Policy on Academic Integrity and Prevention of Plagiarism

ASSAM DON BOSCO UNIVERSITY

1. Introduction

1.1   This "Anti-Plagiarism policy" is subject to the Assam Don Bosco University's "Policy for Research Promotion".

1.2   This policy is drafted, for fair conduct of research and check on plagiarism, as per the UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018.

1.3   Objective: To promote scholarly excellence by providing academic awareness about responsible conduct of research, thesis/dissertation, academic writings and publications submitted in and outside university, avoiding plagiarism.

1.4   Scope: Applicable to all students, faculty, and staff, who submit academic resources to the university for the award of degrees or for publication.

1.5   Plagiarism: For the purposes of this document, the definition given by Merriam-Webster online dictionary is to be followed. To plagiarize is "to steal and pass off (the ideas or words of another) as one's own: use (another's production) without crediting the source [… or] to commit literary theft: present as new and original an idea or product derived from an existing source."

1.6   Academic resources: will apply to all print and electronic materials submitted for publication.

2. Management of curbing plagiarism

2.1   The University, following UGC guidelines, has made plagiarism check mandatory for all its PhD research scholars and for all academic resources submitted for publication (Notice F09/BM/17-13 dated 10 November 2017).

2.2   Students submitting dissertations and project reports as part of the requirements for their Master's Degree are directed to use the plagiarism checking facility available in all the campuses of the University.

2.3   All departments shall annually conduct awareness programs on responsible conduct of research. This is to educate UG and PG students on observing ethical guidelines in conducting research, on adhering to accepted norms on avoidance of plagiarism, and on giving proper acknowledgement to authors and publications cited in research papers and publications.

2.4   The University shall ensure that the cardinal principles of academic integrity and elements of responsible conduct of research and publication ethics are included as a module in the course work for PhD and in Induction Programmes/Refresher Courses organized for faculty and staff members.

2.5   The University shall establish facilities with modern technologies, recommended by UGC, for detection of plagiarism.

2.6   Similarity check to determine plagiarism shall exclude, as indicated in the UGC Regulations: a) all quoted work reproduced with all necessary permission and/or attribution; b) all references, bibliography, table of content, preface and acknowledgements; c) all generic terms, laws, standard symbols and standards equations.

2.7   Every PG student and PhD research scholar submitting a thesis, dissertation, or any other such documents to the University shall submit an undertaking ("declaration of originality") indicating that the work is original, free of plagiarism and has been prepared by him/her.

2.8   Each supervisor of PG and PhD level research shall submit a certificate that the work done by the researcher under him/her is plagiarism free. Supervisor of the PG level researcher submits it to the HoD and supervisor of PhD level research submits it to the Director of Research. If the HoD or the Director of Research is the supervisor, then the certificate is submitted to the Registrar.

2.9   University shall submit to INFLIBNET (Shodh Ganga e-repository) soft copies of all Masters, Research program's dissertations and thesis within a month after the award of degrees. The same shall be saved in an Institutional Repository on the University's website.

2.10   The University shall notify the composition of an Institutional Academic Integrity Panel (IAIP) with the Pro-VC/Senior Academician as Chairperson and three members nominated by the Vice Chancellor (Member 1: Senior Academician other than Chairman; Member 2: a person from outside the University; Member 3: a person well versed with anti-plagiarism tools). Tenure of the members shall be three years. Quorum shall be 3 out of 4 members including Chairperson. IAIP is mandated to determine the penalties for plagiarism, following the guidelines of UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018.

2.11   All Departments of the University shall notify a Departmental Academic Integrity Panel (DAIP) consisting of the Head of the Department as the Chairperson and two members nominated by the Vice Chancellor (Member 1: Senior academician from outside the department; Member 2: a person well versed with anti-plagiarism tools). The tenure of the members shall be 2 years. Quorum shall be 2 out of 3 members including Chairperson. The responsibility of DAIP is to review complaints regarding plagiarism, in the departmental level, and pass their findings to the IAIP. They shall submit their report to the IAIP, with the recommendation on penalties to be imposed, within a period of 15 days from the receipt of complaint.

2.12   The Chairperson of the IAIP and Departmental Academic Integrity Panel (DAIP) shall not be the same and the tenure of the Panel shall be three years. The IAIP shall consider the recommendations of DAIP, make their own investigation and shall have the power to review the recommendations of DAIP. The IAIP shall send a report and recommendation on penalties to the Vice Chancellor within 15 days of receiving the recommendation from DAIP. A copy of the report shall be provided to the person against whom the inquiry has been carried out.

3. Protocol for the use of plagiarism detection tool

3.1   Protocol for the use of acceptable plagiarism detection tool shall be as in Appendix 1. The Head of the Department to which the researcher belongs will submit the thesis for plagiarism check wherein there are legacy cases for which supervisors from outside the University are engaged.

4. Conduct and Consequences

4.1   As per UGC regulations, the responsibility to ensure that the work is original and free of plagiarism, lies with the research scholar. The University will accept PhD theses and academic resources submitted for publication, only along with the "Plagiarism Verification Certificate".

4.2   Penalties for plagiarism shall be determined by the IAIP following the guidelines of UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018 and the recommendations of DAIP.

4.3   Similarities up to 10% shall not incur punishment.

4.4   If any member of the University community suspects a case of plagiarism, he/she shall report it with appropriate proof to the DAIP.

4.5   Penalties shall be imposed on students pursuing studies at the level of Masters and Research programs and on researchers, faculty and staff of the University only after establishing the academic misconduct without doubt and the accused individual has had the opportunity to use all avenues of appeal to defend oneself in a fair and transparent manner.

4.6   Violation of Copyright Act through plagiarism is considered a legal offence and may attract prosecution in a court of law, leading to various penalties depending on the severity of the crime.

Appendix 1

Protocol for the use of plagiarism detection tool (URKUND)

The Librarians of the University are entrusted with the creation of URKUND receiver account for all the faculty members.

Faculty with "receiver" account can both upload documents and generate/view/download the analysis report.

Faculty, who wish to create the URKUND "receiver" account, can send an email inclusive of Name and Department with a mail subject: "Request for the creation of URKUND account," to the following email: librarian@dbuniversity.ac.in

After the registration of Faculty email address by the librarian, concerned faculty member will receive an activation link into the registered email address from (noreply@urkund.se) with mail subject: "Welcome to URKUND!" If the receiver has not received the invite, please be advised to check the junk/trash mail.

Faculty will need to activate the link given in the mail within 96 hours to activate his/her receiver account.

When clicking on the activation link, a pop-up page appears to enter username/password. After entering the details, the registration from the user's end is completed.

Using the username/password, users can proceed to their account by using the link (https://www.urkund.com/login/)

A "receiver" account should log in by clicking on the URKUND System login and not URSA login.

After a successful login to the homepage, on the top right locate an option of "Upload documents". Users/receivers can upload documents and choose the analysis address of their own from the drop-down menu [For example: personal.name.dbuni@analysis.urkund.com] so that, they can generate the report themselves.

Following are the current file format supported by URKUND software: doc sxw tif tiff pdf txt rtf html htm wps xls ppt odt docx pptx odp ods pages xlsx ps hwp zip zip.

Immediately after uploading the documents, users/receivers will receive a "confirmation of receipt" email from URKUND with a reference ID for the document submitted (i.e., to track the document later).

Following this, a link to the complete analysis of the document will be dispatched to the receiver's email. The receiver can use the link to view the complete analysis.

Users/receivers will also receive a brief report in his/her email immediately when the analysis report is ready. A receiver can also download the analysis report (pdf)/Share the report/view the submission details/view the similarity index of entire documents/Source of the matching text/ etc.

The complete (pdf) analysis report generated by the receiver account will contain the comprehensive reports of the Plagiarism /Significance (%) score. The same report is considered as official document to record the score of the research work evaluated.

The complete analysis report (in pdf format) will have to be shared with the concerned PhD research scholar/ Research Director.