PREVENTION
OF PLAGIARISM IN HIGHER EDUCATIONAL INSTITUTIONS

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What Constitutes Plagiarism?(HARVARD.EDU)

➢ "Plagiarism" means the practice of taking someone else's work or idea and passing them as one's own.

➢ In academic writing, it is considered plagiarism to draw any idea or any language from someone else without adequately crediting that source

➢ It doesn't matter whether the source is a published author, another student, a Web site without clear authorship, a Web site that sells academic papers, or any other person: Taking credit for anyone else's work is stealing, and it is unacceptable in all academic situations, whether you do it intentionally or by accident.

➢ when you use online sources, you need to be extra vigilant about keeping track of where you are getting information and ideas, and about giving proper credit to the authors of the sources you use.

TYPES OF PLAGIARISM

While it may seem obvious that copying someone else's words verbatim and submitting them in a paper with your name on it is plagiarism, other types of plagiarism may be less familiar to you. These more subtle forms of plagiarism are actually more common, and you should make sure you understand all of them, as well as how to avoid them by conducting your research and writing carefully and responsibly.

Verbatim plagiarism: If you copy language word for word from another source and use that language in your paper, you are plagiarizing *verbatim*.

Mosaic plagiarism: If you copy bits and pieces from a source (or several sources), changing a few words here and there without either adequately paraphrasing or quoting directly, the result is *mosaic plagiarism*.

Inadequate paraphrase: When you paraphrase, your task is to distill the source's ideas in your own words. It's not enough to change a few words here and there and leave the rest; instead, you must completely restate the ideas in the passage in your own words. If your own language is too close to the original, then you are plagiarizing, even if you do provide a citation.

TYPES OF PLAGIARISM

Uncited paraphrase: When you use your own language to describe someone else's idea, that idea still belongs to the author of the original material. Therefore, it's not enough to paraphrase the source material responsibly; you also need to cite the source, even if you have changed the wording significantly. The rule of thumb is : Whenever you use ideas that you did not think up yourself, you need to give credit to the source in which you found them, whether you quote directly from that material or provide a responsible paraphrase.

Uncited quotation: When you put source material in quotation marks in your essay, you are telling your reader that you have drawn that material from somewhere else. Therefore, citations should always go directly after quotations.

Using material from another student's work:

How to avoid Plagiarism?

When you are using online sources, How will you know which sources to rely on? How will you decide which sources are appropriate for a particular assignment/work? How can you determine if the data on a Web site is trustworthy?

When you write for an academic audience, you are responsible for making sure that any information you provide and any ideas you cite come from sources that are both reliable and appropriate for your assignment. The most reliable sources are those that have been vetted by scholars in the field—articles published in <u>peer-reviewed journals</u> and books published by academic publishers.

➤ **Misrepresenting a source**

➤ **Ignoring sources found late in your research process**

➤ **Submitting in the same paper for more than one journal**

How to avoid Plagiarism?

➢ The simplest cases of plagiarism to avoid are the intentional ones. If you're tempted to borrow someone else's ideas or plagiarize in any way because you're pressed for time, nervous about how you're doing in your study, or confused about the assignment/project, ***don't do it.*** The problems you think you're solving by plagiarizing are really minor compared to the problems you will create for yourself by plagiarizing. In every case, the consequences of plagiarism are much more serious than the consequences of not doing the project.

➢ The consequences of accidental plagiarism are equally daunting and should be avoided at all costs. Whether or not you intended to plagiarize, you will still be held responsible. As a member of an intellectual community you are expected to respect the ideas of others in the same way that you would respect any other property that didn't belong to you, and this is true whether you plagiarize on purpose or by accident. The best way to make sure you don't plagiarize due to confusion or carelessness is to **1) understand what you're doing when you write a paper** and **2) follow a method that is systematic and careful as you do your research**

Peer Reviewed Journal vs Wikipedia

➢ When searching for journal articles, it's best to find articles that have been vetted by scholars in the field. Editors of *refereed* or *peer-reviewed* journals send prospective manuscripts to scholars who specialize in the topics covered, and these scholars review the manuscripts without knowing the identity of the author. The review process is meticulous and dispassionate (since the reviewers don't know whose manuscript they're reading, they can't play favorites). By contrast, journals that are not refereed publish manuscripts that have been reviewed only by an editor or editorial collective, and these manuscripts are not reviewed anonymously.

➢ There's nothing more convenient than Wikipedia if you're looking for some quick information, and when the stakes are low. Nevertheless, when you're doing academic research, you should be extremely cautious about using Wikipedia. As its own disclaimer states, information on Wikipedia is contributed by anyone who wants to post material, and the expertise of the posters is not taken into consideration.

➢ The fact that Wikipedia is not a reliable source for academic research doesn't mean that it's wrong to use basic reference materials when you're trying to familiarize yourself with a topic

UNIVERSITY GRANTS COMMISSION

NOTIFICATION

UNIVERSITY GRANTS COMMISSION (PROMOTION OF ACADEMIC INTEGRITY AND PREVENTION OF PLAGIARISM IN HIGHER EDUCATIONAL INSTITUTIONS) REGULATIONS, 2018

23rd July, 2018

APPLICATION AREAS OF THE REGULATION & PERIOD OF ITS ENFOCEMENT

❖ Research work done leading to the partial fulfilment for the award of degrees at Masters and Research level, by a student or a faculty or a researcher or a staff, in the form of thesis, dissertation and publication of research papers, chapters in books, full-fledged books and any other similar work, reflects the extent to which elements of academic integrity and originality are observed in various relevant processes adopted by Higher Educational Institutions (HEIs)

❖ The regulations shall come into force from the date of their notification in the Official Gazette, i.e 23 July, 2018

Definitions

- "Academic Integrity" is the intellectual honesty in proposing, performing and reporting any activity, which leads to the creation of intellectual property;

- "Author" includes a student or a faculty or a researcher or staff of Higher Educational Institution (HEI) who claims to be the creator of the work under consideration;

- "Departmental Academic Integrity Panel" shall mean the body constituted at the departmental level to investigate allegations of plagiarism;

- "Faculty" refers to a person who is teaching and/or guiding students enrolled in an HEI in any capacity whatsoever i.e. regular, ad-hoc, guest, temporary, visiting etc;

- "Information" includes data, message, text, images, sound, voice, codes, computer programs, software and databases or microfilm or computer generated microfiche;

- "Institutional Academic Integrity Panel" shall mean the body constituted at Institutional level to consider recommendations of the departmental academic integrity panel and take appropriate decisions in respect of allegations of plagiarism and decide on penalties to be imposed. In exceptional cases, it shall investigate allegations of plagiarism at the institutional level;

Definitions

- "Programme" means a programme of study leading to the award of a masters and research level degree;
- "Researcher" refers to a person conducting academic / scientific research in HEIs;

- "Script" includes research paper, thesis, dissertation, chapters in books, full-fledged books and any other similar work, submitted for assessment / opinion leading to the award of master and research level degrees or publication in print or electronic media by students or faculty or researcher or staff of an HEI; however, this shall exclude assignments / term papers / project reports / course work / essays and answer scripts etc.;

- "Source" means the published primary and secondary material from any source whatsoever and includes written information and opinions gained directly from other people, including eminent scholars, public figures and practitioners in any form whatsoever as also data and information in the electronic form be it audio, video, image or text; Information being given the same meaning as defined under Section 2 (1) (v) of the Information Technology Act, 2000 and reproduced here in Regulation 2 (l);

- "Staff" refers to all non-teaching staff working in HEIs in any capacity whatsoever i.e. regular, temporary, contractual, outsourced etc.;

- "Student" means a person duly admitted and pursuing a programme of study including a research programme in any mode of study (full time or part-time or distance mode);

- "University" means a university established or incorporated by or under a Central Act, a Provincial Act or a State Act, and includes an institution deemed to be university under section 3 of the UGC Act, 1956;
- "Year" means the academic session in which a proven offence has been committed.

Objectives of the Regulation

➢ To create awareness about responsible conduct of research, thesis, dissertation, promotion of academic integrity and prevention of misconduct including plagiarism in academic writing among student, faculty, researcher and staff.

➢ To establish institutional mechanism through education and training to facilitate responsible conduct of research, thesis, dissertation, promotion of academic integrity and deterrence from plagiarism.

➢ To develop systems to detect plagiarism and to set up mechanisms to prevent plagiarism and punish a student, faculty, researcher or staff of HEI committing the act of plagiarism.

Duties of HEI

Every HEI should establish the mechanism as prescribed in these regulations, to enhance awareness about responsible conduct of research and academic activities, to promote academic integrity and to prevent plagiarism.

Awareness Programs and Trainings

➢HEI shall instruct students, faculty, researcher and staff about proper attribution, seeking permission of the author wherever necessary, acknowledgement of source compatible with the needs and specificities of disciplines and in accordance with rules, international conventions and regulations governing the source.

➢HEI shall conduct sensitization seminars/ awareness programs every semester on responsible conduct of research, thesis, dissertation, promotion of academic integrity and ethics in education for students, faculty, researcher and staff.

Awareness Programs and Trainings

HEI shall:

- Include the cardinal principles of academic integrity in the curricula of Undergraduate (UG)/Postgraduate (PG)/Doctoral degree etc. as a compulsory course work/module.

- Include elements of responsible conduct of research and publication ethics as a compulsory course work/module for Masters and Research Scholars.

- Include elements of responsible conduct of research and publication ethics in Orientation and Refresher Courses organized for faculty and staff members of the HEI.

- Train student, faculty, researcher and staff for using plagiarism detection tools and reference management tools.

- Establish facility equipped with modern technologies for detection of plagiarism.

- Encourage student, faculty, researcher and staff to register on international researcher's Registry systems.

Curbing Plagiarism

- HEI 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 free of plagiarism at the time of their submission.

- The mechanism as defined above shall be made accessible to all engaged in research work including student, faculty, researcher and staff etc.

- Every student submitting a thesis, dissertation, or any other such documents to the HEI 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.

- The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by the HEI.

- HEI shall develop a policy on plagiarism and get it approved by its relevant statutory bodies/authorities. The approved policy shall be placed on the homepage of the HEI website.

- Each supervisor shall submit a certificate indicating that the work done by the researcher under him / her is plagiarism free.

- HEI shall submit to INFLIBNET soft copies of all Masters, Research program's dissertations and thesis within a month after the award of degrees for hosting in the digital repository under the "*Shodh Ganga e-repository*".

- HEI shall create Institutional Repository on institute website which shall include dissertation / thesis / paper / publication and other in-house publications.

Similarity checks for exclusion from Plagiarism

The similarity checks for plagiarism shall exclude the following:

- All quoted work reproduced with all necessary permission and/or attribution.

- All references, bibliography, table of content, preface and acknowledgements.

- All generic terms, laws, standard symbols and standards equations

Note: The research work carried out by the student, faculty, researcher and staff shall be based on original ideas, which shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations only and shall not have any similarities. It shall exclude a common knowledge or coincidental terms, up to fourteen (14) consecutive words

Levels of Plagiarism

Plagiarism would be quantified into following levels in ascending order of severity for the purpose of its definition:

- Level 0: Similarities upto 10% - Minor similarities, no penalty

- Level 1: Similarities above 10% to 40%

- Level 2: Similarities above 40% to 60%

- Level 3: Similarities above 60%

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 HEI.

➢ The authorities of HEI can also take *suomotu* notice of an act of plagiarism and initiate proceedings under these regulations. Similarly, proceedings can also be initiated by the HEI on the basis of findings of an examiner. All such cases will be investigated by the IAIP.

Departmental Academic Integrity Panel (DAIP)

➢ All Departments in HEI shall notify a DAIP whose composition shall be as given below:

    i. Chairman - Head of the Department

    ii. Member - Senior academician from outside the department, to be nominated by the head of HEI.

    iii. Member - A person well versed with anti plagiarism tools, to be nominated by the Head of the Department.

The tenure of the members in respect of points 'ii' and 'iii' shall be two years. The quorum for the meetings shall be 2 out of 3 members (including Chairman).

➢ The DAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff.

➢ The DAIP shall have the power to assess the level of plagiarism and recommend penalty(ies) accordingly.

➢ 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.

Institutional Academic Integrity Panel (IAIP)

a. HEI shall notify a IAIP whose composition shall be as given below:

Chairman - Pro-VC/Dean/Senior Academician of the HEI.

Member - Senior Academician other than Chairman, to be nominated by the Head of HEI.

Member - One member nominated by the Head of HEI from outside the HEI

Member - A person well versed with anti-plagiarism tools, to be nominated by the Head of the HEI.

The Chairman of DAIP and IAIP shall not be the same. The tenure of the Committee members including Chairman shall be three years. The quorum for the meetings shall be 3 out of 4 members (including Chairman).

b. The IAIP shall consider the recommendations of DAIP.

c. The IAIP shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.

d. The IAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff of HEI.

e. The IAIP shall have the power to review the recommendations of DAIP including penalties with due justification.

f. The IAIP shall send the report after investigation and the recommendation on penalties to be imposed to the Head of the HEI within a period of 45 days from the date of receipt of recommendation of DAIP/ complaint / initiation of the proceedings.

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

Penalties

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

Penalties in case of plagiarism in submission of thesis and dissertations

Institutional Academic Integrity Panel (IAIP) shall impose penalty considering the severity of the Plagiarism.

Level 0: **Similarities up to 10% -** Minor Similarities, no penalty.

Level 1: **Similarities above 10% to 40%** - Such student shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.

Level 2: **Similarities above 40% to 60%** - Such student shall be debarred from submitting a revised script for a period of one year.

Level 3: **Similarities above 60%** -Such student registration for that programme shall be cancelled.

Penalties in case of plagiarism in submission of thesis and dissertations

➢ **Penalty on repeated plagiarism**- Such student shall be punished for the plagiarism of one level higher than the previous level committed by him/her. In case where plagiarism of 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 Head of the Institution.

Penalties in case of plagiarism in academic and research publications

- **Level 0: Similarities up to 10%** - Minor similarities, no penalty.

- **Level 1: Similarities above 10% to 40% :** Shall be asked to withdraw manuscript.

- **Level 2: Similarities above 40% to 60%:**
  - ➢ Shall be asked to withdraw manuscript.
  - ➢ Shall be denied a right to one annual increment.
  - ➢ Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of **two years**.

- **Level 3: Similarities above 60%**

  - ➢ **Shall be asked to withdraw manuscript.**

  - ➢ **Shall be denied a right to two successive annual increments.**

  - ➢ **Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of three years.**

Penalties in case of plagiarism in academic and research publications

➢ **Note1: 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 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 HEI.

➢ **Note 2: 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 Head of the Institution.

Penalties in case of plagiarism in academic and research publications

Note 3: HEIs shall create a mechanism so as to ensure that each of the paper publication/thesis/dissertation by the student, faculty, researcher or staff of the HEI is checked for plagiarism at the time of forwarding/submission.

Note 4: If there is any complaint of plagiarism against the Head of an HEI, a suitable action, in line with these regulations, shall be taken by the Controlling Authority of the HEI.

Note 5: 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 Competent Authority.

Note 6: 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.

Removal of Difficulty

UGC reserves the right to remove difficulty/difficulties in the course of implementations of these Regulations in consultation with the Government of India/ Ministry of Human Resource Development.

Similarity check by using Turnitin/any other plagiarism checker

How is My Paper Checked?

➢ Papers submitted to Turnitin may be compared against billions of internet documents, archived internet data that is no longer available on the live web, a local repository of previously submitted papers, and subscription repository of periodicals, journals, and publications.

➢ The comparison document is called a Similarity Report. This document details the matching or similar text between a submission made on Turnitin and the documents the submission was compared against.

Interpreting the Similarity Report

➢ The Similarity Report icon shows a percentage and a corresponding color indicating where this percentage falls, in terms of matching content.

➢ The higher the percentage, the greater the amount of text in the submission that was highlighted as matching against information in Turnitin's repositories. The percentage range runs from 0% to 100%. The percentage is generated by the amount of similar or matching text compared to the number of words in the submission in total.

Interpreting Scores

➢ The colour of the report icon is linked to one of five tiers; this is based on the amount of matching text found by the repository comparison. The possible similarity index percentage ranges are linked to a corresponding color:

- **blue** (no matching words)
- **green** (one matching word - 24% similarity index)
- **yellow** (25-49% similarity)
- **orange** (50-74% similarity)
- **red** (75-100% similarity)

    This number is a raw amount of matching completed against the repositories selected by your instructor for the assignment the submission was made to.

Viewing Similarity Reports

Match Overview (show highest matches together): A list of all areas of the paper which have similarity to information in the Turnitin repository. Matches are colour coded and listed from highest to lowest percentage of matching word area to the submission.

All Sources:

Match Breakdown:

Direct Source Comparison:

Repository Sources

Turnitin utilizes multiple types of repository in the generation of the Similarity Reports. There are four types of repository:

➢ **internet repository** - billions of active and archived web pages from the internet. Internet sources indicate a date of download on the Turnitin Similarity Report if the match is not found on the most recent download of content from this site.

➢ **periodicals** - a repository of frequently updated content from professional journals, periodicals, and publications

➢ **student paper repository** - a repository of papers previously submitted by Turnitin users

➢ **institution paper repository** - a collection of papers submitted to the institution's repository

GIDELINES FOR FOR CONDUCTING RESEARCH RESPONSIBLY

- Keep track of your sources; print electronic sources
- Keep sources in correct context
- Plan ahead
- Don't cut and paste: File and label your sources
- Keep your own writing and your sources separate
- Keep your notes and your draft separate
- Paraphrase carefully in your notes; acknowledge your sources explicitly when paraphrasing
- Avoid reading a classmate's paper for inspiration
- Don't save your citations for later
- Quote your sources properly
- Keep a source trail

THANK YOU

People often do not believe what Scientists say