School of Business and Management
CHRIST (Deemed to be University)
Bangalore

Academic Integrity Policy

Regulation for the promotion of academic integrity and prevention of plagiarism

1. Policy

School of Business and Management (SBM), CHRIST (Deemed to be University) recognizes the importance of academic integrity among students, faculty, researchers, and staff in keeping with its core values and mission. This is also in keeping with the University Grants Commission *Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions, 2018 regulations.*

2.   Regulation

The regulation aims to maintain high academic standards in SBM and to ensure the promotion of integrity and ethical conduct while doing so including the prevention of plagiarism. SBM adopts the UGC Regulations on the promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions, 2018, and further details the procedures for implementation of the same in the School. The Regulation aims to create a culture of academic integrity in teaching, learning, assessment, research, and publication.

The regulation shall apply to students, faculty, researchers, and staff of the School. The regulation shall apply to all academic and research work including but not restricted to class assignments, seminars, presentations, digital presentations (Audio, video), portfolios, examinations, thesis, dissertations, projects, reports, research papers, chapters in books, full-fledged books, and any other scientific and academic work. This regulation must be read in conjunction with **Christ University Regulation on Code of Research Conduct and Ethics** and other guidelines issued previously for a comprehensive approach to promoting ethical standards in research and academics.

A.   Objectives

1. **To create awareness** about the responsible conduct of research, thesis, dissertation, promotion of academic integrity, and prevention of misconduct including plagiarism in academic writing among students, faculty, researcher, and staff.

2. **To establish an institutional mechanism** through education and training to facilitate responsible conduct of writing and publishing research including, thesis, dissertation, publication, and promotion of academic integrity and deterrence from plagiarism.

3. **To develop systems and support existing systems** that detect academic dishonesty, particularly plagiarism and, establish penalties for students, faculty, researchers, or staff of the University who commit academic dishonesty including plagiarism.

B. Duties of the School with respect to academic integrity

Awareness Programs and Training

(a) The School shall instruct students, faculty, researchers, and staff about proper attribution, seeking permission of the author wherever necessary, acknowledgment of source compatible with the needs and

specificities of disciplines and in accordance with rules, international conventions, and regulations governing the source.

(b) The School shall conduct sensitization seminars/ awareness programs every trimester on responsible conduct of research, thesis writing, dissertation writing, scientific publications, publications in popular media, promotion of academic integrity, and ethics in education for students, faculty, researchers, and staff.

(c) The School shall

    i. Include the cardinal principles of academic integrity in the curricula of Undergraduate (UG)/ Postgraduate (PG)/ Master's degree/ PhD programmes as a compulsory course work/module.
    ii. Include elements of responsible conduct of research and publication ethics as a compulsory course work/module for Undergraduate/ Postgraduate students, and Research Scholars.
    iii. Include elements of responsible conduct of research and publication ethics in Orientation and Refresher Courses organised for faculty and staff members of the HEI (meaning not clear).
    iv. Train students, faculty, researchers, and staff for using plagiarism detection tools and reference management tools.
    v. Establish a facility equipped with modern technologies for the detection of plagiarism.
    vi. Encourage students, faculty, researchers, and staff to register on international researcher's Registry systems.

Plagiarism

a) The School shall declare and implement a technology-based mechanism using appropriate software so as to ensure that documents such as assignments, thesis, dissertation, publications, or any other such documents are free of plagiarism at the time of their submission.

b) The mechanism as defined in (a) above shall be made accessible to all engaged in research work, including students, faculty, researchers, and staff.

c) Every student submitting an assignment, thesis, dissertation, or any other such documents to the School shall submit an undertaking indicating that the document has been prepared by him/ her and that the document is his/ her original work and free of any plagiarism.

d) The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by the School.

e) The School shall develop a policy on plagiarism and get it approved by its relevant statutory bodies/authorities. The approved policy shall be placed on the homepage of the School website.

f) In case of theses and dissertations, each supervisor shall submit a certificate indicating that the work done by the researcher under him/ her is plagiarism-free.

g) The School submits to INFLIBNET soft copies of all Masters, Research programme's dissertations and thesis within a month after the award of degrees, for hosting in the digital repository under the "ShodhGanga e-repository".

h) The School has created an Institutional Repository on the institute website which shall include dissertation/ thesis/ paper/ publication and other in-house publications. Students, faculty, researchers, and staff are expected to submit publications to the repository managed by the Library Services.

Similarity checks for exclusion from Plagiarism

The similarity checks for plagiarism shall exclude the following:

> i. All quoted work reproduced with all necessary permission and/ or attribution.
> ii. All references, bibliography, table of content, preface, and acknowledgments.
> iii. All generic terms, laws, standard symbols, and standard equations.

> Note: The research work or assignments carried out by the students, faculty, researchers, and staff shall be based on original ideas, which shall include abstract, all chapters, summary, hypothesis, observations, results, conclusions, and recommendations only and shall not have any similarities. It shall exclude <u>common knowledge</u> or <u>coincidental terms</u>, up to fourteen (14) consecutive words. Ideas from other sources need to be duly credited even when it is paraphrased.

> Paraphrasing without crediting the original author is considered plagiarism and therefore has serious consequences. However, if one credits the original author correctly using an in-text citation or footnote citation and includes the full source in the reference list, then one is not deemed to have committed plagiarism.

Levels of Plagiarism

The similarity indices to assess plagiarism would be quantified into the following levels in ascending order of severity for the purpose of its definition:

i. Level 0: Similarities up to 10% - Minor similarities, no penalty fairly or transparently
ii. Level 1: Similarities above 10% to 40%
iii. Level 2: Similarities above 40% to 60%
iv. Level 3: Similarities above 60%

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 School Level Academic Integrity Panel (SAIP).

Upon receipt of such a complaint or allegation, SAIP shall investigate the matter and submit its recommendations to the Dean of the School.

The authorities of the School can also take Suo Motu notice of an act of plagiarism and initiate proceedings under these regulations.

Similarly, proceedings can also be initiated by the School on the basis of the findings of an examiner. All such cases will be investigated by the SAIP.

C. Regulatory Authorities

The regulatory authorities shall be the School Level Academic Integrity Panel (SAIP).

School Level Academic Integrity Panel (SAIP)

The School shall constitute an SAIP whose composition shall be as given below:

Composition for Undergraduate/ Postgraduate Programmes

a. Chairperson - Head of the Department (HoD) of the School for that particular campus

b. Secretary – Campus/ Programme Co-ordinator

c. Members – Any two members from Head of the Specialisation (HoS), Class Teacher, a Senior Faculty member, Student Counsellor, as nominated by the Chairperson

d. Member – One member from the Student Council

e. Member - At least one of the above members of SAIP will be a person well versed with anti-plagiarism tools. Otherwise, an additional member will be nominated by the Chairperson to meet this requirement.

The quorum for the meetings shall be at least 3 members (including Chairperson).

Composition for PhD Programmes

a. Chairperson – PhD Co-ordinator

b. Secretary – PhD Supervisor

c. Members – Two members from the Research Advisory Committee, apart from the PhD Supervisor

d. Member – One member from the Student Council

e. Member - At least one of the above members of SAIP will be a person well versed with anti-plagiarism tools. Otherwise, an additional member will be nominated by the Chairperson to meet this requirement.

The quorum for the meetings shall be at least 3 members (including Chairman).

Functions and Powers

i) The SAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher, and staff.

ii) The SAIP shall have the power to assess the level of plagiarism and recommend penalty (ies) accordingly.

iii) The SAIP after investigation, shall submit its report with the recommendation on penalties to be imposed, to the Dean within a period of 15 days from the date of receipt of complaint/ initiation of the proceedings.

iv) For class assignments of undergraduate students, the SAIP may delegate powers to the class teachers to assess and take suitable remedial and punitive action. In general, the penalties imposed must be consistent with the degree of the offense and subsequent awareness should have been created in the department on academic integrity.

Penalties

The School will impose penalties in the cases of plagiarism on students pursuing studies at the level of Undergraduate, Masters, and Research programmes and on researchers, faculty & staff of the School only after academic misconduct on the part of the individual has been established without doubt, when all avenues of appeal have been exhausted and the individual in question has been provided enough opportunity to defend himself or herself in a fair or transparent manner.

Penalties in case of plagiarism in the submission of thesis and dissertations

SAIP shall impose penalties on students/ research scholars considering the severity of plagiarism. In general, the following guidelines for the penalty will be followed (UGC, 2018):

Penalties for Submission of theses and dissertations

i. Level 0: Similarities up to 10% - Minor Similarities, no penalty.
ii. Level 1: Similarities above 10% to 40% - Scholar/ 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% - Scholar/ student shall be debarred from submitting a revised script for a period of one year.
iv. Level 3: Similarities above 60% -The registration of the scholar/ student for that programme shall be cancelled.

Penalties for the submission for assignments (CIAs, ESE, others) and projects

i. Level 0: Similarities up to 10% - Minor Similarities, no penalty.
ii. Level 1: Similarities above 10% to 40% - The students shall be asked to submit a revised script within a stipulated time period.
iii. Level 2: Similarities above 40% to 60% - The student will receive an automatic fail in the assignment and will be liable for disciplinary action as stipulated by the Controller of Exams in cases of CIA and ESE.
iv. Level 3: Similarities above 60% -The student is recommended to the office of student services for detention.

Note 1 Penalty on repeated plagiarism - Such students shall be punished for the plagiarism of one level higher than the previous level committed by him/ her. In cases where plagiarism of the 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 SAIP and approved by the Vice-Chancellor.

Penalties in case of plagiarism in academic and research publications by Faculty members

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 the manuscript.
III. Level 2: Similarities above 40% to 60%
        i) Shall be asked to withdraw the manuscript.
        ii) Shall be denied a right to one annual increment.
        iii) Shall not be allowed to be a supervisor to any new PG student, PhD student/ scholar for a period of two years.
 IV. Level 3: Similarities above 60%
        i) Shall be asked to withdraw the manuscript.
        ii) Shall be denied a right to two successive annual increments.
        iii) Shall not be allowed to be a supervisor to any new PG student, PhD student/ scholar   for a period of three years and will be liable for termination of the contract if the offence is repeated.

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 the 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 SAIP and approved by the Vice Chancellor.

Mechanism to ensure that plagiarism levels are checked prior to publication

Students, research scholars, faculty and staff are encouraged to use School approved plagiarism tools available with the University library prior to submission of manuscripts for publishing, or thesis/ dissertations for submission. It is the responsibility of the individual scholar and faculty to ensure that this is done irrespective of the policies of the agency/ publishing houses to whom the manuscript is being submitted.

In the case of PhD Dissertations, the scholar is expected to submit a declaration stating that the similarity is within acceptable limits, while forwarding it to the Centre for Research.

If there is any complaint of plagiarism against the Head of Department/ Authorities at the School level, a suitable action, in line with these regulations, shall be recommended by SAIP and approved by the Vice Chancellor.

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

D. Implementation bodies

The implementation of the procedures outlined in section B (duties of the School) of this regulation shall be the responsibility of all academic and research units of the University and shall be supported by the Office of Student Services, the Center for Research, the Center for Publications, Library Services and the Center for Academic and Professional Support.