



# NATIONAL CRIME RESEARCH CENTRE

## PLAGIARISM POLICY

2016

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## **Vision**

To be a World Class Crime Research Institution

## **Mission**

To provide quality and authentic research into causes of crime, its prevention with a view to achieving a crime free society.

## **Core Values**

The Centre will conduct its business guided by core values including:

- (i) Concern for public safety
- (ii) Integrity of research
- (iii) Professionalism
- (iv) Transparency and accountability
- (v) Public participation
- (vi) Partnership with others.

## **Guiding Principles**

The Centre will adhere to core values driven by the principles of Public Service including:

- (i). Professionalism and high standard of ethical practice
- (ii). Consultative and involvement of the people in the process of crime research
- (iii). Openness and respect for national diversity
- (iv). Responsive and prompt provision of services.

## Glossary of Terms

**Plagiarism:** The action or practice of taking someone else's work, idea, etc., and passing it off as one's own.

**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:** Refers to the processes of undertaking research and includes refers to raw data, draft research findings, draft reports, published reports and any other research information submitted for assessment, validation and publication.

**Staff:** Shall mean any person (internal or external) employed by the Centre on contractual or permanent basis. Other persons covered under this policy include interns, officers on deployment or secondment, resource persons, consultants, external funding agencies, collaborators, partners, other research institutions and any other entities that work for or are associated with NCRC.

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

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

## Legal and Policy Framework

The plagiarism policy shall be administered in compliance with:

- (i) The Constitution of Kenya 2010
- (ii) The Public Officers Ethics Act, 2003
- (iii) Economic Crimes Act, 2003
- (iv) Copyright Act, No. 12 of 2001
- (v) Information and Communications Act, 2013
- (vi) Books and Newspapers Act
- (vii) Science, Technology and Innovation Act, 2013
- (viii) Universities Act, 2012
- (ix) Trade Marks Act, 2012
- (x) NCRC Research Policy & Rules Governing Conduct of NCRC staff
- (xi) All laws passed and applicable in the Republic of Kenya

## 1.0 Preamble of NCRC Research

NCRC undertakes impartial and contemporary policy-relevant research of the highest standard on crime, causes of crime and its prevention to assist Government improve its efforts to promote public safety and reduce crime.

NCRC has the cardinal responsibility of maintaining the highest standards of integrity in compliance with legislative requirements on ethical and safe practices in research, preservation and the strengthening of confidence in its operations as a world class research institution.

### 1.1 Imperative for the Plagiarism Policy

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. However, globalization and new developments in information, communication technologies have brought plagiarism as a major problem in the research. Plagiarism is the act of either intentional or unintentional presentation of another person's ideas, findings or work as one's own by copying or reproducing them without due acknowledgement of the source, with intention to deceive into believing that the content is original to the author.

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.

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, the highest degrees of intellectual honesty in the design, conduct, analysis, report writing and dissemination of research findings.

### 1.2 Citation and Acknowledgement of NCRC Research Publications

No NCRC's raw data, draft research findings, reports, publications and other research information submitted for assessment, validation, publication and dissemination may be published or reproduced in any other form and for other purposes without prior permission from the Centre. However, part of NCRC's published reports **MAY** be cited or copied for use in research and education purposes, provided that the source is duly acknowledged and referenced in accordance with the NCRC's copyright requirements.

### **1.3 NCRC Intellectual Property and Copy Rights**

NCRC maintains all copyright and intellectual property rights of all its research undertakings – raw data, policy briefs, reports, publications and any other research material. NCRC’s staffs (permanent, contracted, external partners and consultants) are **NOT** authorized to publish any (part of or in whole) research information acquired in the course of their engagement with the Centre for personal or other purposes.

Where NCRC is involved in a joint research project, an agreement shall be reached in writing with the partnering or collaborating organization(s) detailing issues to deal with confidentiality, copyright and intellectual property rights, and responsibility for ethics.

### **1.4 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 persons and entities 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.

## 1.5 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 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.

## 1.6 Date of Issue and Revision Clauses

This policy comes into effect immediately upon approval by the Governing Council and will be reviewed from time to time as the need may arise.



## 1.7 Declaration

All NCRC staffs (internal or external) are required to acquaint themselves with provisions in this policy and sign this declaration fully aware and cognizant of the serious consequences that may result from any breach of this policy.

### Statement of Compliance

*I understand that any false claim in respect of NCRC research work shall result in disciplinary action against me, in accordance with NCRC Plagiarism Policy and applicable international and Kenyan laws.*

**Name of Staff:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

