



**FROM THE OFFICE OF REGISTRAR
NOTIFICATION**

SUBJECT: PLAGIARISM POLICY FOR UNDER GRADUATE PROGRAMS (SESSION 2022).

The Plagiarism Policy of the University for Under-Graduate programs is notified as under:

Definition:

Plagiarism is a violation of academic, scientific and professional ethics that involves copying someone else's intellectual work for any reason without giving them the proper credit for it. During the entire college program, if the student passes someone else's idea as their own work without citing the original source and attributing the original author, then it is plagiarism and is a serious offence that will not go unpunished.

Ethics of Plagiarism

When a student fails to acknowledge the contributions of others in their work, they are essentially appropriating their work, which raises major ethical and academic concerns. Plagiarism is essentially the same as theft or stealing, with the exception that the object being taken is someone else's creative or intellectual property rather than a tangible object.

A student is in violation of ethical standards whether they plagiarise someone else's work in its whole or only their ideas without giving due credit.

When a student uses information or concepts from another person, they are required to cite their source in a way that makes it possible for other people—like the instructor—to access those works again. Correct citations guarantee that original idea are given due credit to their creators, who merit appreciation for the time and effort they invested in studying and coming up with the concepts.

Why Is Plagiarising Wrong?

Any creative or published work can be plagiarised, including:

- Digital content is available on websites, blogs or even social media posts.
- Visual or graphic content such as web designs, drawings, designs, paintings, branding or photography.

- Published works from newspaper columns, magazine articles, or books.

Stealing or passing someone else's intellectual property and claiming it as one's own is wrong. Because of the damage, it causes to the original author. Sometimes, awards are given to students as academic honours when they belong to the creator. This degrades, dilutes, and taints the work of the original creator because a student is sharing and claiming to be the author of a fake or inferior version.

Remember that plagiarism is a much worse offence than copyright infringement. The majority of individuals are aware that stealing is wrong and extremely foolish. It is becoming less and less likely to get away with this intellectual theft in today's digital environment.

Forms of Plagiarism

It's vital to remember that plagiarism encompasses the unauthorised use of any kind of prior work. There is a citation for everything, including summarising, paraphrasing, and direct quotations; if a student fails to apply it, they are plagiarising. Several types of plagiarism include:

a) Direct Plagiarism

Direct plagiarism occurs when a student fully ignores the requirement to annotate their work in a way that indicates the content was taken from an outside source. Keep in mind that even if they are merely taking an idea, they still need to cite their sources. Any kind of original thought that isn't just common sense must be plagiarised.

b) Self-Plagiarism

Self-plagiarism occurs when a student uses previously written material that they have authored without mentioning it in work that is supposed to be unique. The student's failure to finish the work as directed is a major academic problem at the university. A student must cite their earlier works, just like they should with other people if they choose to incorporate them into a new piece of writing.

c) Inaccurate Authorship

When student cites sources, but incorrectly, they attribute the work to a different author than the one who wrote it in such cases it is said that they have engaged in inaccurate authorship. Listing the information inaccurately may be done purposefully or unintentionally, in order to avoid giving credit to someone whose work they don't want to acknowledge or to make it impossible for the teacher to locate the right source in the future.

d) Patchwork Plagiarism

Patchwork plagiarism occurs when a student assembles fragments from other writers' works and rearranges them so that it is difficult to identify the original source of the content. In this instance, students are still plagiarising the works of other authors rather than producing any unique work of their own.

e) Accidental Plagiarism

When a student plagiarises unintentionally, it is called accidental plagiarism. This includes minor careless errors like incorrect paraphrasing or failing to use quotation marks when using a straight quote. Even though they may have made an effort to avoid plagiarism, it is still considered stealing from the original author and can have repercussions.

Consequences of Plagiarism

Penalties in the cases of plagiarism shall be imposed only after breach of plagiarism policy 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 of Plagiarism

1. **Level 0: Similarities up to 30%**
 - i. Minor similarities, evaluated as per Rubrics and no penalty.
2. **Level 1: Similarities between 30% - 40%**
 - i. Such student shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.
3. **Level 2: Similarities between 40% - 60%**
 - i. Such student shall be debarred from submitting a revised script for a period of 6 months.
4. **Level 3: Similarities above 60%**
 - i. Such student shall be asked to withdraw document. Case will be Considered for misconduct.

Actions by the Supervisor

1. In any case of plagiarism of levels 0, the supervisor may deduct marks for plagiarism as per the evaluation RUBRICS for the work dishonestly done, resulting in a lowering of the student's course grade or in case of severe levels of plagiarism choose to turn the case over to the Departmental Academic Integrity panel (DAIP).
2. In case of the reduced marks for plagiarism as per the evaluation RUBRIC, the student has the right to appeal the supervisor's decision to the Departmental Academic

Integrity panel (DAIP). The supervisor should inform the student of this right of appeal at the time of evaluation.

3. In all instances, the supervisor shall record the plagiarised document and plagiarism report along with the action taken and submit a brief written report of the case to the student and Head of department. In case a serious penalty is levied that leads to the course grade (F, D, or D+), a copy of the report shall also be submitted to the Dean of academics and Dean of examination. These reports will be kept on file until the student graduates.

Bringing a Case to the Departmental Academic Integrity panel (DAIP).

1. If a supervisor feels that case is serious enough to warrant penalty beyond deduction of marks, shall bring the case to the Departmental Academic Integrity panel (DAIP). While forwarding the case to the Committee, the supervisor shall share the action report and related proofs to aid the panel in judging what further penalty, if any, is appropriate.
2. If a student accused of breach of plagiarism policy feels that a supervisor has been unfair or has imposed a penalty too severe, the student may appeal to the Departmental Academic Integrity panel (DAIP).
3. If the DAIP finds a student involved in severe levels of plagiarism (level 1 or level 2), the DAIP may grant extension to the student to remove plagiarised material and resubmit the document. In case of absolute level of plagiarism (level 3), DAIP may bring the case to the Institutional Academic Integrity panel (IAIP).
4. If the Head of Department finds a student involved in more than one instance of breach of plagiarism policy, the HoD may bring the case to the Institutional Academic Integrity panel (IAIP).

Institutional Academic Integrity panel (IAIP).

Types of Cases Heard by the Panel

1. A student may appeal a ruling by the Departmental Academic Integrity panel (DAIP).
2. Departmental Academic Integrity panel (DAIP) or Head of the department may bring a case against a student.

Constitution of the Institutional Academic Integrity panel (IAIP).


1. The university shall notify a IAIP whose composition shall be as given below:
 - a. Chairman — Pro-Vice Chancellor/Dean Academic Affairs/Dean Research of the university
 - b. Member - Senior Academician other than Chairman, to be nominated by the Vice Chancellor of the university,

- c. Member - One member nominated by the Vice Chancellor of university from outside the Chandigarh University,
- d. Member - A person well versed with anti-plagiarism tools, to be nominated by the Vice Chancellor,

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).

2. The IAIP shall have the power to review the recommendations of DAIP including penalties with due justification.
3. The IAIP shall send the report after investigation and the recommendation on penalties to be imposed to the Head of the Department within a period of 43 days from the date of initiation of the Proceedings.
4. The IAIP shall provide a copy of the report to the person(s) against whom inquiry report is submitted.


REGISTRAR

Registrar 
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Cc: Copy of the above is forwarded to the following for information and necessary action:

1. All Principals/Heads of University Teaching Departments
2. All the Deans/Executive Directors/Directors
3. All Branch Officers
4. OSDs/PA to Pro-Chancellor, Vice-Chancellor and Pro Vice-Chancellor *(for kind information of the Pro-Chancellor, Vice Chancellor and Pro Vice-Chancellor)*