

NOTIFICATION NO. KU/POL./2020/003

Date: 27th March 2020

**Subject: Karnavati University – Academic Integrity Policy
(Issue 01 Revision 00)**

Karnavati University hereby notifies ‘Academic Integrity Policy’ as appended herewith. This policy shall apply to the employees and students of the university who are engaged in performing and conducting any kind of research work. This policy also identifies the responsibility of various stakeholders in maintaining academic integrity and provides the procedure for the investigation of academic misconduct.

This Policy comes into immediate effect.


Tariq Ali Saied
Registrar





Academic Integrity Policy

Policy Title	Academic Integrity Policy
Key Stakeholders	Teaching employees, Non- Teaching employees, students
Approved on	27 th March 2020
Date Effective	28 th March 2020
Next Version	
Relevant Policies	Employee Code of Conduct
Relevant Committees	Institutional disciplinary Committee University disciplinary committee.
Related guidelines	UGC (Promotion of Academic Integrity and Prevention of Plagiarism in HEI) Regulations 2018. CSIR Guidelines for Ethics in Research and in Governance. (2020, February). Council for Science and Industrial Research.

Preamble

Karnavati University believes that academic integrity is of paramount importance for the healthy teaching and research environment and is committed to safeguard the academic integrity by promoting the high standard of ethical code and academic honesty. With the object of ensuring academic integrity by spreading awareness, identifying and eliminating the academic dishonesty, Karnavati University frames this Policy.

1. Short title and Application

This policy shall be called “*Academic Integrity Policy*”. This policy shall apply to the employees and students of the university who are engaged in performing and conducting any kind of research work.

2. Objective

The objective of this policy is -

- i. To minimise the instances of academic dishonesty and misconduct by providing detailed information as to what constitutes the academic dishonesty/misconduct.
- ii. Identify the responsibility of various stakeholders in maintaining the academic integrity and provide the procedure for the investigation of academic misconduct

3. Definitions

- i. “**Academic Dishonesty**”, shall mean academic advantage by unfair means, which may include but is not limited to, plagiarism, fabrication, falsification, fraud, inappropriate authorship, collusion and withholding data.

- ii. **“Academic Integrity”**, shall mean intellectual honesty in proposing, performing and reporting any exertion, which may lead to the creation of intellectual property.
- iii. **“Author”**, shall mean a student, researcher and/or employee of university who claims to be the creator of the work.
- iv. **“Collusion”** shall mean use of others' work without adequately acknowledging the author but with the full knowledge and consent of the author.
- v. **“Common Knowledge”**, shall mean a fact, quote, figure or any other information which is well known in the public domain.
- vi. **“Date of benefit”**, shall mean the date on which the credit was made under the provisions pertaining to the incentives under the *Employee Pay Policy* against the publication of the employee.
- vii. **“Institutional Disciplinary committee”** shall mean the body constituted at the institution level, to investigate the allegations of academic dishonesty.
- viii. **“Fabrication”** shall mean Fabrication of data implied, the construction or making up of data.
- ix. **“Falsification”** shall mean misrepresentation, suppression, or addition of data in any form.
- x. **“Information”**, shall include the data, message, text, images, sound, voice, code, computer, programs, software and databases or microfilm or computer generated microfiche.
- xi. **“Plagiarism”**, shall mean presentation of someone’s idea, findings or work as one’s own, intentionally or unintentionally without acknowledgement of the original source.
- xii. **“Program”**, shall mean a program which would result in the award of a master's degree or in the award of a research degree.

- xiii. **“Researcher”**, is a person, who is conducting academic or scientific research.
- xiv. **“Script”**, shall include research paper, thesis, dissertation, chapter in edited book, book or any other work of similar nature, submitted for assessment which will lead towards an award of Master’s degree or research level degree or publication in print or in digital form by students or employees.
- xv. **“Employee”**, shall include teaching and non- teaching employees.
- xvi. **“Student”**, shall include all persons duly enrolled and pursuing a program of study including the research program in any mode (Full-time and part-time).
- xvii. **“University”** shall mean Karnavati University.

4. Responsibilities of University - To foster academic integrity and maintain the ethical culture in research, the university shall:

- i. Create awareness about Academic Integrity, as to what constitutes plagiarism and other academic misconduct by conducting sensitization programs.
- ii. To orient students about how to avoid academic misconduct by teaching and guiding them about referencing through relevant workshops or other learning tools.
- iii. To make available on the website policies, procedures aimed at informing the students of their rights and responsibilities with regard to academic integrity.
- iv. Ensure that the employee adhere to the declared policy, while taking action in relation to matters of academic dishonesty and apply the declared policies.
- v. Ensure that students and employees are following the referencing and other policies regarding academic integrity.

- vi. Including the cardinal principle of academic integrity in the curricula of undergraduate/ postgraduate/ master's degree etc. as a compulsory course work/ module.
- vii. Include the course/ module of research publication and ethics as a compulsory course for master's and research students.
- viii. Provide Training to the employees and students, for using the plagiarism detection tools and reference management tools.
- ix. Encourage the employees and students to register on the international researcher's registry system.

5. Responsibilities of Students and Employees - In accordance with the code of conduct, students and Employees are expected to:

- i. Utilize the resources provided by the universities to maintain the academic integrity, including the use of plagiarism detection software;
- ii. Ensure they are following the academic integrity policies and practices to avoid the academic dishonesty;
- iii. Learn, apply and use the proper referencing styles adopted by the University/Institute;
- iv. Ensure that proper acknowledgement is given to the original work and it is cited in a proper manner while submitting any research work;
- v. Unless permitted by the university they shall not work independently on the research work.

6. Responsibility of the Constituent institute/ department for curbing the plagiarism

- i. The constituent institute/ Departments of the university shall install and implement the technology based mechanism such as plagiarism detection software, to ensure that all the documents which may result in award of

Master's and Research Degree are free from the plagiarism at the time of submission.

- ii. Constituent Institutes/Department shall ensure that such software is available to all the concerned persons, including students, researchers, teaching and non-teaching employees who are engaged in the research work.
- iii. Constituent Institutes/Department shall ensure that all the research orientated documents such as thesis, dissertation and any other similar work are submitted along with an undertaking which shall indicate that the document is the original work of the concerned person and is plagiarism free (Annexure A).
- iv. The above mentioned undertaking shall also state that the document has been duly checked through the plagiarism detection software approved by the Karnavati University (Annexure B)
- v. At the time of submission of a research document, along with the undertaking by the researcher, a certificate by the supervisor/ guide stating that the research work done by the researcher is plagiarism free shall be submitted.

7. Text that shall be excluded while checking the Plagiarism - the constituent institute/ department, while running the research work through the plagiarism detection software shall exclude the following text from the purview of similarity check:

- i. All the work that is quoted and is reproduced after seeking the prior permission/ or attribution of the original work.
- ii. The references, bibliography, table of content, preface and acknowledgements.
- iii. All the generic terms, laws, standard symbols and equations.

8. Level of Plagiarism and the penalty in case submitted research work will result in the award of Master's or research Degree

- i. Level 0: Similarities up to 10% - this shall be considered as minor similarities and no penalty shall be imposed.
- ii. Level 1: Similarities above 10% to 40% - students shall be given a maximum of 6 month to submit a revised script.
- iii. Level 2: Similarities above 40% to 60% - the student shall be debarred for a year from submitting revised script.
- iv. Level 3: Similarities above 60% - the registration of students for the program/course shall be cancelled.
- v. In case of repeated plagiarism, a student shall be punished for the plagiarism of one level higher than the previous level committed by him/her and in case the highest level of plagiarism is committed then the punishment for the same shall be operative.
- vi. If the plagiarism is proved after the degree has been awarded then such degree shall be put in the abeyance for the period recommended by the Disciplinary committee and approved by the Academic Council.

9. Level of Plagiarism and the penalty in Academic and Research Publications

- i. Level 0: Similarities up to 10% - this shall be considered as minor similarities and no penalty shall be imposed.
- ii. Level 1: Similarities above 10% to 40% - the script shall be asked to withdraw.
- iii. Level 2: Similarities above 40% to 60% - the script shall be asked to be withdrawn. The annual increment shall be denied. For the period of two years the concerned person/s shall not be allowed to be a supervisor to any new master's student and Ph.D. scholar.
- iv. Level 3: Similarities above 60% - the manuscript shall be asked to be withdrawn. The annual increments for two successive years shall be denied.

For the period of three years the concerned person/s shall not be allowed to be a supervisor to any new master's student and Ph.D. scholar.

- v. In case of repeated plagiarism, the script shall be asked to be withdrawn and punishment for the plagiarism of one level higher than the previous level committed by him/her and in case highest level (level 3) of plagiarism is committed than the punishment for the same shall be operative and the disciplinary action including the suspension/ termination may be taken.
- vi. If the plagiarism is proved after the date of benefit or credit, it shall be put in the abeyance for the period recommended by the Institutional Disciplinary committee and approved by the Vice-Chancellor (Provost).

10.Detection and Reporting of Academic Dishonesty (Plagiarism)

- i. The University shall use the technical mechanism (plagiarism detection software) for assessment of any research oriented document which may result in award of Master's Degree or Research Degree, or may result in publication either printed/or electronic form or both.
- ii. The access to such software shall be provided to all the teaching and library employees who are engaged in such research work assessment.
- iii. Any member of the academic community, university employee including teaching and non-teaching, who suspects plagiarism, with appropriate proof shall report it to the Institutional Disciplinary Committee or University Disciplinary Committee, whichever is applicable.
- iv. The relevant committee, upon receipt of such allegations shall investigate the matter.
- v. The policy of the university which is in accordance with the rules of the regulatory body and is subject to periodic amendment shall be followed while identifying and determining the level of plagiarism.

- vi. Institutional Disciplinary Committee after the investigation shall submit the report along with the recommendations on the penalty to the University level disciplinary committee within 45 (forty five) days.
- vii. University Disciplinary Committee shall consider/ review (if applicable) the report and forward the same to the Vice Chancellor (Provost) within 45 (forty five) days from the date of receiving such report.
- viii. The Academic Council/ Vice Chancellor (Provost) shall take appropriate action in the cases of plagiarism as per the recommendation of the University Disciplinary Committee.

11. Detection and reporting of Academic Dishonesty other than Plagiarism - Along with Plagiarism any other form of academic dishonesty defined under the definition clause of this policy or otherwise, shall also be dealt by the University:

- i. If any member of the Academic community, or student, suspects academic dishonesty, with the relevant proof shall report the matter to the Dean/Director who shall refer the same to the Institutional Disciplinary Committee, who shall investigate and submit the report as per the procedure prescribed for the plagiarism.
- ii. University Disciplinary Committee shall consider the complaints from departments (non-teaching) at the university level and also review (if applicable) the report from the Institutional Disciplinary Committee and forward the same to the Vice Chancellor (Provost) within 45 (forty five) days.
- iii. The Academic Council/ Vice Chancellor (Provost) shall take appropriate action in the cases of plagiarism as per the recommendation of the University Disciplinary Committee.

12. Record of Academic Dishonesty

The University shall maintain the record of alleged plagiarism/ dishonesty, the record must include all communication in reference with the matter including warning, outcome (if any) and any documentary evidence.

13. Confidentiality

All the documents related to the academic dishonesty/misconduct (alleged/ confirms) considered under this policy herein shall be kept confidential. The document can only be accessed by the authorised University employee, and shall not be considered a public document.

Annexure -A
STUDENT UNDERTAKING FOR PROJECT
REPORT/DISSERTATION/THESIS/RESEARCH WORK

Title of Project Report/Dissertation/thesis/ research work

I understand what plagiarism is and am aware of the University's policy in this regard.

I declare that:

- a. The work submitted by me in partial fulfilment of the requirement for the award of Degree Assessment in this writing is my own; it has not previously been presented for another assessment.
- b. I declare that this writing is my original work. Wherever work from other sources has been used, all debts (for words, data, arguments and ideas) have been appropriately acknowledged and referenced in accordance with the requirements of university regulations and Guidelines.
- c. I have not used work previously produced by another student or any other person to submit it as my own.
- d. I have not permitted, and will not permit, anybody to copy my work with the purpose of passing it off as his or her own work.
- e. The work conforms to the guidelines for layout, content and style as set out in the university Regulations and Guidelines.

Date:

Name:

Enrolment number:

Course:

Institute:

(Signature)

Annexure-B

CERTIFICATE BY SUPERVISOR/GUIDE

Name of Supervisor/Guide:

Date:

Designation:

Institute:

I _____, Supervisor/ Guide of _____, hereby certify that:

- a. _____ Enrolment No. _____, Student of _____ year _____ at Karnavati University has completed the Project Report/Dissertation/thesis on _____ during _____ (semester) under my supervision.
- b. The presented work embodies original research work carried out by the student as per the guidelines given in University Regulations.
- c. The Research and writing embodied in the work are those of the candidate except where due reference is made in the text.
- d. I am satisfied that the work submitted by the student is prima facie worthy of examination both in terms of its content and its technical presentations relative to the standards recognized by the university as appropriate for examination.
- e. I certify that in accordance with _____ (regulator) guidelines, the report does not exceed the prescribed maximum word limit; or Prior approval has been sought to go beyond the word limit.
- f. Wherever work from other sources has been used, all debts (for words, data, arguments and ideas) have been appropriately acknowledged and referenced in accordance with the requirements of _____ Regulations and Guidelines.
- g. This work has been duly checked for plagiarism using the software approved by the university and is not plagiarised.

Signature