

UNITED REPUBLIC OF TANZANIA



MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY

**MOSHI CO-OPERATIVE UNIVERSITY (MoCU)**  
**CHUO KIKUU CHA USHIRIKA MOSHI**



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# **Anti-plagiarism Policy and Guidelines**

**July, 2020**

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## **LIST OF ABBREVIATION & ACRONYMS**

<b>APA</b>	:	American Psychological Association
<b>DRPS</b>	:	Directorate of Research and Postgraduate Studies
<b>DUS</b>	:	Directorate of Undergraduate Studies
<b>DVCA</b>	:	Deputy Vice Chancellor Academic
<b>HoD</b>	:	Head of Department
<b>JKUAT</b>	:	Jomo Kenyatta University of Agriculture and Technology
<b>MoCU</b>	:	Moshi Co-operative University
<b>MUCCoBS</b>	:	Moshi University College of Co-operative and Business Studies
<b>OUT</b>	:	The Open University
<b>SUA</b>	:	Sokoine University of Agriculture
<b>TCU</b>	:	Tanzania Commission for Universities
<b>UDSM</b>	:	University of Dar es Salaam
<b>UNISA</b>	:	University of South Africa
<b>UoN</b>	:	University of Nairobi

## DEFINITION OF TERMS

<b>Anti-plagiarism:</b>	means detection and prevention by imposing sanctions on any act of copying another person's ideas, words or writing and pretending that they are one's own work.
<b>Academic Unit:</b>	means a department or a unit whose mission is teaching and/or research.
<b>Detection System:</b>	means any method or activity that the University uses to detect plagiarism. This can be consultation, plagiarism detection software, online tools, etc.
<b>Electronic materials:</b>	means materials that are in digital format.
<b>Plagiarism:</b>	means the action or practice of taking someone else's work, idea, etc., and passing it off as one's own.
<b>Plagiarism sanction:</b>	means penalties imposed on academic work with an overall similarity index greater than the stipulated in this policy.
<b>Policy:</b>	means the University Anti-

Plagiarism Policy.

**Similarity Index:**

means an indication of how much information contained in an article is matched to other sources. It is reflected by the percentage of overlap between the text submitted to plagiarism detection and that in the original source material. *This should not be considered the percentage of a paper that is plagiarized.*

**Scholarly manuscripts:**

means documents or scripts that have been submitted for either publication or assessment for academic qualifications.

**Staff:**

means any person employed by the University on permanent or contract terms.

**Student:**

means student registered at the University

**Moshi Co-operative**

means students, staff, collaborators,

**University Community:**

researchers, visiting lecturers or any other person that works for or with the University

**University:**

means Moshi Co-operative University (MoCU)

## **PREFACE**

Moshi Co-operative University (MoCU) is a public institution that plays a pivotal role in complementing the Government efforts towards the attainment of its development goals through education, training, research and advisory services. MoCU strives to provide skills, knowledge, design and test development models that facilitate the steering of the country towards achieving its socio-economic goals. In addition, MoCU continues to realign itself to meet the national, regional and global education and training standards. MoCU aims at becoming a centre of excellence in co-operative education and practice. Over the years, the University has turned out experts in co-operative development and management, accounting and auditing, procurement, marketing, finance, banking and microfinance, and community development, who have successfully secured various employment opportunities within and outside Tanzania.

The world has witnessed an overwhelming increase in problem of plagiarism. In an academic institution like MoCU where researches, consultancies and assignments are massively conducted, plagiarism remains to be a challenge. There must be proper mechanisms to control the problem. This includes having in place the regulations, procedures and anti-plagiarism software. Thus, to affect the same and ensure integrity of the university academic and non-academic works the guideline and procedure is necessary.

This Anti-Plagiarism Policy and Guidelines introduces the relevance of Anti Plagiarism for the University community, describes the acceptable levels of the similarity index for different groups. Also, it lays down the way prevention and detection of plagiarism will be done and describes the implementation, disciplinary measures and revision. It is expected therefore that the guidelines will be a useful reference document for students and staff.

**Prof. Alfred S. Sife**  
**Vice Chancellor**

## **PART A: ANTI-PLAGIARISM POLICY**

### **1.0 INTRODUCTION**

#### **1.1 Background to the University**

The history of the Moshi Co-operative University (MoCU) dates way back to 5<sup>th</sup> January, 1963 when the then Co-operative College Moshi was established. The College's primary responsibility was training of human resource in the co-operative sector under the then Ministry of Co-operatives and Community Development. The College was subsequently established through the Co-operative College Act No. 32 (Repealed) of 1964 as an autonomous institution with its own Governing Board. In 2004, the Co-operative College Moshi was transformed into Moshi University College of Co-operative and Business Studies (MUCCoBS) as the Constituent University College of Sokoine University of Agriculture through the Government Declaration Order No. 22 of 2004.

MoCU came into being as a result of transforming Moshi University College of Co-operative and Business Studies (MUCCoBS) to a full-fledged University in September, 2014. The University is governed by its own Charter, made under the Universities Act No. 7 of 2005 (Cap 346) of Tanzania laws. MoCU was accredited by the Tanzania Commission for Universities (TCU) on 7<sup>th</sup> November, 2018.

MoCU is located in Moshi Municipality, on the foot of Mount Kilimanjaro along Sokoine Road. MoCU has a teaching centre located in Shinyanga Region along Tabora Road, namely Kizumbi Teaching Centre. In addition, the University operates 13 Regional Offices catering for all the regions in Tanzania Mainland. These offices are Mtwara (serving Mtwara and Lindi Regions), Mbeya (serving Mbeya, Katavi and Rukwa), Kilimanjaro (serving Kilimanjaro, Arusha and Manyara Regions), Shinyanga (serving Shinyanga and Simiyu Regions), Mwanza (serving Mwanza, Geita and Kagera), Iringa (serving Iringa and Njombe Regions), Dodoma (serving Dodoma and Morogoro Regions), Coast (serving Coast, Dar-es-Salaam and Zanzibar), Singida, Ruvuma,

Tanga, Tabora and Kigoma.

## **1.2 University Vision, Mission and Core values**

### **1.2.1 Vision**

To become a centre of excellence in co-operative education and practice.

### **1.2.2 Mission**

To provide quality education, training, research and advisory services to enhance co-operative development.

### **1.2.3 Core values**

Cooperation, objectivity, pursuit of excellence in service delivery, integrity and accountability, courtesy to all, and social responsibility.

## **2.0 POLICY OVERVIEW**

### **2.1 Policy Goal**

The basic goal of this policy is to lay down the acceptable standards in research and publication activities focusing on prevention and detection of plagiarism. Moreover, the policy describes *inter alia* the implementation strategies and disciplinary measures for breach of standards.

### **2.2 Policy Rationale**

MoCU produces more than 1000 researches annually done by students and staff. Moreover, more than 16 consultancies are carried out by staff annually. This massive number of research and consultancies necessitates for checking the originality of materials produced. The checking could be done only if there is a policy providing the mechanism to prevent and control plagiarism. Publishing original material is useful in ensuring innovation among the University students and staff. This Policy and Guidelines will serve as a tool to maintain academic integrity and add value to the qualifications of staff and graduates. The Policy and Guidelines will also help to enhance professionalism by promoting honesty, trustworthiness, fairness, respect and responsibility.

Consequently, the Policy and Guidelines will contribute towards realizing the University's vision and maintaining its status as a centre of excellence in co-operative and business studies of the East African Community.

### **2.3 Policy Objectives**

The Policy sets out the University's commitment to promote honesty, fairness, and respect for teaching, consultancy and research by preventing plagiarism. Specifically, the Policy seeks to:

- 2.3.1 Set acceptable levels of similarity index;
- 2.3.2 Identify of various forms on which plagiarism manifest itself;
- 2.3.3 Set mechanism for preventing and controlling plagiarism;
- 2.3.4 Identify the stakeholders and their roles towards prevention and control of plagiarism;
- 2.3.5 Explain procedures in place for handling cases related to plagiarism;
- 2.3.6 Provide the measures to be taken in events of plagiarism;
- 2.3.7 Create a conducive environment for development and production of quality academic works; and
- 2.3.8 Strengthen institutional capacity in managing plagiarism cases.

### **2.4 Scope of the Policy**

The policy shall apply to all academic related activities at the University with emphasis on teaching, research, and consultancy. It shall apply to all academic resources (print and electronic materials) generated by the University community and to any other documents submitted to the University, such as books, manuals, journals, proceedings, theses, dissertations, term papers, coursework assignment, and any other publications and academic outputs. The policy shall apply to all members of the University community including staff, students and collaborators engaged in academic matters.

### **2.5 Policy Issues**

This policy provides directives and guidelines which will help to produce quality academic output. It addresses the following specific issues:

- (i) Acceptable maximum levels of the similarity index;

- (ii) Prevention of plagiarism;
- (iii) Detection of plagiarism;
- (iv) Disciplinary measures.

### **3.0 POLICY ISSUES, STATEMENT AND STRATEGIES**

#### **3.1 The Acceptable Levels of the Similarity Index**

##### **3.1.1 Policy issue**

Laying down the acceptable rate of plagiarism is important in ensuring that both staff and students produce quality academic works. Setting the acceptable levels of similarity index provide well defined standards for each categories and therefore simplifying the quality control process. This will also help in making decisions regarding plagiarism cases within the University community.

##### **3.1.2 Policy statement**

To ensure that all academic works submitted do not exceed the acceptable levels of the similarity index.

##### **3.1.3 Policy Strategies**

The University shall ensure that:

- 3.1.3.1 Academic works for Postdoctoral, Postgraduate and MoCU Staff have an overall similarity index of not more than thirty percent (30%);
- 3.1.3.2 Academic works for Undergraduate students have an overall similarity index of not more than thirty five percent (35%);
- 3.1.3.3 Academic works for undergraduate degree students shall have not more than 3% single source similarity index.
- 3.1.3.4 Academic works for Staff and Postgraduate students shall have not more than 2% single source similarity index.

**Table 1: Comparative Analysis**

<b>S/No.</b>	<b>Name of Institution</b>	<b>Plagiarism Index</b>	<b>Similarity Index from Single source</b>
1.	University of Dar es salaam	30%	-
2.	Sokoine University of Agriculture	30%	2 and 3 for staff and students respectively
3.	Jomo Kenyatta University of Agriculture and Technology	20%	-
4.	Mzumbe University	30%	-

## **3.2 Prevention of Plagiarism**

### **3.2.1 Policy issue**

Prevention of plagiarism is essential in ensuring that quality works are produced from amongst the members of the University community. This will help both members of staff and students to demonstrate quality standards in all their academic works. A well defined system for preventing plagiarism is useful in ensuring that the University maintains its academic integrity.

### **3.2.2 Policy statement**

To ensure that staff and students have awareness on anti-plagiarism issues and adhere to the Anti-Plagiarism Policy.

### **3.2.3 Policy Strategies**

#### **3.2.3.1 The University shall:**

- (i) Raise awareness to students and staff on the causes and consequences of plagiarism;
- (ii) Ensure that members of the University community are trained on how to use information from various resources *inter alia* the Internet;
- (iii) Ensure that all stakeholders perform their responsibilities towards prevention of plagiarism.

### 3.2.3.2 Staff shall:

- (i) Ensure they have a good working knowledge and understanding of what constitutes plagiarism;
- (ii) Be careful in avoiding plagiarism in their own work, including but not limited to research, teaching and consultancy materials;
- (iii) Know and understand the University Policy on plagiarism and be consistent in its application;
- (iv) Provide all students with adequate information about plagiarism causes and its consequences;
- (v) Provide necessary knowledge and skills to the student to avoid plagiarism;
- (vi) Guide students on the use of sources and referencing on drafts of theses/dissertations, research articles or assignments, and alert students to any improper use of sources, or lack of acknowledgment;
- (vii) Ensure a signed declaration accompanies submitted work(s), including theses/dissertations;
- (viii) Ensure a signed plagiarism report (from plagiarism unit) accompanies submitted works (s) including theses/dissertations;
- (ix) Be familiar with the available plagiarism identification software and encourage students to use it to detect plagiarism before submission of work;
- (x) Document any instances of plagiarism when examining any work and ensure allegations of plagiarism are based on sound, well-documented evidence; and
- (xi) Follow the correct procedure of this Policy if plagiarism is alleged and not take any unilateral, punitive action against any student without first following procedure.

### 3.2.3.3 Heads of Academic Units/Departments shall:

- (i) Ensure that all teaching and learning materials are free from plagiarism;

- (ii) Ensure that the University Policy on plagiarism is available in the respective Units/Departments;
- (iii) Ensure that members of respective unit/department are trained on plagiarism, use plagiarism software and comply with the plagiarism policy;
- (iv) Be alert to and act on any indications or allegations of plagiarism in the examination and similar reports; and
- (v) Deal with plagiarism matters in accordance with the Policy and other relevant Policies and Regulations.

#### 3.2.3.4 Students' shall:

- (i) Read, understand and adhere to the University Anti-plagiarism Policy;
- (ii) Develop and adhere to the academic literacy required to avoid plagiarism;
- (iii) Request assistance from staff for any concerns about plagiarism in their work;
- (iv) Ensure they do not submit work that is plagiarised;
- (v) Attach the signed declaration with each academic work that is submitted for assessment purposes;
- (vi) Attach the signed plagiarism report (from plagiarism unit) for each academic work that is submitted for assessment purposes; and
- (vii) Utilize the anti-plagiarism software programme identified by the University prior to submitting their work for assessment.

### **3.3 Detection of plagiarism**

#### **3.3.1 Policy issue**

In order to detect incidents of plagiarism within the University community, there is a need to have anti-plagiarism software in place. Anti- plagiarism Software is required to test the level of originality to all works submitted by staff and students to the University. This is necessary to simplify the identification of plagiarised documents and ensure academic integrity.

### **3.3.1 Policy statement**

To ensure that all submitted documents are tested for plagiarism and approved/disapproved for further processes.

### **3.3.3 Policy Strategies**

The University shall:

- (i) Acquire, install and update the anti-plagiarism software;
- (ii) Install and update the anti-plagiarism software;
- (iii) Ensure that monitoring and detection of plagiarism is done within the respective Units/Departments;
- (iv) Ensure that scholarly manuscripts submitted for assessment/presentation are subjected to plagiarism test;
- (v) Ensure that manuscripts submitted to publications hosted by the University are subjected to plagiarism test before been accepted for publication;
- (vi) Ensure that all academic works submitted for plagiarism test are accompanied by the relevant declaration forms (See Appendix 1 & 2).

## **3.4 Disciplinary Measures**

### **3.4.1 Policy issue**

Setting disciplinary measures is essential for effective implementation of Anti-Plagiarism Policy. This will facilitate actions against and decisions related to any incident of plagiarism that may arise within the University.

### **3.4.2 Policy statement**

To ensure that there is clear understanding on the action to be taken when there are plagiarism cases.

### **3.4.3 Policy Strategies**

The following disciplinary measures shall be taken for violation of Anti-plagiarism Policy:-

- (i) Manuscript submitted to any publication hosted by the University that is found to have been plagiarized shall be rejected;

- (ii) Where a student is found to have plagiarized any academic work, the document shall be rejected outright and his/her case shall be presented to the relevant academic unit/department where the candidate is registered;
- (iii) Where the event of plagiarism was found after the student has graduated, the University shall have the right to revoke recognition of a degree or other academic credentials already awarded by the University;
- (iv) Where the student is not satisfied with the decision she/he shall be allowed to appeal against the decision made as per General University Examination Guidelines;
- (v) Where a member of staff is convicted of serious plagiarism offence, University shall take appropriate measures in accordance with Human Resources regulations and guidelines.

## **PART B: ANTI-PLAGIARISM GUIDELINES, PROCEDURES AND DISCIPLINARY MEASURES**

### **4.0 IMPLEMENTATION GUIDELINES**

MoCU may use several strategies to implement this Policy and Guidelines. However, for effective implementation of this Policy and Guidelines, the following processes shall guide the implementation of the Policy in order to ensure that the objectives of the Policy are achieved.

#### **4.1 Incidents of plagiarism**

Any member of the University community shall be deemed to have committed an act of plagiarism if he/she does any of the following:

- (i) Submitting the work of another or part of it as one's own, whether published or unpublished;
- (ii) Carelessly or inadequately citing ideas or words from source;
- (iii) Paraphrasing, copying or summarizing another's work without acknowledging the source;
- (iv) Using facts, figures, graphs, charts or information without acknowledging the source;
- (v) Downloading parts(s) of any document, graphics, artwork or other material from the internet and presenting it as one's own without acknowledgement;
- (vi) Submitting the same, or substantially the same work more than once at the same or another institution/journal;
- (vii) Collusion i.e. when two or more persons collaborate to produce the same work submitted by each, without prior formal permission for such collaboration;
- (viii) Fabricating or falsifying results/data/ information/documents;
- (ix) Any infringement of the Copyright Act in force.

#### **4.2 Procedure for plagiarism testing**

The procedure for plagiarism test shall be as follows:

- (i) All students wishing to present their academic works shall file a Declaration of Originality Form; (See Appendix 1) affirming that the scholarly work is free from plagiarism, signed by the

- supervisors, witnessed by the Head of the respective department and endorsed by the Faculty Dean;
- (ii) The Declaration of Originality Form shall be approved by the Chairperson of the Senate Postgraduate Studies Committee for postgraduate students and the Chairperson of the Senate Undergraduate Studies Committee for undergraduate students;
  - (iii) The declaration and the scholarly work shall then be submitted to the respective Department/Institute/Directorate for plagiarism test;
  - (iv) Both soft and hard copies of plagiarism results for concept notes, proposals, research findings, research reports, thesis/dissertations for assessment/examination shall further be forwarded to the relevant department/institute/faculty/directorate;
  - (v) Matters on plagiarism shall be forwarded to the Senate Postgraduate Studies Committee or Senate Undergraduate Studies Committee as an examination violation in accordance with approved University Examination Regulations.

#### **4.3 Measures to prevent plagiarism**

Members of the university community are supposed to demonstrate high standards in all their academic works for they are expected to have been exposed to several sessions that improved their knowledge and skills on academic writing and research ethics. While the University will be using anti-plagiarism software, other strategies shall also be used to avoid/minimize cases related to plagiarism. Some of the strategies include:

- (i) Instructors/supervisors to explain to their students what is plagiarism and its consequences (in the context of this document and other existing regulations that govern the conduct of research and academic activities at the University), at the beginning of each semester or research work;
- (ii) Encourage students to use referencing software for managing references and creating a bibliography for appropriate citations that avoid breach plagiarism standards;

- (iii) Discuss academic integrity with students from the beginning of the course;
- (iv) Designing of assessment tasks that require higher-order thinking skills where the student need to apply his/her knowledge to analyze, evaluate and synthesize new ideas as compared to a task which requires regurgitation of ideas and facts;
- (v) Create individualized and focused tasks which would be specific to a student and encourage oral presentation/discussion sessions to discourage plagiarism;
- (vi) Instructors to set assignments/topics, which make it difficult for students to copy from past marked assignment scripts/reports or other sources;
- (vii) Avoid re-using assessment tasks that could tempt students to copy other's works;
- (viii) Communicate the assignment's purpose in details to students and make assessment criteria/rubrics explicit and align them with the purpose;
- (ix) Instructors/supervisors to give students enough time to complete the assignment;
- (x) Students and staff (especially newly recruited ones) be encouraged to attend courses that offer them an opportunity to enhance their academic writing skills;
- (xi) Use real cases of plagiarism from different disciplines for demonstration.

#### **4.4 Dealing with suspected cases of Plagiarism**

4.4.1 MoCU does not tolerate any kind of academic deception including plagiarism. However, in real sense it may not be practical to attain 100% originality in academic works, the degree of material plagiarised in the submitted work will be the main criteria for deciding whether an act of plagiarism has been committed or not. The acceptable level of similarity shall be as stated in section 3.1.3 of this document.

- 4.4.2 Where direct quotations have been properly acknowledged they must be ignored.
- 4.4.3 In the event where there is limited information about the topic of the submitted work or the work is closely connected with a particular study, the similarity index from a single source exceeding 2%-3% (as applicable) should be further investigated before taking action.
- 4.4.4 In the event where a portion of a submitted work has been published by the same student it can be overlooked after careful inspection has confirmed this.
- 4.4.5 References, bibliography, mathematical equations and extensive direct quotations, although duly cited, could present a high percentage match. The anti-plagiarism software can be set to ignore these.
- 4.4.6 Cover page and declaration information shall be similar for all students submitting their works and this can increase the similarity index. This should be ignored during inspection.
- 4.4.7 Notwithstanding the above, in case of appeal, the University agrees to exercise its independent professional judgment in determining the actual existence of plagiarism in a submitted work under the acknowledgement and understanding that the originality reports are only tools for detecting textual similarities between compared works and do not determine conclusively the existence of plagiarism.
- 4.4.8 The originality report should serve as an indicative basis of the extent a piece of work plagiarized. The judgment as to whether work is plagiarized must always be an academic judgment.
- 4.4.9 All serious cases of alleged acts of plagiarism for students shall be handled as cases of examination irregularities and shall be dealt with in accordance with the General University Admission, Registration and Examination Regulation, 2015.

## 4.5 Plagiarism sanctions

The penalties for acts of plagiarism shall be as prescribed in table 1.

**Table 1: Plagiarism sanctions**

Percentage of material plagiarized		Sanctions for plagiarism	
Undergraduate Students	Postgraduate students and Staff	Students	Staff
≥35	≥30	<ul style="list-style-type: none"> <li>• Rejection of the work (e.g., assignment, research proposal, special project report, dissertation, or thesis) or part of the work and therefore, the student or staff be required to re-write or re-take the research work</li> <li>• Overall failure of the course</li> <li>• Revoke recognition of a degree or other academic credentials already awarded by the University</li> <li>• Academic suspension for up to one year</li> <li>• Discontinuation from studies.</li> </ul>	<ul style="list-style-type: none"> <li>• Rejection of the entire or part of the work (e.g., research report) and therefore, the staff be required to re-write and resubmit the work</li> <li>• Revoke recognition already awarded by the University</li> <li>• Legal action including Warning, Demotion or Dismissal</li> </ul>

## 4.6 Appeals against penalties taken for breach of plagiarism standards

Any appeal against sanctions imposed because of plagiarism shall follow the procedure stipulated in the General University Admission, Registration and Examination Regulation, 2020.

## 5.0 MONITORING, EVALUATION AND REVIEW

The effectiveness of the Policy and Guidelines is ongoing activity that shall be mandated to the Deputy Vice Chancellor – Academic. It shall be assessed from time to time with a view to determining areas that need review. The review shall take into account changes within the University and those at National and International levels. Any review done shall be submitted to the University Senate for approval before implementation.

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**MOSHI CO-OPERATIVE UNIVERSITY (MoCU)**  
**CHUO KIKUU CHA USHIRIKA MOSHI**

**DIRECTORATE OF RESEARCH AND POSTGRADUATE STUDIES**

**DECLARATION OF ORIGINALITY FORM (FOR STUDENTS)**

This form must be dully completed by the student and signed for all Scholarly works submitted to the University.

**PERSONAL PARTICULARS:**

Name of student: -----  
 Registration Number: -----  
 Name of the Programme : -----  
 Department: -----  
 Faculty/Institute/Directorate: -----  
 Indicate the type of manuscript  
 (eg. dissertation, research report,  
 thesis, paper): -----  
 Title of the work: -----  
**An Overall Similarity (in** -----  
**percentage):** -----

I ..... do declare that, this is my work and that I have not plagiarized the work of others and not participated in collusion.

Signature (Student)..... Date.....

Signature (Supervisor 1)..... Date.....

Signature (Supervisor 2)..... Date.....

Signature (Head of Department)..... Date.....

Signature (Dean/Director).....Recommended/Not recommended; Date.....

Signature (DRPS/DUS).....Approved/Not Approved; Date.....

**MOSHI CO-OPERATIVE UNIVERSITY (MoCU)**  
**CHUO KIKUU CHA USHIRIKA MOSHI**

**DIRECTORATE OF RESEARCH AND POSTGRADUATE STUDIES**

**DECLARATION OF ORIGINALITY FORM (FOR STAFF)**

This form must be completed and signed for all scholarly works produced.

Name of Staff \_\_\_\_\_

Department \_\_\_\_\_

Faculty/Directorate/Institute \_\_\_\_\_

Title: \_\_\_\_\_

**DECLARATION**

I ..... do declare that, this is my work and that I have not plagiarized the work of others and not participated in collusion.

Department:-----

-----

Faculty/Institute/Directorate:-----

-----

Indicate the type of manuscript (eg. research report, journal paper,

etc):-----

An Overall Similarity (in percentage):-----

Signature of Author: ----- Date:-----

Signature (HoD)-----Recommended/Not recommended; Date -----

Signature (Dean/Director)-----Recommended/Not recommended; Date-----

Signature (DVCA)-----Approved/Not Approved; Date-----