

A. Preamble

Plagiarism is an act of fraud and is widely recognized as a serious problem in academic Institutions all over the world. For this reason, every Institution should have a well-defined policy on not only dealing with plagiarism and any similar acts of academic dishonesty by students or faculty, but also educating them about its ill-effects. Often people are unaware of what constitutes plagiarism and how it can have very adverse effect on the individual and the Institution. Manipal University Jaipur has zero-tolerance for academic dishonesty!

B. Definition

The online dictionary (<http://www.dictionary.reference.com>) defines plagiarism as '*an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the original author*'.

C. Scope

Almost every academic activity is a potential target for plagiarism, including essays, term papers, project reports, theses, dissertations, presentations, research publications, etc. Examples of plagiarism include the following:

1. Buying, stealing or borrowing assignments, experiments or results.
2. Reproducing someone's idea/work, in part or whole, without permission and presenting it as one's own idea/work.
3. Copying a section of a book or article from another's Report or Dissertation, without proper citation.
4. Quoting *word for word* from a source, without giving reference.
5. Self-plagiarism: reproducing or publishing one's own published work, in part or whole, without referring to the earlier published work.

D. Prevention and Control

To avoid unintentional plagiarism, a little vigilance and caution is required. The following checklist can be used as a guide to maintain good practice in academics:

1. Always use your own intellect and resources only, as far as possible.
2. If it is required to use a phrase from another person's work, always follow it up with proper citation of that work.



3. If the work is likely to generate revenue, it is important that permission is sought from the original author, in order to use any Figure or Table from it, otherwise complete citation should be given below the Figure or Table.
4. Copyright violations should be thoroughly checked and avoided at all times.

E. Obligations of the University

1. Orientation Programme

- I. MUJ should undertake to sensitize all its students and faculty members towards academic honesty, by holding regular Workshops about its Plagiarism policy, scope, prevention and punishment.
- II. Every staff member, research scholar and senior student of MUJ should be provided a copy of the Plagiarism Policy document.
- III. An Orientation programme should be organized for all new entrants, by the University Research Committee (URC) in association with the Academic Section. The Orientation programme should discuss what is plagiarism, how to avoid it, what is the writing style for Reports and research papers, and to explain the University policy on plagiarism.

2. Plagiarism detection

- I. With a plagiarism detection software tool like Turnitin, MUJ will organize special training sessions for all concerned, on how to use it and analyze its results.
- II. Every thesis/Report submitted to the University should have a Report from the plagiarism detection tool.
- III. The DRC (for PhD thesis) or Department Academic Committee (for PG thesis) will examine the Report of the plagiarism detection software tool, to ascertain the level/extent of plagiarism, if any.
- IV. All research scholars and PG students will submit a declaration/certificate of original work with their theses. To facilitate this, a Form should be designed and provided to them.
- V. All research papers should be analyzed by the detection tool and the Report shared with the guide before the paper is sent for publication to any journal or magazine.



F. Reporting and Handling

1. A complaint or charge of a suspected case of plagiarism **against a student** should be addressed to the Director of the School (for PG students) or the URC (for research scholars). Complaints received from external agencies should be directed to these persons, for time bound action within 30 days. The URC or Department may, on its own, take cognizance of any suspected case
2. In the above situation, a Fact-finding Committee will be set up by the Dean of the Faculty, consisting of the Director of the concerned School, the Head of the Department and one senior faculty member from another Department. The Committee shall examine the details of the case and get a Report of the detection tool, if any. It shall also look at the previously published work of the concerned person, if relevant.
3. The Committee shall submit its Recommendation with the plagiarism detection Report and any other relevant documents. The Recommendation shall be clearly specified in the following categories:
 - I. The charge of plagiarism cannot be substantiated. The similarity between documents is within acceptable limits and all relevant citations are present. No further action is required.
 - II. Low-level plagiarism: it seems that the plagiarism is the result of negligence and there is no clear intention to copy. The student may be let off with counselling about plagiarism and asked to resubmit the Report within a given time frame.
 - III. Mid-level plagiarism: Copying a few portions from online resources, failure to cite a few references, low intent to cheat, which may be due to lack of knowledge. The student should be asked to resubmit the work and a ceiling put on the grade to be awarded.
 - IV. High-level plagiarism: deliberate and planned attempt to copy someone else's work, large portions copied from the original, with clear intention to cheat. The student's programme may be terminated.
 - V. If the charge of plagiarism is substantiated on a complaint against a student, after he/she has been awarded a degree, the degree may be rescinded.

Note: the level and quantification of plagiarism is left to the judgment of the Committee.



4. A complaint of suspected plagiarism **against a faculty member** should be taken up by a similar 3-member Fact-Finding Committee, set up by the President and consisting of 2 senior faculty members in the concerned specialization and a faculty member from another academic department.
 - I. The Recommendations of the Committee should be received within 30 days of its constitution
 - II. The Committee should examine all evidences on record and conclusively establish whether the charge of plagiarism is substantiated or not. Its Report should contain all relevant documentary proof.
 - III. Based on the findings of the Committee, the competent authority would take suitable action against the person, which could range from salary or rank reduction, to suspension or termination.

G. Appeal

A faculty member or student found guilty of plagiarism and awarded punishment, has the right to appeal against the punishment if he/she so desires.

References

1. www.iitr.ac.in/academics IIT Roorkee plagiarism policy
2. www.plagiarism.org The online resource for dealing with plagiarism
3. www.ox.ac.uk Oxford University: what is plagiarism
4. www.cmu.org/policies Carnegie Mellon University policy on cheating and plagiarism


Registrar MUJ

