



LBC PLAGIARISM POLICY

(2024)

Table of Contents

1. INTRODUCTION	4
2. DEFINITION OF PLAGIARISM	4
3. PROHIBITED BEHAVIORS	4
4. CONSEQUENCES OF PLAGIARISM	5
5. REPORTING AND INVESTIGATION PROCESS	5
5.1 Identification of Suspected Plagiarism	5
5.2 Documentation and Initial Review	6
5.3 Gathering Additional Information	6
5.4 Comparison and Analysis	6
5.5 Evaluation and Decision Making	7
5.6 Notification and Disciplinary Action	7
5.7 Appeals Process	7
5.8 Documentation and Record Keeping	7
6. APPEALS PROCESS	9
6.1 Request for Appeal	9
6.2 Review and Hearing	9
6.3 Decision and Notification	9
6.4 Finality of Decision	9
7. EDUCATIONAL RESOURCES	10
8. POLICY REVIEW	11
9. POLICY ACKNOWLEDGMENT	11
10. CONCLUSION	11

LIST OF FIGURES

Figure1: LBC Reporting and Investigation Process	8
Figure 2: LBC Appeals Process	10

1. INTRODUCTION

Lakatoi Business College (LBC) is committed to maintaining the highest standards of academic integrity and promoting ethical scholarship among its students, faculty, and staff. Plagiarism, in any form, undermines the principles of honesty, originality, and intellectual integrity that are fundamental to the pursuit of knowledge and scholarly inquiry. This plagiarism policy serves to define plagiarism, outline prohibited behaviors, delineate consequences for violations, and provide educational resources to support students in upholding academic honesty.

2. DEFINITION OF PLAGIARISM

Plagiarism is the act of presenting someone else's work, ideas, or intellectual property as one's own without proper acknowledgment or citation. Plagiarism can take various forms, including but not limited to:

- Directly copying text, images, diagrams, or data from a source without attribution.
- Paraphrasing or summarizing another person's ideas, arguments, or research without proper citation.
- Submitting work that has been wholly or partially written by another person, whether paid or unpaid.
- Fabricating or falsifying sources, data, or references to support one's work.
- Self-plagiarism, which involves reusing one's own previously submitted work without proper citation or acknowledgment.

3. PROHIBITED BEHAVIORS

LBC expects students to adhere to the following guidelines to avoid plagiarism:

- All sources used in academic work, including text, images, data, and ideas obtained from external references, must be properly cited using an appropriate citation style recommended by the instructor.

- Any direct quotations from sources must be enclosed in quotation marks and accompanied by a citation indicating the source.
- Paraphrased or summarized content from sources must be rephrased in the student's own words and cited accordingly to avoid plagiarism.
- Collaboration with others on assignments must be disclosed, and individual contributions clearly identified to ensure transparency and academic integrity.
- Students must not reuse their own previously submitted work, in whole or in part, without explicit permission from the instructor and proper citation.

4. CONSEQUENCES OF PLAGIARISM

Plagiarism undermines the educational mission and values of LBC and is subject to disciplinary action. Consequences for plagiarism may include, but are not limited to:

- Receiving a failing grade on the assignment, examination, or course.
- Requirement to resubmit the work with proper citations or revisions, with potential grade deductions.
- Academic probation or suspension from the college.
- Permanent expulsion from LBC.
- Notification to relevant academic or professional bodies, if applicable.

5. REPORTING AND INVESTIGATION PROCESS

Instances of suspected plagiarism will be reported and investigated by the faculty or academic integrity committee at LBC. The investigation process may involve the following series of steps:

5.1 Identification of Suspected Plagiarism

Academic Committee members at LBC may identify suspected cases of plagiarism through various means, including but not limited to:

- Reviewing submitted assignments, papers, or projects.
- Noticing inconsistencies or similarities between students' work and existing sources.
- Utilizing plagiarism detection software to flag potential instances of plagiarism.

5.2 Documentation and Initial Review

- Upon identification of suspected plagiarism, faculty members document their findings, including specific instances of potential plagiarism and relevant evidence.
- The faculty member or academic integrity committee initiates an initial review of the suspected plagiarism, assessing the extent and severity of the alleged misconduct.

5.3 Gathering Additional Information

- Faculty members may conduct interviews with the student(s) involved to gather additional information and context regarding the submitted work.
- Students will be given an opportunity to provide explanations or clarifications regarding the content, sources used, and citation practices employed in their work.

5.4 Comparison and Analysis

- Faculty members or designated committee members compare the submitted work with original sources, references, and external materials to assess the level of similarity and determine whether plagiarism has occurred.
- Plagiarism detection software may be used to facilitate the comparison process and identify potential matches or instances of unoriginal content.

5.5 Evaluation and Decision Making

- Based on the findings of the investigation, the faculty member or academic integrity committee evaluates the evidence and determines whether plagiarism has occurred.
- The severity of the plagiarism, including factors such as intent, extent, and academic context, is taken into consideration during the evaluation process.

5.6 Notification and Disciplinary Action

- If plagiarism is confirmed, the faculty member or academic integrity committee notifies the student(s) involved of the findings and the resulting consequences.
- Consequences for plagiarism may include academic penalties, such as receiving a failing grade on the assignment or course, academic probation, suspension, or expulsion from the college.
- The student(s) will be provided with an opportunity to respond to the findings and present any mitigating circumstances or explanations.

5.7 Appeals Process

- Students have the right to appeal decisions related to plagiarism allegations.
- The appeals process will be conducted in accordance with the college's established grievance procedures, ensuring fairness and procedural integrity.

5.8 Documentation and Record Keeping

- Comprehensive records of the investigation process, including documentation of evidence, interviews, decisions, and disciplinary actions taken, will be maintained in accordance with college policies and regulatory requirements.



Figure 1: LBC Reporting and Investigation Process

6. APPEALS PROCESS

In response to plagiarism allegations, LBC offers a transparent and equitable appeals process. This allows students to contest decisions made by faculty or the Appeals Committee, a Sub-Committee of LBC Academic Committee. Guided by principles of fairness, the process enables students to present their cases for reconsideration, ensuring they have a voice in addressing concerns related to plagiarism allegations.

Following this introduction, the steps of the appeals process can be presented.

6.1 Request for Appeal

- The student submits a formal request for appeal, detailing the grounds for their appeal and any supporting evidence.

6.2 Review and Hearing

- An appeals committee, comprising faculty members and administrators, reviews the student's appeal and may hold a hearing if necessary.

6.3 Decision and Notification

- The Appeals Committee deliberates on the appeal and notifies the student of their decision in writing.

6.4 Finality of Decision

- The decision of the Appeals Committee is final and binding, unless further avenues of appeal are available.

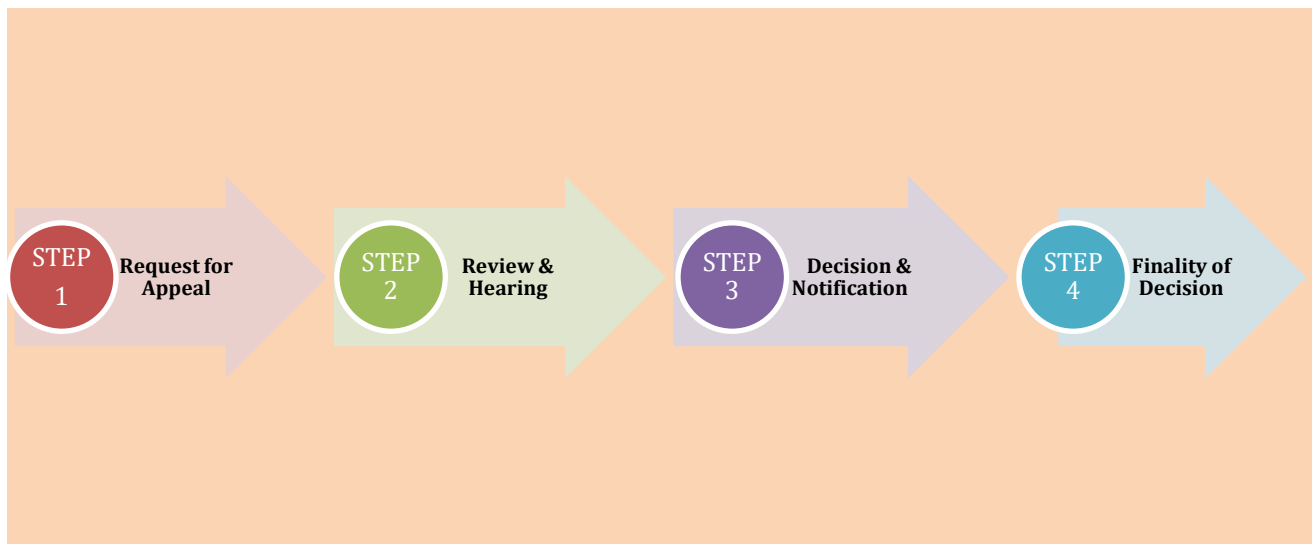


Figure 2: LBC Appeals Process

7. EDUCATIONAL RESOURCES

LBC provides educational resources and support to help students understand and uphold academic integrity. These resources may include:

- Workshops and seminars on academic writing, citation styles, and avoiding plagiarism.
- Access to online tutorials, guides, and handbooks on proper research and citation practices.
- Individual consultations with faculty members, academic advisors, or writing center staff for personalized assistance.
- Recommendations for reputable sources and reference materials to aid students in their research and writing endeavors.

8. POLICY REVIEW

This plagiarism policy will be reviewed periodically to ensure its effectiveness and alignment with the college's academic standards and values. Feedback from students, faculty, and stakeholders will be considered in the policy review process to address emerging challenges and promote continuous improvement.

9. POLICY ACKNOWLEDGMENT

By enrolling at Lakatoi Business College, students acknowledge their understanding of an agreement to abide by the institution's plagiarism policy. Failure to comply with the policy may result in disciplinary action as outlined herein.

10. CONCLUSION

LBC is committed to upholding academic integrity and maintaining high standards of honesty and originality in all scholarly work. The plagiarism policy outlined herein serves to foster a culture of academic honesty and accountability among students, faculty, and staff. By adhering to these guidelines and procedures, we aim to promote a learning environment characterized by integrity, respect, and intellectual rigor. Together, we strive to uphold the values of scholarship and ensure the credibility and reputation of LBC as an institution of academic excellence.