



“CANADIAN INSTITUTE OF TECHNOLOGY”

PLAGIARISM CHECKER POLICY

Tirana, June 2023

PLAGIARISM CHECKER POLICY

Legal basis:

- 1- Book of Institutional Regulations
- 2- Regulation on “Diploma Thesis
- 3- Code of Academic Integrity
- 4- Code of Ethics
- 5- Student Guide

These guidelines are prepared to establish institutional mechanism in facilitating responsible conduct of research, promotion of academic integrity and deterrence from plagiarism.

I. GOALS:

- 1- To create academic awareness for the responsible performance of research, study, project work, assignment, thesis, dissertation, promoting academic integrity and preventing misconduct, including plagiarism in academia writing among students, researchers, faculty, and other members of the academic staff, as well as any staff member university.
- 2- To develop systems to detect plagiarism and to set up mechanisms to prevent students, faculties or University staff commits the act of plagiarism.

Plagiarism control procedure will include these elements of thesis / research / work etc.:

- abstract,
- summary,
- hypothesis,
- observations,
- results,
- conclusions and
- recommendations
- references

II. WHAT IS PLAGIARISM?

Definition by Albanian Dictionary:

“The presentation by someone of a work of another or of a part of it as if it were its own”

III. FOUR MOST COMMON TYPES OF PLAGIARISM:

- 1- Direct plagiarism:** Claiming someone else's work as your own, or copying without quotation marks and/or citation.
- 2- Mosaic plagiarism:** Also known as "patchwriting," this occurs when borrowing phrases from a source without quotation marks, changing only a few words here and there.
- 3- Accidental plagiarism:** Giving credit to the wrong author(s) or misquoting.
- 4- Self-plagiarism:** Reusing your own published or submitted work - even just some parts - for a new assignment.

IV. WILL BE CONSIDERED PLAGIARISM:

1. When someone presents as a work that someone else has done (the real author is not known).
2. When someone submits a someone else work under his own name (complete plagiarism).
3. When someone borrows a text (or part of a text) and does not disclose the source (partial plagiarism).
4. When someone translates a text (or a part of it) from a foreign language and does not indicate the source, then presents it as his own (translation plagiarism).
5. When someone borrows parts of a foreign text and makes small changes to it (paraphrases) without citing the source (paraphrasing plagiarism).
6. When someone borrows a part of a someone else text, he may even paraphrase it, but does not show the source in the right place, so he hides it in the bibliography or some other footnote (hidden plagiarism).
7. When someone submits a work of their own (or any part of it) to various exams or events (self-plagiarism).

Plagiarism can take many forms, but they all constitute copyright infringement.

V. SOFTWARE AND TOOLS

- 1- For the control of plagiarism in cases when it is deemed necessary according to the legal provisions or regulations of the institution, the use of software for automatic control may be required, as well as

- 2- other programs or
- 3- equipment, which are provided by the institution.

VI. RULES TO BE FOLLOWED FOR AVOIDING PALGIARISM

- 1- Insert citations
- 2- Avoid copy-pasting from other papers
- 3- Use short quotations
- 4- Ask the copyright holder for a written permission
- 5- Images and photos (or videos) are also copyrighted
- 6- Apply the same standards when copying from open access journals or the public domain:
 - a. If you re-use images or photos from open access journals, make sure to include the citation, and
 - b. preferably reproduce the licensing terms (as in: Image reproduced from [*citation*], available under the license.)
 - c. If you quote from works that are available under an open access license or in the public domain (such as quoting from an author that is long deceased), you still have to use quotation marks and use a proper citation.
 - d. While it would not be a copyright infringement to reproduce a work which is in the public domain, most will still consider it deceitful if you do not properly attribute the original author/work.
- 7- Inform your co-authors and students:
 - a. As the head of a lab or research group, you may have several students and associates involved in writing a paper.
 - b. Make sure that all your co-workers are familiar with best practices to avoid plagiarism.
 - c. If in doubt, have your paper checked by a plagiarism detection software before submitting to a journal.
- 8- Avoid self-plagiarism
 - a. If you re-use your own previous work or imagery in new papers, this often leads to self-plagiarism.
 - b. Usually, you give up copyright when transferring your work to a publisher so that self-plagiarism often constitutes a copyright infringement.

- c. In addition to possible copyright infringement, it is not good practice to re-publish material that is already available elsewhere.

VII. THE WORKFLOW:

- a) The student shall submit the soft copy of the thesis for the plagiarism check to the Supervisor/Co-Supervisor.
 - b) Checking shall be done by the Supervisor/Co-Supervisor for abstract, summary, hypothesis, observations, results, conclusions and recommendations (excluding the review of literature and references).
- e) The Supervisor/Co-Supervisor shall certify the plagiarism check indicating the “Similarity index $<$ or $>$ (lesser or greater) than Permitted Similarity index” as per the anti- plagiarism guidelines of the CIT.
- c) The anti-plagiarism report shall be generated by the Supervisor/Co-Supervisor and the report shall be submitted to the Registrar office along with the thesis and certificate of plagiarism check.
- g) If the submitted thesis shows similarity index $>$ (greater than) permitted similarity index, then the thesis shall be returned to candidate for correction, rechecking and resubmission.
- h) In case the thesis still shows similarity index $>$ (greater than) permitted similarity index, the student shall resubmit the thesis.
- h) In case the thesis still shows similarity index $>$ (greater than) permitted similarity index, the student shall resubmit the thesis to the Dean, which shall be considered as the final submission failing which the thesis will be rejected.
- i) The candidate shall mandatorily produce the anti-plagiarism certificate as a part of the thesis submission.
- j) Plagiarism Verification Certificate shall be attached in the thesis after the “Copyright”

VIII. HOW TO INTERPRET ORIGINALITY REPORT

1. Similarity index of the originality report is showing matches of submitted work with internet content. It is not verdict that document with high similarity index is plagiarized.

2. Similarity index is based on percentage of matched text out of total number of words in the document.
3. Supervisor/Co-Supervisor has to verify each and every similarity index for potential clue of plagiarism.
4. If similarities in the document are significant then student may be guided accordingly or case may be reported on the basis of that evidence.
5. The similarities in the document may contain matches with author's previous work; it may be ignored if it is the same work.
6. Bibliography and quoted material may be excluded after verifying. It is important to note that too much quoted material is not desired as per policy.
7. Common phrases and proper nouns also appear as similarities in the report, therefore every instructor/faculty member should ignore matches returned from them.
8. Originality report will show similarities from three major sources:
 - a. Internet, periodicals and student repository.
 - b. Similarities returned from student repository may be ignored if it is author's own same work.
 - c. Similarities from Student repository helps in detecting collusion in the documents.
9. The graphs, tables, formulae and other pictorial material is not matched through the service therefore, it will only offer similarities with only text.
10. References/bibliography and table of contents must be removed from document which is submitted. If these are included then similarity index of the document will be increased.
11. The Supervisor/Co-Supervisor supervising students/scholars can give verdict of plagiarism after interpreting report. The report will be used as evidence of the report.
12. In case of any conflict the decision of Dean to Plagiarism Policy of CIT will be final.
13. Supervisor/Co-Supervisor may allow students to view their reports.
14. Supervisor/Co-Supervisor will maintain the privacy and will not disclose any report to anyone except the concerned person and to the concerned authorities, if required.

15. Originality/Similarity reports generated by the Application provide clues in form of text matches.
16. Students must make sure that document they are submitting is in proper documenting style and is free of plagiarism.
17. **If the report has similarity index $\geq 20\%$, then benefit of doubt may be given to the author but, in case, any single source has similarity index $\geq 10\%$ without citation then it needs to be revised.**
18. If similarities of a report are from author's own (previous) work then these may be ignored only if the material has been cited by the author.
19. As documents which are checked through this service are not yet published and no benefit is acquired, therefore, no punishment or penalty is recommended. It is advised that similarities at greater level may be taken care of in the light of the CIT plagiarism policy.
 - a) The exclusion at the time of performing the check should be limited to the following:
 - a. Quotes
 - b. Bibliography
 - c. Phrases
 - d. **Small matches up to 10 words**
 - e. **Small similarity less than 5%**
 - f. Mathematical Formula
 - g. Name of Institutions, Departments etc

IX. THE FOLLOWING AUTHORITIES ARE INVOLVED IN THE PLAGIARISM VERIFICATION PROCEDURE

- 1- Diploma thesis Supervisor/Co-Supervisor
- 2- Reviewer of diploma thesis
- 3- Diploma Thesis Defends Commission
- 4- Departments
- 5- Dean
- 6- Ethics Council

X. ANNEXES

1. The candidate during the submission of the thesis signs a statement that the research is:
 - a. original personal search,
 - b. independently worked and
 - c. not plagiarism.

2. In the appendix of the paper the statement of the candidate for non-acceptance of plagiarism must be attached and the supervisor's statement for the read text.

Annex – 1

DECLARATION OF THE APPLICANT

I hereby declare that the diploma thesis submitted is reviewed by me.

I also certify that the above thesis is not submitted elsewhere.

I shall abide by the plagiarism rules of the CIT.

Candidate's signature:

Date:

Annex – 2

Please tick to confirm the following:

I have read and understood the University's regulations concerning conduct of PhD research and, in particular, the regulations on plagiarism.

I have read and understood the CIT information and guidance on academic good practice and plagiarism.

The [thesis /assignment/project/other submitted work] I am submitting is entirely my own work except where otherwise indicated.

It has not been submitted, either partially or in full, either for this Institution or qualification for another course of study of CIT or for a qualification at any other institution.

I have clearly indicated the presence of all material I have quoted from other sources, including any diagrams, charts, tables or graphs.

I have clearly indicated the presence of all paraphrased material with appropriate references.

I have acknowledged appropriately any assistance I have received in addition to that provided by my [supervisor/co- supervisor/.

I have not copied from the work of any other candidate.

I have not used the services of any agency providing specimen, model or ghost-written work in the preparation of this thesis/ assignment/project/other submitted work.

I agree to retain an electronic copy of this work until the publication of my final examination result.

I agree to make such electronic copy available to the examiners should it be necessary to confirm my word count or to check for plagiarism.

Candidate's signature:

Date:

Annex – 3

PLAGIARISM VERIFICATION CERTIFICATE

Title of the Thesis:

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Total Page:

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Student:

Supervisor:

.....

Co- Supervisor:

.....

Student/Department:

Name of the Institute:

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This is to report that the above thesis was scanned for similarity detection. Process and outcome are given below:

Software used: Date:

Similarity Index: Total word count:

The complete report is submitted for review by the CIT.

We undertake the following:

- a. The thesis work submitted is original.
- b. No sentence, table, paragraph or section has been copied verbatim from any other resource unless it is placed under quotation marks and duly referenced.
- c. There is no fabrication of data or results which have been compiled.
- d. There is no falsification by manipulating research materials, equipment or processes.
- e. The thesis has been checked using Anti plagiarism web tool “Plagiarism Checker X” and found within limits as per the anti-plagiarism guidelines of the CIT.
- f. Similarity index of the thesis is as follows:

% Similarity index	
Total continuous words	

Student:

Name:

Signature:

.....

Recommendation/comments by Supervisor

Name:

Signature:

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