

CIRCULAR

Plagiarism and Academic Integrity Policy

The primary objective of the plagiarism and academic integrity policy in the university is to uphold academic integrity and honesty. The overall purpose of plagiarism and academic integrity policy is to encourage originality and creativity, promote fairness, maintain academic standards, and prevent legal issues.


Registrar



To

- i. All staff members of MU
- ii. Office of Provost

Marwadi University
Plagiarism and Academic Integrity Policy



1 PREAMBLE

The primary objective of the plagiarism and academic integrity policy in the university is to uphold academic integrity and honesty. The overall purpose of plagiarism and academic integrity policy is to encourage originality and creativity, promote fairness, maintain academic standards, and prevent legal issues.

Marwadi University with the recommendations of University Grants Commission (UGC), as per UGC Act, 1956, has mandated to coordinate and determine the standards of higher education; And whereas, assessment of academic and research work done leading to the partial fulfilment for the award of degrees at Masters and Research level, by a student or a faculty or a researcher or a staff, in the form of thesis, dissertation and publication of research papers, chapters in books, full-fledged books and any other similar work, reflects the extent to which elements of academic integrity and originality are observed in various relevant processes adopted by Higher Educational Institutions (HEIs). The definition of specific terms is as per the UGC circular about Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions dated 23rd July, 2018.

1.1 OBJECTIVES

- To create awareness about responsible conduct of research, thesis, dissertation, promotion of academic integrity and prevention of misconduct including plagiarism in academic writing among student, faculty, researcher, and staff.
- To establish institutional mechanism through education and training to facilitate responsible conduct of research, thesis, dissertation, promotion of academic integrity and deterrence from plagiarism.
- To develop systems to detect plagiarism and to set up mechanisms to prevent plagiarism and punish a student, faculty, researcher, or staff of Marwadi University committing the act of plagiarism.

2 AWARENESS PROGRAMS AND TRAININGS:

- (a) Marwadi University will instruct students, faculty, researcher and staff about proper attribution, seeking permission of the author wherever necessary, acknowledgement of source compatible with the needs and specificities of disciplines and in accordance with rules, international conventions and regulations governing the source.
- (b) Marwadi University will conduct sensitization seminars/ awareness programs every semester on responsible conduct of research, thesis, dissertation, promotion of academic integrity and ethics in education for students, faculty, researcher and staff.

(c) Marwadi University will:

- i. Include the cardinal principles of academic integrity in the curricula of Undergraduate (UG)/Postgraduate (PG)/Master's degree etc. as a compulsory course work/module.
- ii. Include elements of responsible conduct of research and publication ethics as a compulsory course work/module for Masters and Research Scholars.
- iii. Include elements of responsible conduct of research and publication ethics in Orientation and Refresher Courses organized for faculty and staff members of the MU.
- iv. Train student, faculty, researcher, and staff for using plagiarism detection tools and reference management tools.
- v. Establish facility equipped with modern technologies for detection of plagiarism.
- vi. Encourage student, faculty, researcher and staff to register on international researcher's Registry systems.

3 CURBING PLAGIARISM

3.1 GUIDELINES FOR TURNITIN REPORT CHECKING AND MARWADI UNIVERSITY BENCHMARKS

- A) All engaged in research work including student, faculty, researcher, and staff etc. will comply to the guidelines for plagiarism by Marwadi University.
- B) Every student submitting a thesis, dissertation, or any other such documents to the University shall submit an undertaking indicating that the document has been prepared by him or her and that the document is his/her original work and free of any plagiarism.
- C) The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by the Marwadi University i.e. Turnitin.
- D) Each supervisor shall submit a certificate indicating that the work done by the researcher under him / her is plagiarism free.
- E) While the document is uploaded, it should be ensured that it is not stored in the repository. The document to be uploaded is maintained in the appropriate class created.



- F) Marwadi University will submit to INFLIBNET soft copies of all Masters, Research program's dissertations and thesis within a month after the award of degrees for hosting in the digital repository under the "Shodh Ganga e-repository".
- G) Marwadi University will create Institutional Repository on institute website which shall include dissertation / thesis / paper / publication and other in-house publications.

3.2 PARAMETERS SET WHILE GENERATING THE SIMILARITY REPORT.

Deviation from these parameters will require due approval of respective Faculty Dean.

Sr no	Parameter	Value	Remark
1	Exclude Quotes	ON	Commonly used phrases will be excluded.
2	Exclude Bibliography	ON	Text given a proper reference will be excluded.
3	Exclude matches	<5 words	Continuous 5 words or more appearing in a sentence will be marked as plagiarised content.

NOTE:

- Similarity of <1% sources will be counted as plagiarism.
- Self-plagiarism will not be excluded.

4 LEVELS OF PLAGIARISM

Plagiarism would be quantified into following levels in ascending order of severity for the purpose of its definition:

- Level 0: Similarities upto 10% - Minor similarities, no penalty
- Level 1: Similarities above 10% to 40%
- Level 2: Similarities above 40% to 60%
- Level 3: Similarities above 60%



As per the set parameters, following benchmarks of Level 0 will be maintained in the University for any kind of publication:

- Publication similarity <10% can proceed for submission.
- NOTE: If the similarity is below 10% and from a single source, the similarity exceeds 4%, then the publication is not recommended.
- Publication similarity $\geq 10\%$, Please revise the content and recheck (we don't recommend the paper to be submitted).

5 DETECTION/REPORTING/HANDLING OF PLAGIARISM

If any member of the academic community suspects with appropriate proof that a case of plagiarism has happened in any document, he or she shall report it to the Departmental Academic Integrity Panel (DAIP). Upon receipt of such a complaint or allegation the DAIP shall investigate the matter and submit its recommendations to the Institutional Academic Integrity Panel (IAIP) of the Marwadi University.

6 DEPARTMENTAL ACADEMIC INTEGRITY PANEL (DAIP)

- i. All Departments in Marwadi University shall notify a DAIP whose composition shall be as given below:
 - a. Chairman - Head of the Department
 - b. Member - Senior academician from outside the department, to be nominated by the Dean of Faculty.
 - c. Member - A person well versed with anti plagiarism tools, to be nominated by the Head of the Department. The tenure of the members in respect of points 'b' and 'c' shall be two years. The quorum for the meetings shall be 2 out of 3 members (including Chairman).
- ii. The DAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff.
- iii. The DAIP shall have the power to assess the level of plagiarism and recommend penalty(ies) accordingly.
- iv. The DAIP after investigation shall submit its report with the recommendation on penalties to be imposed to the IAIP within a period of 45 days from the date of receipt of complaint / initiation of the proceedings.



7 INSTITUTIONAL ACADEMIC INTEGRITY PANEL (IAIP)

- i. Marwadi University IAIP composition is as given below:
 - a. Chairman – Dean Research.
 - b. Member - Senior Professor from the Department.
 - c. Member - One external member (outside Marwadi University) nominated by the provost
 - d. Member – Librarian who is conversant with the tool usage. The Chairman of DAIP and IAIP shall not be the same.
- ii. The IAIP shall consider the recommendations of DAIP.
- iii. The IAIP shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.
- v. The IAIP shall have the power to review the recommendations of DAIP including penalties with due justification.
- vi. The IAIP shall send the report after investigation and the recommendation on penalties to be imposed to the provost within a period of 45 days from the date of receipt of recommendation of DAIP/ complaint / initiation of the proceedings.
- vii. The IAIP shall provide a copy of the report to the person(s) against whom inquiry report is submitted.

The tenure of the Committee members including Chairman shall be three years. The quorum for the meetings shall be 3 out of 4 members (including Chairman). The IAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff of Marwadi University.

8 PENALTIES

Penalties in the cases of plagiarism shall be imposed on students pursuing studies at the level of Masters and Research programs and on researcher, faculty & staff of the Marwadi University only after academic misconduct on the part of the individual has been established without doubt, when all avenues of appeal have been exhausted and individual in question has been provided enough opportunity to defend himself or herself in a fair or transparent manner.



8.1 PENALTIES IN CASE OF PLAGIARISM IN SUBMISSION OF THESIS AND DISSERTATIONS

Institutional Academic Integrity Panel (IAIP) shall impose penalty considering the severity of the Plagiarism.

- i. Level 0: Similarities upto 10% - Minor Similarities, no penalty.
- ii. Level 1: Similarities above 10% to 40% - Such student shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.
- iii. Level 2: Similarities above 40% to 60% - Such student shall be debarred from submitting a revised script for a period of one year.
- iv. Level 3: Similarities above 60% -Such student registration for that programme shall be cancelled.

Note 1: Penalty on repeated plagiarism- Such student shall be punished for the plagiarism of one level higher than the previous level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative.

Note 2: Penalty in case where the degree/credit has already been obtained - If plagiarism is proved on a date later than the date of award of degree or credit as the case may be then his/her degree or credit shall be put in abeyance for a period recommended by the IAIP and approved by the Head of the Institution.

8.2 PENALTIES IN CASE OF PLAGIARISM IN ACADEMIC AND RESEARCH PUBLICATIONS

I. Level 0: Similarities up to 10% - Minor similarities, no penalty.

II. Level 1: Similarities above 10% to 40%

- i) Shall be asked to withdraw manuscript.

III. Level 2: Similarities above 40% to 60%

- i) Shall be asked to withdraw manuscript.
- ii) Shall be denied a right to one annual increment.
- iii) Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of two years.

IV. Level 3: Similarities above 60%

- i) Shall be asked to withdraw manuscript.



- ii) Shall be denied a right to two successive annual increments.
- iii) Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of three years.

Note 1: Penalty on repeated plagiarism - Shall be asked to withdraw manuscript and shall be punished for the plagiarism of one level higher than the lower level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative. In case level 3 offence is repeated then the disciplinary action including suspension/termination as per service rules shall be taken by the University.

Note 2: Penalty in case where the benefit or credit has already been obtained - If plagiarism is proved on a date later than the date of benefit or credit obtained as the case may be then his/her benefit or credit shall be put in abeyance for a period recommended by IAIP and approved by the Provost.

Note 3: MU will create a mechanism so as to ensure that each of the paper publication/thesis/dissertation by the student, faculty, researcher or staff of the University is checked for plagiarism at the time of forwarding/submission.

Note 4: If there is any complaint of plagiarism against the Provost, a suitable action, in line with these regulations, shall be taken by the Controlling Authority of the Marwadi University.

Note 5: If there is any complaint of plagiarism against the Head of Department/Authorities at the institutional level, a suitable action, in line with these regulations, shall be recommended by the IAIP and approved by the Competent Authority.

Note 6: If there is any complaint of plagiarism against any member of DAIP or IAIP, then such member shall excuse himself / herself from the meeting(s) where his/her case is being discussed/investigated.

9 GRIEVANCE REDRESSAL

Removal of Difficulty UGC reserves the right to remove difficulty/difficulties in the course of implementations of these Regulations in consultation with the Government of India/ Ministry of Human Resource Development. In any case of the grievance, redressal will take place as per the norms of Marwadi University grievance redressal policy.

