



CHRIST
(DEEMED TO BE UNIVERSITY)
BANGALORE, INDIA

NOTIFICATION

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Regulation for the Promotion of Academic Integrity and prevention of Plagiarism

The “Regulation for Promotion of Academic Integrity and prevention of Plagiarism” is issued pursuant to the ratification of the Vice Chancellors approval by the Board of Management in its 45th Meeting held on 27 September 2019. The Regulation will be applicable with immediate effect from 27 September 2019.

Policy

CHRIST (Deemed to be University) recognizes the importance of academic integrity among students, faculty, researchers, and staff of the University in keeping with its Vision, Mission and Core Values. Accordingly, the University shall have a Regulation including procedures in place to create awareness on maintaining academic integrity in research publications by students and staff, training, plagiarism detection procedure and mechanisms, committees to address issues related to plagiarism and penalties.

Regulation

The Regulation aims to maintain high academic standards in the University and ensure promotion of integrity and ethical conduct while doing so, including the prevention of plagiarism. The University adopts the ‘University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions), Regulations, 2018’ and further details the procedures for implementation of the same in the University. The Regulation aims to create a culture of academic integrity in teaching, learning, assessment, research, and publications.

The Regulation shall apply to students, faculty, researchers, and staff of the University. 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. The Regulation will be effective from the academic year 2019-20.

1. Objectives

- a. 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.
- b. 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.

- c. 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.

2. Plagiarism and Self-Plagiarism

Plagiarism is the unacknowledged use of another person's work as one's own work. Plagiarism involves copying of phrases, clauses, sentences, paragraphs, or longer extracts from published or unpublished work including from the internet without acknowledgment of the source.

Methods of Plagiarism:

- a. Quoting directly another person's language, data, illustration, tables, etc. without due acknowledgement of the source.
- b. Copying a section of book/article/report/monograph/dissertation/thesis without proper citation.
- c. Buying, stealing or borrowing assignments, experiments/results.
- d. Paraphrasing the work of others without due acknowledgments.
- e. Using ideas of someone else without crediting the originator.
- f. Copying, cutting and pasting from the internet or online source and submitting as one's own work without giving proper reference/citation.
- g. And any other means which have not been listed here.

Self-Plagiarism is Copying/reproducing, in part or whole one's own published work without giving proper reference to that work.

Ideas from other sources need to be duly credited even when it is paraphrased. Paraphrasing without crediting the original author is treated as plagiarism.

3. Awareness Programmes and Training

- a. The University 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 University shall conduct sensitization seminars/ awareness programmes every semester 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 University shall:
 - i. Include the cardinal principles of academic integrity in the curricula of Undergraduate (UG)/Postgraduate (PG) and PhD programmes as a compulsory coursework/module.
 - ii. Include elements of responsible conduct of research and publication ethics as a compulsory coursework/module for Undergraduate, Postgraduate, 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.

- iii. Level 2: Similarities above 40% to 60%
- iv. Level 3: Similarities above 60%

6. 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 University.

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

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

In case published work/s of a student is shown as plagiarised in the similarity check report, a Self Plagiarism Exclusion Certificate should be issued by the supervisor specifying and attaching the articles that have been published by the student from the thesis work. Only these articles should be excluded from the check, no other article of student or supervisor should be excluded from the check.

Similarity content from the previous published work of the student without proper citation is treated as self-plagiarism. Candidates will be required to resubmit the work with proper citations for repeat similarity check. If the published work is co-authored by others, the researcher shall submit a consent letter from co-author(s) permitting him to use the work in his thesis.

7. Regulatory Authorities

The regulatory authorities shall be the Department Level Academic Integrity Panel (DAIP) and the Institutional Academic Integrity Panel (IAIP)

7.1 Departmental Academic Integrity Panel (DAIP) Academic Integrity Panel

All Departments shall constitute and notify DAIP

a. Constitution:

- i. Chairperson-Head of the Department (Ex-Officio)
- ii. Member-Senior academician from outside the department, to be nominated by the Vice Chancellor
- iii. Member-A person well versed with anti-plagiarism tools, to be nominated by the Chairperson.

- 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.
- d. The University 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.
 - e. The mechanism as defined at (a) above shall be made accessible to all engaged in research work including students, faculty, researchers, and staff.
 - f. Every student submitting an assignment, 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.
 - g. The undertaking shall include the fact that the document has been duly checked through a plagiarism detection tool approved by the University.
 - h. The policy and regulation on plagiarism shall be placed on the homepage of the University website.
 - i. In the case of thesis and dissertations, each supervisor shall submit a certificate indicating that the work done by the researcher under him/her is plagiarism-free.
 - j. The University submits to INFLIBNET soft copies of doctoral thesis not later than a month after the award of degrees for hosting in the digital repository under the "ShodhGanga e-repository".
 - k. The University Repository on the institute website 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.

4. 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.

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 common knowledge or coincidental terms, up to fourteen (14) consecutive words.

5. 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%
- ii. Level 1: Similarities above 10% to 40%

Tenure of members other than the Chairperson shall be two years and renewable for a second term. The quorum for the meetings shall be 2 out of 3 members (including Chairperson).

b. Functions

- i. The DAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher, and staff.
- ii. The DAIP shall have the power to assess the level of plagiarism and recommend penalty(ies) accordingly.
- iii. 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.
- iv. For class assignments of undergraduate students the DAIP 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 offence and subsequent awareness should have been created in the department on academic integrity.

7.2 Institutional Academic Integrity Panel (IAIP)

a. Composition

The Institutional Level Academic Integrity Panel shall have the following composition:

- a. Chairperson - Pro-Vice-Chancellor or a Dean or a Senior Academician
- b. Member - Senior Academician other than Chairperson, to be nominated by the Vice Chancellor.
- c. Member - One member nominated by the Vice Chancellor from outside the Institution
- d. Member - A person well versed with anti-plagiarism tools, to be nominated by the Vice Chancellor.

The Chairpersons of DAIP and IAIP shall not be the same.

The tenure of the Committee members including the Chairperson shall be three years.

The quorum for the meetings shall be 3 out of 4 members (including Chairperson).

b. Functions and Powers

- i. The IAIP shall consider the recommendations of DAIP.
- ii. The IAIP shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.
- iii. The IAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher, and staff of the University.
- iv. The IAIP shall have the power to review the recommendations of DAIP including penalties with due justification.

- v. The IAIP shall send the report after investigation and the recommendation on penalties to be imposed to the Vice Chancellor within a period of 45 days from the date of receipt of the recommendation of DAIP/complaint/initiation of the proceedings.
- vi. The IAIP shall provide a copy of the report to the person(s) against whom the inquiry report is submitted.

8. Penalties

The University shall have the power to impose penalties in the cases of plagiarism on students pursuing studies at the level of Undergraduate, Postgraduate, and Doctoral programmes and on researchers, faculty and staff of the University. Such penalties shall be imposed only after academic misconduct on the part of the individual has been established without doubt and after 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.

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

IAIP shall impose penalties considering the severity of the Plagiarism upon students/research scholars. In general, the following guidelines for the penalty will be followed:

8.2 Penalties for Submission of thesis 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.

8.3 Penalties for the submission of 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 liable for disciplinary action as stipulated by the Controller of Examinations in the case of CIA and ESE.
- iv. Level 3: Similarities above 60% -The student is recommended to be detained to the office of student affairs.

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 the case where plagiarism of the highest level is committed then the punishment for the same shall be operative.

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 Vice-Chancellor.

8.4 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 Master's, Ph.D. 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 Master, Ph.D. student/scholar for a period of three years and is liable for termination of the contract if the offence is repeated.

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.

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 Vice Chancellor.

9. Mechanism to ensure that plagiarism levels are checked prior to publication.

Students, Research scholars, faculty and staff are encouraged to use University 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 this is done irrespective of the policies of the agency/ publishing houses to which 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 his/her thesis to the Centre for Research.

If there is any complaint of plagiarism against the Head of the Institution, a suitable action, in line with these regulations, shall be taken by the Chancellor.

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 Vice Chancellor

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.

10. Implementation bodies

The implementation of the procedures outlined in section B (duties of the University) 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 Centre for Research, the Centre for Publications, Library and Information Services and the Centre for Academic and Professional Support.



(Dr Anil Joseph Pinto)
Registrar