

St Aloysius College (Autonomous), Mangaluru



SAC ACADEMIC INTEGRITY AND RESEARCH ETHICS POLICY-2021

VERSION: 2021/1

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NOTE:

This policy statement is based on the notification issued by the University Grants Commission on 23rd July, 2018 entitled 'UNIVERSITY GRANTS COMMISSION (PROMOTION OF ACADEMIC INTEGRITY AND PREVENTION OF PLAGIARISM IN HIGHER EDUCATIONAL INSTITUTIONS) REGULATIONS, 2018' Ref: F. 1-18/2010(CPP-II).

1. INTRODUCTION

Across the world, faculty, students and researcher scholars are required to have ethical and moral values when it comes to academic pursuit, and are expected to produce and submit genuine research work. In the present ICT era, information is easily available online and can be used as source material. In this context, plagiarism has become a serious problem. As per the UGC Notification on University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018, the Plagiarism Policy of St Aloysius College (Autonomous) has been formulated with a view to ensure that the institute ensures zero-tolerance for plagiarism in the research work that is carried out by its faculty, researchers or students.

The UGC has issued guidelines on the above subject vide its gazette notification, of 23 July 2018, to ensure that the academic and research work done, leading to the partial fulfilment for the award of degrees at Undergraduate, Masters and Research level, by a student, faculty or a researcher, in the form of thesis, dissertation and publication of research papers, chapters in books, full-fledged books and/or any other similar work, showcases academic integrity and originality. The guidelines presented here highlight the steps that are essential to enforce Academic Integrity in the research work that is carried out at St Aloysius College (Autonomous), Mangaluru.

2. APPLICATION AND COMMENCEMENT

The policy shall apply to all students, faculty, researchers and staff of St Aloysius College (Autonomous), Mangaluru.

These regulations shall come into force with effect from the date of notification on the College website.

3. DEFINITIONS

The definitions that are to be employed in the policy will be as per the UGC Gazette Notification of 23rd July 2018 and will be binding to all concerned.

4. OBJECTIVES

- i. To create awareness about responsible conduct of research, thesis, dissertation, and promotion of academic integrity and prevention of misconduct including plagiarism in academic writings among students, faculty, researchers and the staff.
- ii. To establish institutional mechanism through education and training to facilitate responsible conduct of research, thesis, dissertation, and promotion of academic integrity and deterrence from plagiarism.
- iii. To develop systems to detect plagiarism and to set up mechanisms to prevent plagiarism and to penalise a student, faculty, researcher or staff of St Aloysius College (Autonomous), Mangaluru, committing the act of plagiarism.

5. SCOPE OF THE POLICY

The policy and procedures aim to describe the steps instituted by the College to curb academic dishonesty and research misconduct in the form of the following:

- i. **Plagiarism:** Includes incorporating quotation(s) or paraphrasing from the work of another person(s) without acknowledgment and copying or representing or submitting the work of another person as one's own.
- ii. **Misinterpretation of research and publication:** Fabrication, falsification of research work, research publications as book chapters, journal articles and/or conference publications.
- iii. **Utilizing previously submitted work (self-plagiarism):** Submitting academic/research related material that has been previously submitted in whole or in substantial part in another course without prior and expressed consent of the mentor/teacher.
- iv. **Policy inclusion:** Documents that are included in this policy are research papers, thesis, dissertations, project reports, term papers, chapters in books, full-fledged books and any other similar work submitted for assessment/opinion leading to the award of Undergraduate, Masters and Research level degree or publication in print or electronic media by students or faculty or researchers or staff of the College. This will, however, exclude assignments course work/essays and answer scripts.
- v. **Policy applicability:** The policy is applicable for all faculty, staff, Undergraduate, Master and PhD degree Research conducted by or under St Aloysius College (Autonomous), Mangaluru.

6. AWARENESS PROGRAMMES AND TRAININGS:

(a) St Aloysius College (Autonomous), Mangaluru, shall conduct sensitization seminars and awareness programmes on responsible conduct of research, thesis, dissertation and promote academic integrity and ethics among students, faculty, researchers and staff.

The College will instruct on proper attribution, seeking permission of the author wherever required, acknowledgement of source compatible with the needs and specificities of disciplines and in accordance with the rules, international conventions and regulations governing the source.

(b) St Aloysius College (Autonomous), Mangaluru, shall

- i. include the cardinal principles of academic integrity, elements of responsible conduct of research and publication ethics in the curricula of Undergraduate (UG) and Postgraduate (PG) degrees as a compulsory course/paper work/module.
- ii. train students, faculty, researchers and staff in using plagiarism detection tools and reference management tools.
- iii. establish facility equipped with modern technologies for detection of plagiarism.
- iv. encourage students, faculty, researchers and staff to register on international researcher's registry systems.

7. CURBING PLAGIARISM

- i. St Aloysius College (Autonomous), Mangaluru, shall declare and implement the technology-based mechanism using appropriate software so as to ensure that documents such as thesis, dissertation, publications or any other such documents are plagiarism-free at the time of their submission.
- ii. The software used is Turnitin iThenticate.
- iii. The mechanism as defined above (point ii) shall be made accessible to all engaged in research work including students, faculty, researchers and staff.
- iv. Every student submitting a thesis, dissertation, or any other such documents to St Aloysius College (Autonomous), Mangaluru, shall submit an undertaking (See Annexure I) certifying that the document has been prepared by them and it is their original work and free of plagiarism. The same must be duly certified by the supervisor too.
- v. The undertaking shall include the fact that the document has been duly checked through a plagiarism detection tool approved by St Aloysius College (Autonomous), Mangaluru.

8. DOCUMENTS COMING UNDER THE PERVIEW OF PLAGIARISM CHECK: EXCLUSIONS AND LEVELS

The documents shall include research papers, thesis, dissertation, chapters in books, full-fledged books and any other similar work submitted for assessment leading to the award of Master's and research level degrees or publication in print or electronic media by students, faculty, researchers or staff of St Aloysius College (Autonomous), Mangaluru.

Research publications of the College as well as research projects funded by the management, government and other funding agencies shall also be covered.

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 contents, preface and acknowledgements.
- iii. All generic terms, laws, standard symbols and standard equations.

The research work 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 and shall not have any similarities. It shall exclude common knowledge or coincidental terms, up to fourteen (14) consecutive words.

Ideas from other sources need to be duly credited even when paraphrased. Paraphrasing without acknowledging the original author (through in-text citation or footnote citation and the full source in the reference list) is considered plagiarism and therefore has serious consequences. However, if one gives credit to the original author correctly, then one is not deemed to have committed plagiarism.

9. LEVELS OF PLAGIARISM

The similarity indices to assess plagiarism would be quantified into 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%–40%
- iii. Level 2: Similarities above 40% –60%
- iv. Level 3: Similarities above 60%

10. 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/she shall report it to the College Level Academic Integrity Panel (CAIP). Upon receipt of such a complaint or allegation, the CAIP shall investigate the matter and submit its recommendations to the Principal.

The authorities of the College 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 College on the basis of the findings of an examiner. All such cases will be investigated by the CAIP.

11. REGULATORY AUTHORITY

11.1 College Level Academic Integrity Panel (CAIP)

Composition for College Level Research/PhD Programmes

- (a) Chairperson – Principal
- (b) Organising Secretary – Dean(s)
- (c) Member – Senior Academician(s) from each Faculty to be nominated by the Principal
- (d) Member – Member(s) to be nominated by the Principal as experts from outside the College
- (e) Member – Member(s) well versed with anti-plagiarism tools to be nominated by the Principal
- (f) Member – Member representative from the student body to be nominated by the Principal

11.2 Functions and Powers

- (a) The Chairperson of the CAIP shall be the Principal of the College.
- (b) The tenure of the Committee members shall be for three years, with the exception of the Student Representative.

(c) The CAIP shall investigate cases of plagiarism as per the provisions mentioned in these regulations.

(d) The CAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff of the College.

(e) The CAIP shall have the power to recommend penalties with due justification.

(f) The CAIP after investigation shall send the report and the recommendation on penalties to be imposed to the Principal within a period of 45 days from the date of receipt of the complaint /initiation of the proceedings.

(g) The CAIP shall provide a copy of the report to the person(s) against whom inquiry report is submitted.

12. PENALTIES

Penalties in the cases of plagiarism shall be imposed on students pursuing studies at the level of UG, PG and Research programmes and on researchers, faculty and staff of the Institute only after academic misconduct on the part of the individual has been established without doubt, and when all avenues of appeal have been exhausted and the individual in question has been provided enough opportunity to defend himself/herself in a fair and a transparent manner.

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

CAIP shall impose penalties on students or research scholars considering the severity of plagiarism. In general, the following guidelines for the penalty will be followed as per the UGC notification of 2018:

Penalties for submission of PhD theses and research articles

- i. Level 0: Similarities up to 10% — Minor Similarities, no penalty.
- ii. Level 1: Similarities above 10%–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%–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 UG/PG Dissertations/Projects

- i. Level 0: Similarities up to 10% — Minor Similarities, no penalty.
- ii. Level 1: Similarities above 10%–40% — The student(s) shall be asked to submit a revised script within a stipulated time period.
- iii. Level 2: Similarities above 40%–60% — The student will receive an automatic fail result in the course.

- iv. Level 3: Similarities above 60% — The student will receive an automatic fail result in the course and disciplinary actions will be instituted as deemed fit by the CAIP.

Note: 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 obtained, as the case may be, their degree/credit shall be put on hold, pending enquiry. If proved to have committed plagiarism, the degree granted shall be revoked.

12.2 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%–40%

(i) Shall be asked to withdraw the manuscript.

III. Level 2: Similarities above 40%–60%

(i) Shall be asked to withdraw the manuscript.

(ii) Shall be denied the 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 the 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 services to the College.

Note: Penalty in case where the benefit or credit has already been obtained

If plagiarism is proved on a date later than the date of award of degree or credit obtained, as the case may be, then their degree/credit shall be put on hold, pending enquiry. If proved to have committed plagiarism, disciplinary action shall be initiated, including termination of services to the College.

13. REMOVAL OF DIFFICULTY

St Aloysius College (Autonomous), Mangaluru, reserves the right to remove difficulty/difficulties in the course of implementations of these Regulations in consultation with the University, UGC, MHRD and the Government of India.

26th February 2021



(Rev. Dr Praveen Martis, SJ)
Principal

Annexure- I
Format for Certificate of Plagiarism Check

St Aloysius College (Autonomous), Mangaluru



St Aloysius College Road, Kodialbail, Mangaluru, 575 003 D. K.

CERTIFICATE OF PLAGIARISM CHECK

It is certified that the PhD Thesis/ UG/PG Project/ Research Article titled.....
.....
by.....has been
subjected to plagiarism check.

I/We undertake the following:

- (a) The research work submitted is original.
- (b) No sentence, table, paragraph or section has been copied verbatim from any other resource unless it is placed under quotation marks and duly referenced.
- (c) There is no fabrication of data or results which have been compiled.
- (d) There is no falsification by manipulating research materials, equipment or processes.
- (e) The thesis/dissertation/research article has been checked using the anti-plagiarism web tool “Turnitin iThenticate” and found within limits as per the anti-plagiarism guidelines of St Aloysius College (Autonomous), Mangaluru.
- (f) Similarity index of the thesis/dissertation/article is as follows:

% Similarity index:

Total continuous words:

1. Student:

Name:

Signature:

2. Guide:

Name:

Signature:

Recommendation/comments by CAIP (College Level Academic Integrity Panel)

Chairperson Name:

Chairperson Signature:

Institution seal: