

**Regulations on Promotion of Academic Integrity & Prevention of Plagiarism  
BML Munjal University, Gurgaon**

**1. Short Title and Commencement:**

- (a) These Regulations may be called "Promotion of Academic Integrity & Prevention of Plagiarism" of the BML Munjal University.
- (b) These Regulations shall apply to all students, researchers, faculty & staff members of the BML Munjal University.
- (c) These Regulations shall be a key element in maintaining a culture of academic honesty and integrity as well as preventing acts of plagiarism.
- (d) These Regulations shall come into force with effect from the date of approval by the Board of Management.

**2. Definitions:**

- (a) **"Academic Integrity"** Academic integrity is essential to the foundation and ongoing viability of an academic community, including managers researchers, teachers and students. It is the intellectual honesty in proposing, performing and reporting any activity, which leads to the creation of intellectual property;
- (b) **"Author"** includes a student or a faculty or a researcher or staff of University who claims to be the creator of the work under consideration;
- (c) **"School Academic Integrity Panel (SAIP)"** shall mean the body constituted at the School level to investigate allegations of plagiarism;
- (d) **"Faculty"** refers to a person who is teaching and/or guiding students enrolled in the University with any capacity whatsoever i.e. regular, ad-hoc, guest, temporary, visiting etc;
- (e) **"Information"** includes any entity or form that provides the answer to a question of some kind or resolves uncertainty. It is thus related to data and knowledge, as data represents values attributed to parameters, and knowledge signifies understanding of real things or abstract concepts;
- (f) **"University Academic Integrity Panel (UAIP)"** shall mean the body constituted at University level to consider recommendations of the school 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;
- (g) **"Plagiarism"** means academic dishonesty and a breach of journalistic ethics;
- (h) **"Programme"** means a programme of study leading to the award of a masters and research level degree;
- (i) **"Researcher"** refers to a person conducting academic / scientific research in the University;
- (j) **"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 the University;





- (k) **"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.
- (l) **"Staff"** refers to all non-teaching staff working in the University in any capacity whatsoever i.e. regular, temporary, contractual, outsourced etc.
- (m) **"Student"** means a student who is enrolled in the University and pursuing a programme of study including a research programme in any mode of study;
- (n) **"University"** means the BML Munjal University (BMU);
- (o) **"Vice Chancellor"** means the Vice Chancellor of the University;
- (p) **"Dean"** means the Dean of the Faculty / School of the University;
- (q) **"School"** means the School of Engineering & Technology, School of Management of BML Munjal University;

### 3. Introduction:

The academic culture at BML Munjal University has academic integrity as one of its core values and expects all the members of the teaching and student fraternity to uphold these values of honesty and trust, at all times in everything they do. Academic integrity and honesty is very significant because its absence from an institution leads to distorted teaching and learning environment and thus the academic quality in the University is seriously jeopardized. Students are encouraged to submit original work expressing their own thoughts and ideas in the topic. Copying and pasting the text from various sources, presenting arguments that blend one's own ideas and significantly copying from other sources without acknowledgment and paraphrasing another person's work - is an academic theft and if one doesn't provide source of original author, it is like stealing his/her ideas and passing them as your own. This is an academic offence and completely unacceptable.

### 4. Preventing Plagiarism:

In the context of plagiarism, the focus in the university is to prevent plagiarism. In this regard, emphasis is being laid on following three areas:

- Sensitizing the students by sharing the significance of original writing and reasons why they should not copy
- Holding workshops on how to reference and avoid plagiarism
- Making students aware of the plagiarism policy in the University and the penalties that could be applied
- Carefully designing the assessments such that it reduces the potential plagiarism in the submissions

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.





## **5. Academic Integrity Panel:**

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 School Academic Integrity Panel (SAIP). Upon receipt of such a complaint or allegation the SAIP shall investigate the matter and submit its recommendations to the University Academic Integrity Panel (UAIP).

### **5.1 School Academic Integrity Panel (SAIP):**

**5.1.1** All Schools in the University shall notify a SAIP whose composition shall be as given below:

- a. Chairman – Head of the Department.
- b. Member - Senior academician from outside the School, to be nominated by the Vice Chancellor.
- c. Member - A person well versed with anti-plagiarism tools, to be nominated by the Dean of School.

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

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

**5.1.3** The SAIP shall have the power to assess the level of plagiarism and recommend penalty(ies) accordingly.

**5.1.4** The SAIP 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.

### **5.2 University Academic Integrity Panel (UAIP):**

**5.2.1.** The University shall notify a IAIP whose composition shall be as given below:

- a. Chairman – Pro-Vice Chancellor/Dean/ Sr Academician of the University.
- b. Member - Senior Academician other than Chairman, to be nominated by the Vice Chancellor.
- c. Member - One member nominated by the Vice Chancellor from outside the University.
- d. Member- A person well versed with anti-plagiarism tools, to be nominated by the Vice Chancellor.

The Chairman of SAIP and UAIP 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).

**5.2.2** The UAIP shall consider the recommendations of SAIP.

**5.2.3** The UAIP shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.





**5.2.4** The UAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff of University.

**5.2.5** The UAIP shall have the power to review the recommendations of SAIP including penalties with due justification.

**5.2.6** The UAIP shall send the report after investigation and the recommendation on penalties to be imposed to the Vice Chancellor within a period of 45 days from the date of receipt of recommendation of SAIP/complaint/ initiation of the proceedings.

**5.2.7** The UAIP shall provide a copy of the report to the person(s) against whom inquiry report is submitted.

#### **6. Levels of Plagiarism:**

- Level 0: Similarities up to 10%
- Level 1: Similarities above 10% to 40%
- Level 2: Similarities above 40% to 60%
- Level 3: Similarities above 60%

#### **7. Penalties for Thesis and Dissertations:**

University Academic Integrity Panel (UAIP) shall impose penalty considering the severity of the Plagiarism.

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

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

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

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

**7.5** 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.

**7.6** 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.

#### **8. Penalties in case of plagiarism in Academic and Research Publications**

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





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

**8.3 Level 2:** Similarities above 40% to 60%

**8.3.1** Shall be asked to withdraw manuscript.

**8.3.2** Shall be denied a right to one annual increment.

**8.3.3** 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.

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

**8.4.1** Shall be asked to withdraw manuscript.

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

**8.4.3** 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.

**8.5** 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 University.

**8.6** 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 Vice Chancellor.

**8.7** The University shall create a mechanism to ensure that each of the paper publication/thesis/dissertation by the student, faculty, researcher or staff of the University is checked for plagiarism at the time of forwarding/submission.

**8.8** If there is any complaint of plagiarism against the Vice Chancellor, a suitable action, in line with these regulations, shall be taken by the Controlling Authority of the University.

**8.9** If there is any complaint of plagiarism against the Dean/Other Authorities/ Officers of the University, a suitable action, in line with these regulations, shall be recommended by the UAIP and approved by the Competent / Controlling Authority of the University and suitable action, in line with these regulations, shall be taken by the Controlling Authority of the University.

**8.10** If there is any complaint of plagiarism against any member of SAIP or UAIP, then such member shall excuse himself / herself from the meeting(s) where his/her case is being discussed/investigated.



## **9. Detecting Plagiarism**

Though, the students/Faculty & Staff Members/Researchers are not expected to cheat, but to protect University's academic reputation and credibility, all the submissions will be run through Turnitin by the program managers and the reports will be shared with the course instructors. The primary responsibility for detecting plagiarism rests with the course instructor. The University will also designate a member of staff who shall take the responsibility of Investigating Officer.

If any member of the Academic Community/Investigating Officer suspects with appropriate proof that a case of plagiarism has happened in any document, he or she shall report it to the School Academic Integrity Panel (SAIP). Upon receipt of such a complaint or allegation the SAIP shall investigate the matter and submit its recommendations to the University Academic Integrity Panel (UAIP) for final decision.

If a student/Faculty/Staff Member/Researcher is found to have deliberately plagiarised or colluded the penalties are severe and can include failure of a subject or exclusion from the University. The University provides extensive resources and educates students about academic integrity so that students are aware of what constitutes plagiarism and collusion, and the consequences of those practices.

## **10. Appeals Against Allegations of Academic Misconduct/ Plagiarism**

Appeals to the UAIP arising from a finding of academic misconduct/ Plagiarism must be based on one or more of the following grounds:

**10.1** A procedural irregularity has occurred (which may include that the student/faculty/staff/researcher has not received a fair hearing in all the circumstances).

**10.2** There is new information that could not reasonably have been provided at the time of the original decision, and that would probably have affected the decision, or any penalty imposed.

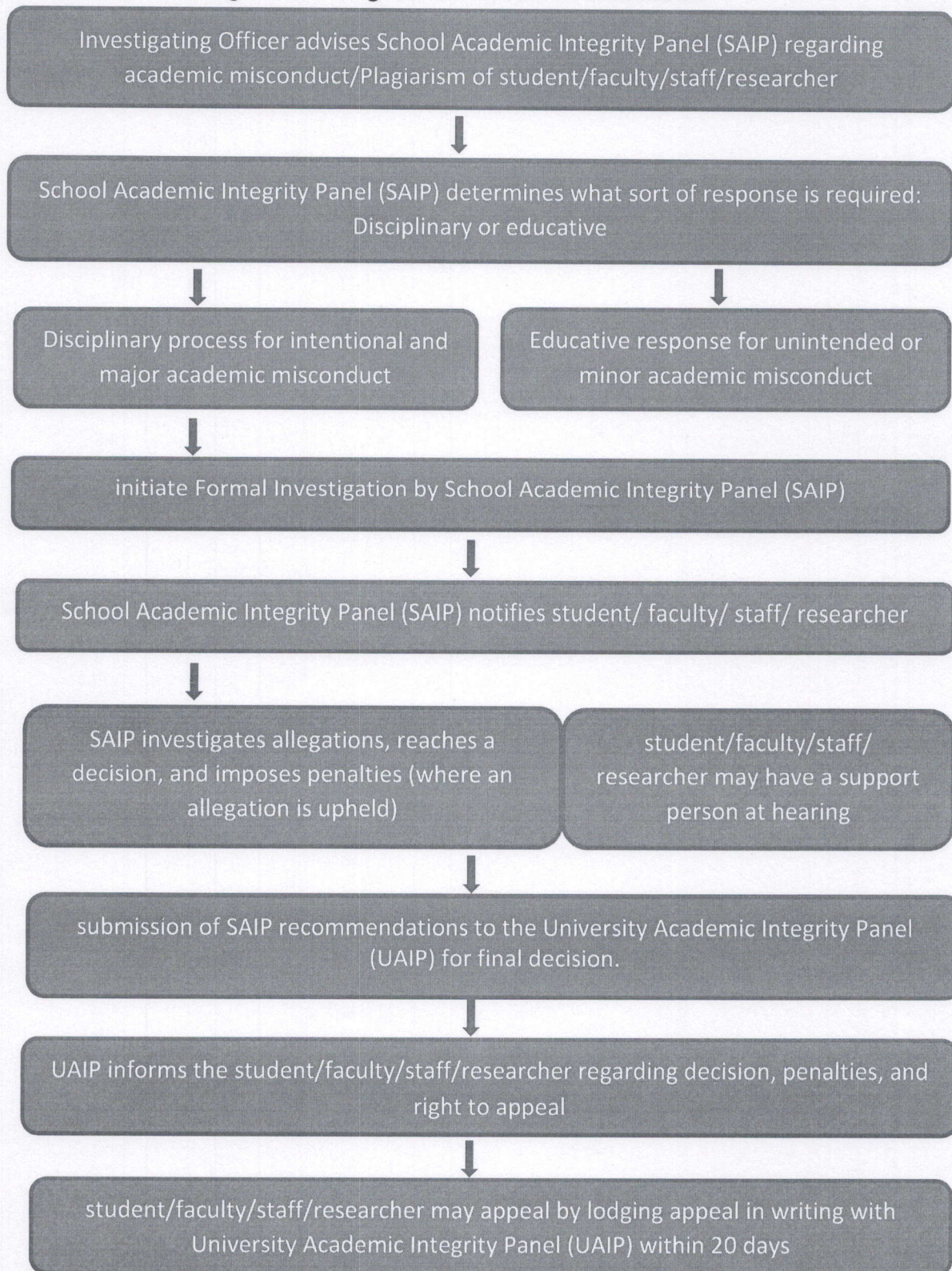
**10.3** The decision was manifestly wrong.

**10.4** The penalty imposed was manifestly excessive, inappropriate or not available in the circumstances





**11. Flow chart: Investigation of allegations of academic misconduct**



  
BML MUNJAL UNIVERSITY

**Registrar**