severity of the dishonesty can be deduced from how scantily or massively it was committed by the student based on the results of the tests done. The software is capable of determining the extent of the plagiarism, i.e. 10%,



20%, 30%, 40%, 50%. This judgment will be exercised by the Committee looking into the complaint.

Poor referencing technique that might have caused the severity of the plagiarism charge may not necessarily follow guilt of plagiarism per se unless it constitutes gross negligence. In such a case, the Committee will make a judgment based on the records.

To a certain extent, the history of the student will also be inquired into to determine his or her predilection and tendency to commit academic dishonesty. Student records will be reviewed by the Committee to provide insight.

PENALTIES AND SANCTIONS

Based on the evaluation and assessment of the case submitted to it for adjudication, the Committee may recommend one or more of the following penalties:

1. A formal warning is given to a student who has amply justified his or her position during the hearing based on evidence. This may be imposed in the case of poor referencing technique only. The student may be allowed to re-submit the material after sufficient referencing.
2. If the paper was evidently plagiarized, the student will be penalized with any of the following sanctions based on the extent to which the plagiarism was accomplished:

an automatic failing mark in the assignment or project plus a formal warning;

an honorable dismissal if there was ample proof of deliberate intent to deceive but the student admits guilt and appeals for compassion;

expulsion or separation if there was ample proof of deliberate intent to deceive but the student refuses to admit guilt

In arriving at any of these sanctions, due process shall always be complied with.

References:

2005, Indiana University Code of Student Rights, Responsibilities and Conduct
2002, University of Newcastle, Australia
2024, Ateneo de Manila University, Quezon City, Plagiarism Policies and Procedures

