



# LEARNER PLAGIARISM POLICY

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### **INTRODUCTION**

Britts Imperial University College expects all its learners to follow ethical decorum while producing academic works and to maintain the originality of thought in their assessed submissions.

The learners must ensure that the thoughts/ideas/arguments presented by them are truthfully their own and if inspired/taken from another writer/ document/work/sources, it shall be duly acknowledged through appropriate citation and referencing.

This plagiarism policy and its guidelines apply to all forms of submissions for assessment, to be made by the learners during their program, for academic purposes. This will include both the internal and external assessment assignments, thesis, dissertation, research paper, and other similar works, as given by the professors.

### **DEFINING THE ACT OF PLAGIARISM**

Plagiarism is a serious offense. Thus, unambiguously defining the term becomes necessary to avoid any disguised and/or accidental offense. Plagiarism can broadly be understood as an act of claiming/presenting other's work as one's own, without appropriate acknowledgment and reference.

Similarly, according to the Merriam Webster OnLine Dictionary, an act of plagiarism constitutes (either one or all of) the following: to steal and pass off (the ideas or words of another) as one's own to use (another's production) without crediting the source to commit literary theft to present as new and original an idea or product derived from an existing source "We, at Britts Imperial University College, consider plagiarism to be a severe academic offense that would be put under scrutiny by the institution and its specialized panel/committee. We consider the following to constitute an act of plagiarism..."

## Unfair Academic Misconduct Liable to Scrutiny

Following is the list of actions/scenarios that will be considered as a part of academic misconduct.

- The act of quoting and/or paraphrasing the work of another person (s) without due acknowledgment and citation/reference in a proper format. (Note: The university recognizes the APA format (or mention the one that Britts Imperial University College follows) of referencing and citation for academic purposes. Hence, the learners are required to follow the same format in their documents.)
- Copying/claiming the work of another person as one's own, with or without their permission.
- Misquoting/fabricating/falsifying the work of other people.
- Indulging in cheating/copying from various sources during examination and submissions.
- Giving or asking for assistance of any kind from other learners during examinations and submissions, when specified that the task in hand is to be performed individually.
- Trying to contact any student/faculty during the examination for assistance.
- Smuggling in/out the question paper/answer-sheet/or any other examination-related module during the examination.
- Any other action/offense amounting to disrupting the smooth functioning of examination and other assessment procedures.
- Re-submitting a document/portion of a document that has been previously submitted by the same student/or another student, by paraphrasing the content.

### Tool for Plagiarism Check:

Britts Imperial University College uses a digital platform – Turnitin software – for checking plagiarism in academic documents.

The learners can submit their documents, either in a word file or pdf format, to either the Turnitin mail id or upload their documents on the student online learning platform of the Institute: <https://brittsimperial.com/>).

### Permissible Limit of Plagiarism:

Britts Imperial University College has set the permissible limit of plagiarism in academic documents at 20 percent. The learners must comply with this limit for their submissions to be considered for grading and assessment.

## **Exclusions from Plagiarism**

The check for plagiarism shall exclude the following while producing the similarity report:

- Text within single and double inverted commas.
- All quoted work reproduced with all necessary permission and/or attribution.
- All references, bibliography, table of content, preface, and acknowledgments.
- All generic terms, laws, standard symbols, and standards equations.

## **Accidental Plagiarism**

Accidental plagiarism is identified as a situation where the similarity index on a plagiarism report happens to show a high level of plagiarism, but the student has not committed such misconduct. Such an accident may arise due to malfunctioning on part of the plagiarism checking platform due to wrong settings, inaccurate instructions set in the tool, a lapse in the submission of the document, or other technical faults/glitches. This could also arise when a student re-submits his/her document, after correction as instructed by the faculty, or after correcting the citations/references/ bibliography but the plagiarism checking platform re-assesses the document as a new submission.

In case of such accidental plagiarism, the student must immediately inform the faculty in charge of the submission and request for a review of the situation by the panel/committee. During this process, the student shall present evidence for originality in his/her work and cooperate with the panel/committee members.

After the review by the panel/committee, the student's case will be accepted and his/her assessment will be done accordingly, provided it is proved that it was a case of accidental plagiarism.

## **Levels of Plagiarism & Penalty:**

The offense of plagiarism shall be judged and scrutinized according to the different levels of plagiarism shown in the similarity report. These levels are presented in ascending order, as parallel to the increasing level of punishment. In case of student(s) found guilty of plagiarising, the action against the student(s) may be decided based on the severity of plagiarism

### ❖ Level 0: Similarities from 0% to 20%

Similarity below or up to 20% is permissible by Britts Imperial University College, thus, no penalty will be applied. However, the learners are encouraged to aim for lower levels of similarity and can resubmit in the same regard.

- ❖ Level 1: Similarities from 20% to 25%

This level crosses the permissible limit and hence, the learners would have to withdraw their submission, correct it, and then resubmit. Late submission will lead to a reduction in marks.
- ❖ Level 2: Similarities from 25% to 35%

This level is way beyond the permissible limit and hence, it accounts for a penalty. This would include cancellation of the submission made by the student(s), one grade reduction in the final scoring, and compulsory resubmission after corrections.
- ❖ Level 3: Similarities from 35% to 45%

This level of plagiarism is not accepted by Britts Imperial University College. Such submission will be rejected by the faculty. Student(s) getting this level of similarity index shall redo their assignment(s) and submit it again for evaluation. Two grade points shall be deducted from the final scoring.
- ❖ Level 4: Similarities above 45%

Such a high level of similarity calls for immediate cancellation of the submitted paper/assignment/document and scrutiny in the matter by the specialized panel/committee set up for this purpose. Strict action will be taken against the student(s) that may include withdrawing the permission to publish and work for a minimum period of 4 months.

### **Panel/Committee Structure:**

A panel/committee is constituted to look into the matters that would require official scrutiny. The essential purpose of this team is to ensure fairness and justice in the procedures of investigating cases of misconduct committed by the learners. This will be done at two levels; first, to ensure that proper measures are taken to prevent similar instances from happening again, and at the same time, to ensure that no student is put to penalty unlawfully. The structure of this special panel/committee is as follows:

- Chairman – the Dean of the University
- Investigation panel – senior faculty members including Head of Department, research guides, Head Librarian, and other senior academicians.
- Committee members – Librarians and the faculty in charge who use or are well versed with the anti-plagiarism tools used by Britts Imperial University College.

This Committee shall become active whenever any case arises that requires their intervention and investigation. At the same time, any student can approach the Committee, if need be, to clear any misunderstanding or to report any misconduct, by writing a mail to the investigation panel at ([gladwyn.victor@nationalacademy.edu.in](mailto:gladwyn.victor@nationalacademy.edu.in)).