

Plagiarism Policy



**Charotar University of Science and Technology
(CHARUSAT)
Changa**

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Charotar University of Science and Technology (CHARUSAT), Changa *Plagiarism Policy*

Preamble:

Honesty is one of the most important components of the academic activities be it teaching or research. Teaching/research is a noble profession based on extremely high moral values. Sometimes it is observed that some of the academicians knowingly or unknowingly publish or present or project other's work as their own. Such act will not only affect healthy academic atmosphere in the university, also harm the reputation of the institute/university, individual and the society at large.

The founding values of CHARUSAT are honesty, integrity and transparency. So, It is important for a university like CHARUSAT to have in place a policy on plagiarism to upheld moral values of CHARUSAT.

- **Encouraging Intellectual Honesty and Integrity among university faculties:** CHARUSAT expects all faculties and students to adhere to the highest standards of academic honesty. In all teaching-learning activities- including papers, oral presentations, and dissertation reports- faculties and students submit their own original work accompanied by citations acknowledging words, facts, or ideas borrowed from any other source, including electronic sources.

1. Definition and Types of Plagiarism

Plagiarism shall mean: “use per se (as it is) or close resemblance or imitation of the language and thoughts of another author and the representation of them as one's own original work”.

Different types of Plagiarism shall be as follows:

- a. Dishonest plagiarism: Knowingly and deliberately presenting another person's work as one's own work without acknowledging the source.
- b. Negligent plagiarism: Carelessly presenting another person's work as one's own without acknowledging the source. It arises from one's inadequate knowledge and competency in writing. It is also due to careless attitude resulting into noncompliance of standard verification procedures. In this type of plagiarism, the degree of copying is not substantial.

- c. Self-plagiarism: The reuse of significant or nearly identical portions of one's own work without acknowledging that one is doing so or without citing the original work.
- d. Downloading, Copying, cutting and pasting text from an electronic source from an online source and submitting as own work
- e. Buying, stealing or borrowing an assignment, experiments/results, section of a book without due acknowledgement.
- f. Quoting from a source 'word for word', without giving references
- g. Putting someone else's ideas and paraphrasing into your own words and not acknowledging.
- h. Submitting and publishing the same research paper in two different journals/conferences.

2. Instances of plagiarism

The instances of plagiarism occur through various types of academic writing by CHARUSAT community. The community and various types of Academic writings can be assumed as follows.

Community	Types of Academic writings	
Students	UG level	PG & Ph.D level
	2.A: Project Report 2.B: Experiments in journals 2.C: Written Assignments 2.D: Research papers submitted in conferences/journals etc.	2.E: PG Project Report 2.F: Ph.D thesis 2.G: Experiments in journals 2.H: Written Assignments 2.I: Research papers submitted in conferences/journals etc.

Employees	<p>2.J: Research papers submitted in conferences/journals</p> <p>2.K: Every piece of academic writing occurring during the course of engagement within university.</p>
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3. Procedure for Handling Alleged Plagiarism

3.1 Procedural Fairness:

The university is committed to dealing with plagiarism by any section of the university community in accordance with the principles of procedural fairness, including the right to:

- I. Be informed of the allegations against students/teachers in sufficient detail to enable them to understand the precise nature of the allegations and to properly consider and respond.
- II. Have a reasonable period of time within which to respond to the allegations against them;
- III. Have the matter resolved in a timely manner;
- IV. Impartiality in any investigation process; and V. An absence of bias in any decision making.

3.2 Guidelines for action:

(Flow chart: Annexure A)

The university will form an anti-plagiarism committee which will comprise of Head of Department, Principal/Dean, Registrar, Provost and external expert member. The committee will use web based anti-plagiarism softwares i.e. iThenticate or Turnitin or any third party software as and when decided by university officials for detecting the level of plagiarism.

Depending on the severity of plagiarism (i.e. Negligent plagiarism or Dishonest plagiarism) the disciplinary action shall be:

- I. Discussion/advice/counseling for instances 2.A, 2.B, 2.C, 2.D, 2.E, 2.H, 2.J and 2.K

- II. Fine for instances 2.G and 2.I decided by the Anti-plagiarism committee III.
Withdrawal of Degree in case of instance 2.F

It is important to educate the students and faculty members about the dangers of plagiarism. The "Exam Reform Unit" shall act to create awareness regarding plagiarism among community so that they do not take support of the unfair-means.

4. Proactive measures for nullifying plagiarism at UG level

(Flow chart: Annexure B)

- I. A student shall submit his/her project report to his/her supervisor.
- II. The supervisor will review the thesis and check whether text/figures of the thesis contain proper citations/references or not.
- III. If necessary references are not cited, then the supervisor will discuss and advice the student to resubmit the report with proper citations.
- IV. If necessary references are cited, then the report will be accepted by the supervisor for further action.

5. Proactive measures for nullifying plagiarism at PG and Ph.D levels

(Flow chart: Annexure C)

- I. The scholar shall submit the soft copy of the thesis for the plagiarism check to the Exam section through a CD. Declaration Form is mandatory for submission along with all reports for award of PG/Ph.D degree **(Annexure D)**.
- II. Checking shall be done excluding the bibliography, index, references, Quotes and small matches
- III. The plagiarism level will be checked within 15 days of submission of the thesis/report by using iThenticate/ Turnitin or any third party software as and when decided by university officials.

- IV. The anti-plagiarism report will be generated and signed by Registrar. It will be emailed to the scholar, supervisor, co-supervisor (if any), HOD, and Principal/Dean.
- V. The permitted Plagiarism index (Similarity Index) should be less than or equal to 30% of entire thesis (excluding the bibliography, index, references, quotes and small matches)
- VI. The Anti-plagiarism report (**Annexure E**) from exam section duly signed by Registrar will be issued to the scholar.
- VII. The scholar will mandatory attach anti-plagiarism reports issued by the exam section and by "Turnitin" or any third party plagiarism softwares as and when decided by university officials, as a part of the thesis/report.
- VIII. If the plagiarism index is > 30%, it has to be reported to Provost by exam section. The Provost may take appropriate action based on similarity.
- IX. The modified thesis has to be resubmitted **second time** following the step no. I of the process with the penalty fee of Rs.
- X. The student can re-submit the thesis for the **third time** with the penalty fee of Rs.
- XI. The third chance shall be considered as the final submission failing which the thesis shall not be accepted.

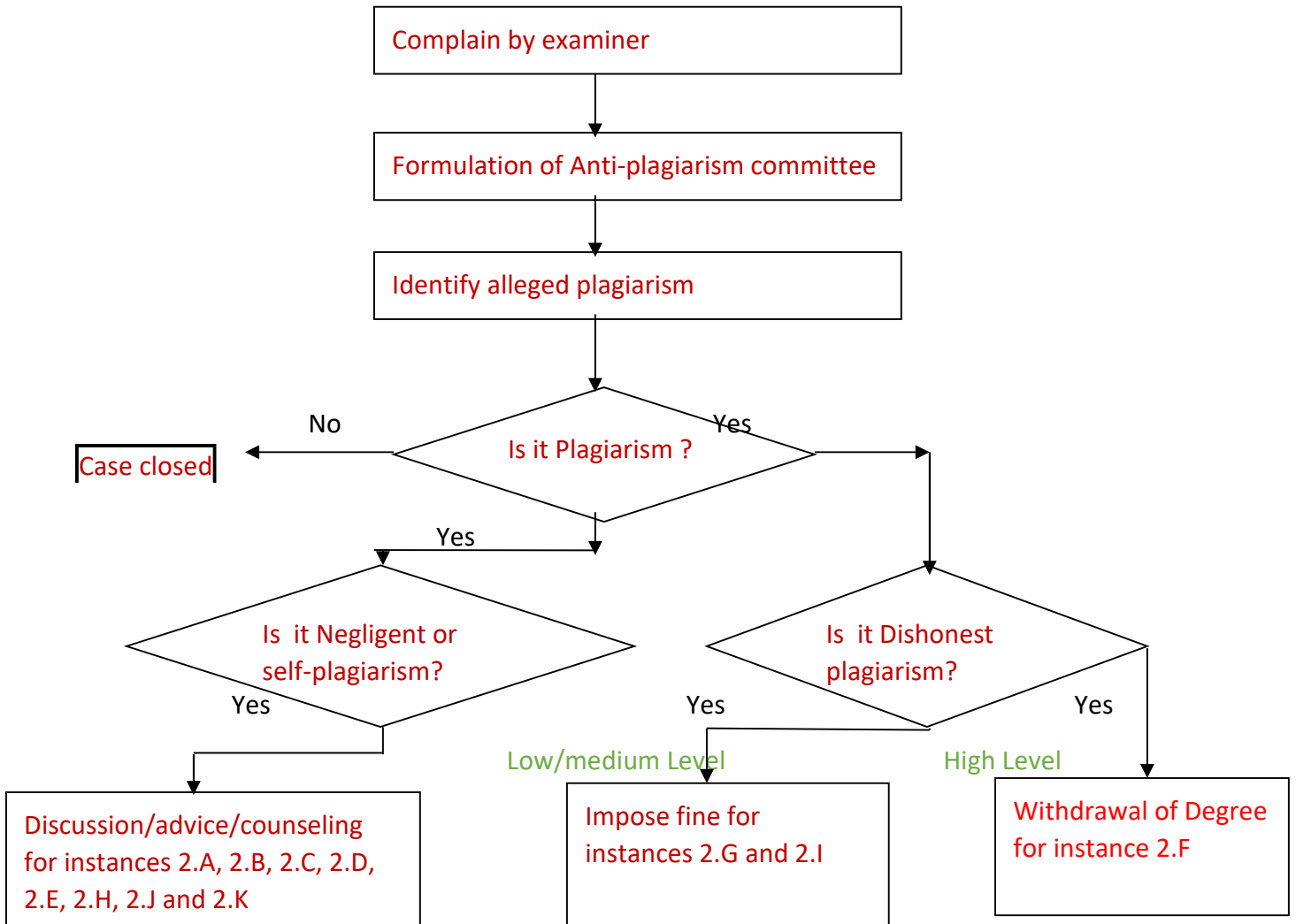
6. Proactive measures for nullifying plagiarism by Employees of CHARUSAT

(Flow chart: Annexure F)

- I. The teachers shall submit their original research papers to their respective HODs/Deans/Principals for plagiarism check of their papers, before submitting them to the conferences/journals.
- II. The HODs/Deans/Principals shall check the level of plagiarism in the paper by Turnitin or any third party plagiarism softwares as and when decided by university officials.
- III. If the plagiarism index is > 30%, then they will advise/counsel the teachers and ask them to resubmit the paper with original work.
- IV. If the plagiarism index is \leq 30%, then the teachers will be allowed to submit their papers to conferences/journals.

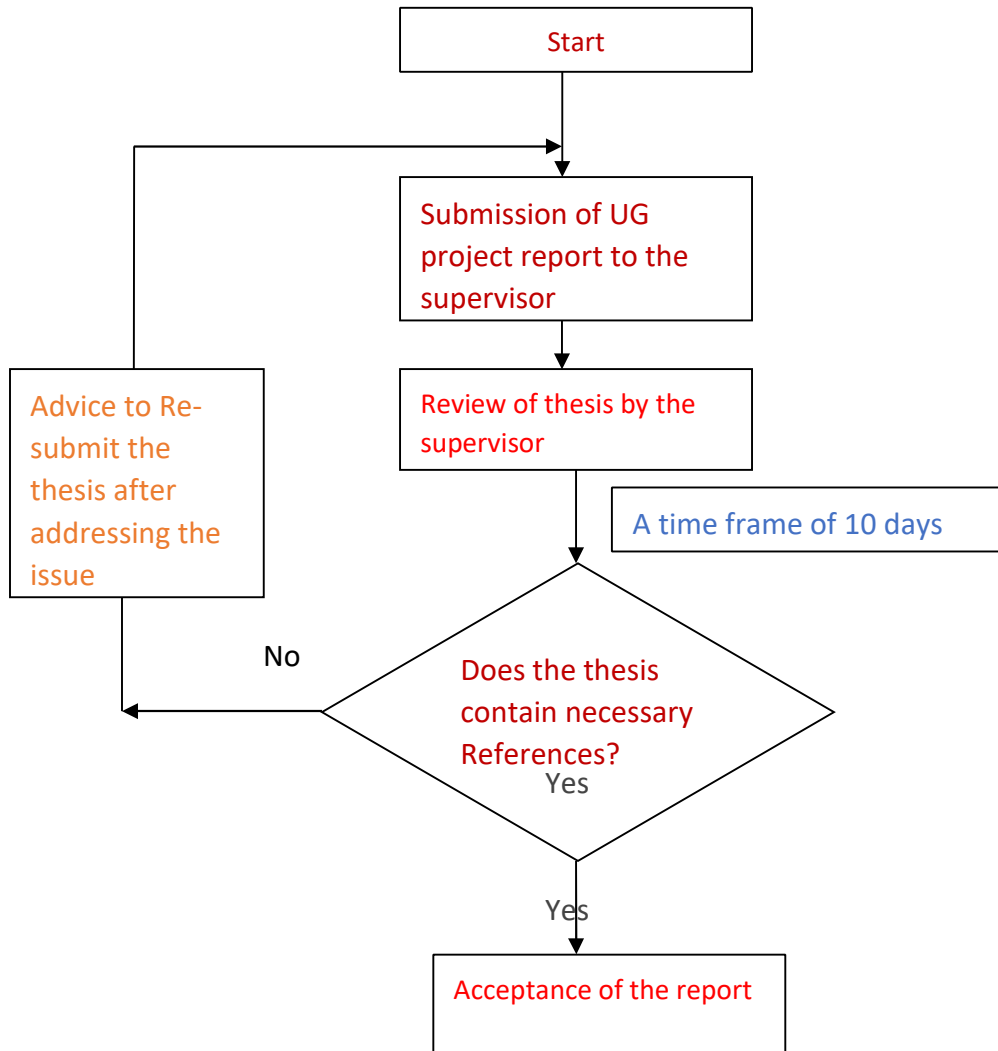
7. Annexure A

Flow chart: Guidelines for handling Alleged Plagiarism



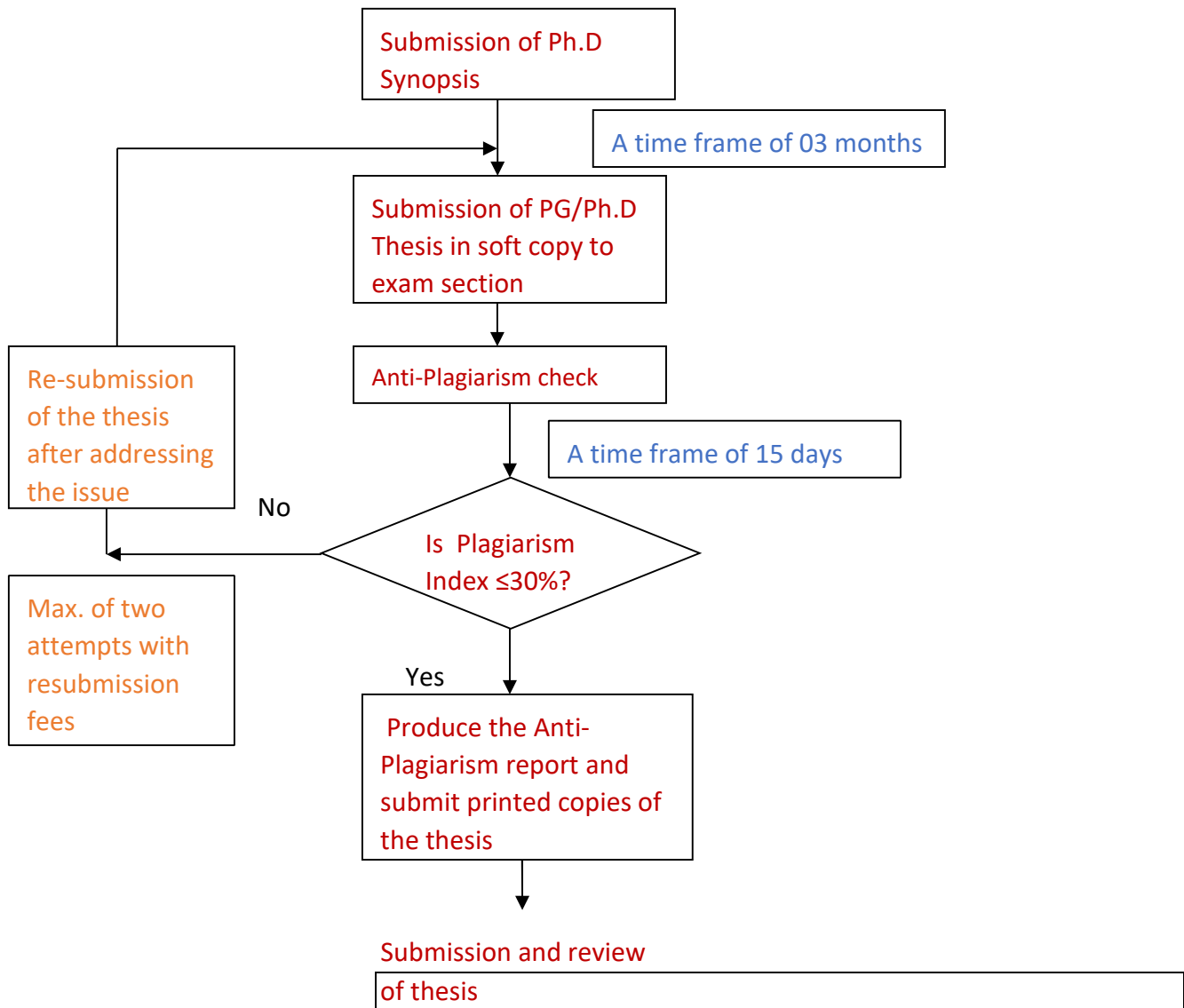
8. Annexure B

Flow chart: Proactive measures for nullifying plagiarism at UG level



9. Annexure C

Flow chart: Proactive measures for nullifying plagiarism at PG and Ph.D levels



10. Annexure D

Declaration form to be submitted to Exam Section by the student at the time of submission of PG thesis /Ph.D thesis/ Assignments

To:
Dean,
CHARUSAT

Through:

Supervisor(s).....

I (Name).....
(Designation and Department)
(Roll no.)(Optional)

Have created a MTECH/PH.D/Sponsored Project work/assignment.

The title of the work is The
other joint authors(s) (if applicable) are as follows:

1. Name:..... Designation and Dept:.....
2. Name:..... Designation and Dept:.....

I/We declare that the work is result of my/our research activity created by me/us and that proper reference(s) have been cited, as applicable. And to my/our best knowledge the work does not imitate or resemble to other work created by person(s) other than mentioned herein.

The work was created on this ----- day of20.....

..... Name

and signature

Date:

11. Annexure E

Anti-Plagiarism Report to be issued to the scholar by the Exam section

Dt:

To:

Name of student..... Roll

no.....

Programme.....

Dept.....

Institute.....

Sub: Anti-Plagiarism Report

Dear(Name of student),

With reference to your submitted (MTECH/MPharm/MSc/Ph.D)..... thesis

Titledwith

inward no.....,

dated....., it is certified that the Plagiarism index (Similarity Index) of your thesis

is%. Refer the checked box for further action.

The Printed copies of the thesis should be submitted.

Resubmit the thesis for the second time.

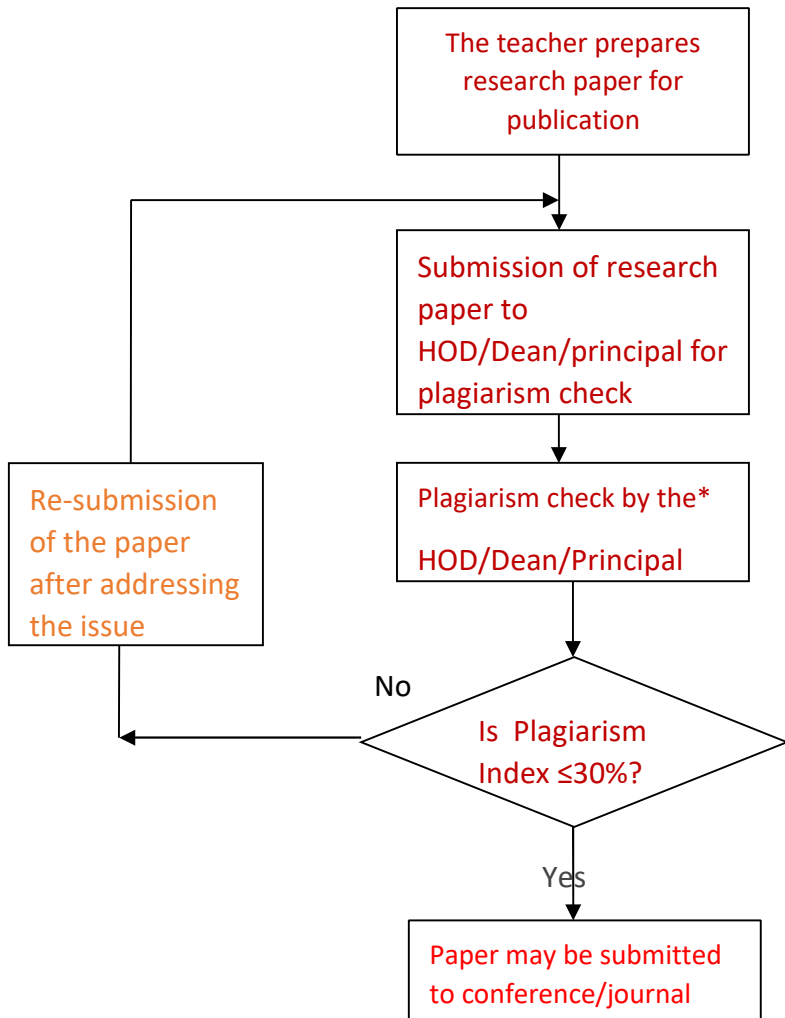
Resubmit the thesis for the third time.

Registrar

CHARUSAT

12. Annexure F

Flow chart: Proactive measures for nullifying plagiarism by Employees of CHARUSAT



*Note: It is advisable that this activity be finished within 10 days.

13. Web References:

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3. "Plagiarism_ draft document", Indian Institute of Technology-Kanpur, INDIA

4. "Plagiarism policy for university of Pune"

http://unipune.ac.in/administration_files/pdf/Plagiarism_Policy_University_14-5-12.pdf