

## Plagiarism Policy of Centurion University of Technology and Management

### **Preamble:**

Ethics and honesty are the two most important components of the academic activities be it teaching or research. Teaching and research is a noble profession based on extremely high moral values. There cannot be any room for claiming the credit for the work he/she has not undertaken. Many times it is observed that some of the “academicians” knowingly or unknowingly publish or present other’s work as their own. Such acts will affect healthy academic atmosphere in the institute which will also harm the reputation of the institute as well as the individual. It is therefore important for CUTM to have in place a policy on plagiarism to avoid such type of acts.

**Definition of Plagiarism:** Plagiarism is defined as presenting another person’s work as one’s own work. Presentation includes copying or reproducing it without the acknowledgement of the source. Plagiarism involves copying of: phrases, clauses, sentences, paragraphs or longer extracts from published or unpublished work (including from the Internet) that exceeds the boundaries of the legitimate cooperation without acknowledgement of the source.

### **Types of Plagiarism:**

#### **1. Secondary sources (Inaccurate citation)**

Secondary Source Plagiarism happens when a researcher uses a secondary source like a Meta study but only cites the primary sources contained within the secondary one. Secondary source plagiarism not only fails to attribute the work of the authors of the secondary sources but also provides a false sense of the amount of review that went into the research.

#### **2. Invalid sources (Misleading citation, Fabrication, Falsification)**

Invalid Source Attribution occurs when researchers reference either an incorrect or nonexistent source. Though this may be the result of sloppy research rather than intent to deceive, it can also be an attempt to increase the list of references and hide inadequate research.

#### **3. Duplication (Self-plagiarism, Reuse)**

Duplication happens when a researcher reuses work from their own previous studies and papers without attribution. Candidate will be required to resubmit the work with proper citations. Regarding self plagiarism or reuse, a certificate has to be issued by the supervisor specifying and attaching the articles that have been published by the student from the thesis work. Only these articles should be excluded from the check. No other article of student or supervisor should not be excluded from the check. If the published

work is co-authored by the others, the researcher shall submit a consent letter from co-author(s) and publisher permitting him to use the work in his thesis.

#### **4. Paraphrasing (Plagiarism, Intellectual theft)**

Paraphrasing is taking another person's writing and changing the words, making it appear that an idea or even a piece of research is original when, in truth, it came from an uncited outside source. Paraphrasing ranges from simple rephrasing to completely rewriting content while maintaining the original idea or concept.

#### **5. Repetitive research (Self-plagiarism, Reuse)**

Repetitive Research Plagiarism is the repeating of data or text from a similar study with a similar methodology in a new study without proper attribution. This often happens when studies on a related topic are repeated with similar result but the earlier research is not cited properly.

#### **6. Replication (Author Submission Violation)**

Replication is the submission of a paper to multiple publications, resulting in the same manuscript being published more than once. This can be an ethical infraction, particularly when a researcher claims that a paper is new when it has been published elsewhere.

#### **7. Misleading attribution (Inaccurate Authorship)**

Misleading Attribution is an inaccurate or insufficient list of authors who contributed to a manuscript. This happens when authors are denied credit for partial or significant contributions made to a study, or the opposite-when authors are cited in a paper although no contributions were made.

#### **8. Unethical collaboration (Inaccurate Authorship)**

Unethical Collaboration happens when people who are working together violate a code of conduct. Using written work, outcomes and ideas that are the result of collaboration, without citing the collaborative nature of the study and participants involved, is unethical. Using others' work without proper attribution is plagiarism.

#### **9. Verbatim plagiarism (Copy-and-Paste. Intellectual Theft)**

Verbatim Plagiarism is the copying of another's words and works without providing proper attribution, indentation or quotation marks. This can take two forms. First, plagiarists may cite the source they borrowed from, but not indicate that it is a direct quote. In the second, no attribution at all is provided, essentially claiming the words of someone else to be their own.

## **10. Complete plagiarism (Intellectual Theft, Stealing)**

Complete plagiarism is an extreme scenario when a researcher takes a study, a manuscript or other work from another researcher and simply resubmits it under his/her own name

### **How to detect Plagiarism:**

It is the prime responsibility of an institute or individual to distinguish original content from plagiarized work. The detection of plagiarism is a judgment to be made by a person who understands the subject and who is also aware of the definition of plagiarism. Such person should also be aware of the tools available to detect the plagiarism. CUTM will use the best tools / software to detect plagiarism. It is at most important for an academic institute like CUTM to educate its student and teaching community about what constitutes plagiarism, how it is detected and of course the action that is going to follow if plagiarism is proved.

### **Compliance Statements:**

All students (UG, PG, Doctoral and Post Doctoral) are required to submit a signed statement that they are aware of the plagiarism policy of the University and no part of their work, be it assignment, term paper, project report, thesis or dissertation etc. is not copied in any form and it is their own creation.

### **Procedure for handling alleged Plagiarism**

#### **Procedural Fairness:**

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

- (a) Be informed of the allegations against them in sufficient detail to enable them to understand the precise nature of the allegations and to properly consider and respond;
- (b) Have a reasonable period of time within which to respond to the allegations against them;
- (c) Have the matter resolved in a timely manner;
- (d) Impartiality in any investigation process;
- (e) Absence of bias in any decision-making.

#### **Counseling:**

As the detection of plagiarism and steps to prevent it are important, equally important is to educate students and faculty members about the dangers of

plagiarism. University needs to take steps to strengthen the moral of students so that they do not take support of the unfair-means.

**Identification and Assessment of Alleged Plagiarism:**

Where an examiner detects or is made aware of alleged plagiarism by any person, the examiner must report the alleged plagiarism to the University. The University shall appoint a committee consisting of 4 experts. This committee will have Dean of the respective Institution/college/ school /department as Convener, one senior Professor from the concerned department (other than the guide), one professor from other department and Librarian as members. The committee shall check first for plagiarism; if it is, then whether it is negligent or dishonest type and what the degree of plagiarism is. After scrutiny, the committee will submit its recommendations to the office of the Controller of Examination. The committee of experts will use the best possible software provided by UGC or National Knowledge Commission for detecting the plagiarism.

**Guidelines for action:**

This committee will submit its report and also its recommendation to the Controller of Examinations. In consultation with the Vice Chancellor of the University, the Controller of Examinations takes appropriate action based on the level of plagiarism and the recommendations of the committee.

Depending on the severity of plagiarism the punishment could be:

1. Fine or warning
2. Rustication for limited period or permanent
3. Withdrawal of degree

The action taken on the act of plagiarism will be ratified in the meetings of the Academic Council and the Management Council.