

No. 16-2/MZU(Acad)/15/342-351

Dated: Aizawl, the 7th Feb, 2019

NOTIFICATION

Pursuant to the 35th Academic Council meeting held on 26th November 2018, vide resolution No: AC:35:4(29), the Vice-Chancellor is pleased to notify “**Mizoram University Regulations on Promotion of Academic Integrity and Plagiarism for M.Phil./ Ph.D., 2018**” to be implemented for all research students, faculty members and staff under Mizoram University admitted during 2018-19 admission onwards.

Sd/-

(C.ZOTHANKHUMA)

Registrar

Memo No. 16-2/MZU(Acad)/15/342-351

Dated: Aizawl, the 7th Feb, 2019

Copy:

- 1) S.O to the Vice Chancellor, Mizoram University
- 2) P.S. to the Pro Vice Chancellor, Mizoram University
- 3) P.S. to the Registrar, Mizoram University
- 4) P.S. to the Finance Officer, Mizoram University
- 5) P.A to the Controller of Examinations, Mizoram University
- 6) P.A. to the Librarian, Mizoram University
- 7) Deans of Schools/ Head, Academic Department, Mizoram University.
- 8) System Administrator, Mizoram University, with a request to upload in the University Website.
- 9) Office File



REGISTRAR

**MIZORAM UNIVERSITY REGULATIONS ON PROMOTION OF
ACADEMIC INTEGRITY AND PREVENTION OF PLAGIARISM FOR
M.Phil./Ph.D., 2018**

Preamble

Assessment of academic and research work done leading to the partial fulfilment for the award of degrees at Research level, by a student or a faculty or a researcher or a staff, in the form of thesis, dissertation and publication of research papers, chapters in books, full-fledged books and any other similar work, reflects the extent to which elements of academic integrity and originality are observed in various relevant processes adopted by Mizoram University.

Therefore, in exercise of the powers conferred to the Committee constituted by 67th Deans's Committee of Mizoram University hereby makes the following regulations:-

1. Short title, application and commencement -

- a. These regulations shall be called the Mizoram University Regulations on Promotion of Academic Integrity and Prevention of Plagiarism for M.Phil/PhD, 2018.
- b. These regulations shall apply to all research students, Faculty members and Staff under Mizoram University admitted during 2018-19 admission onwards.
- c. These regulations shall come into force from the date of their notification by Mizoram University *PROSPECTIVELY*.

2. Definitions –

In these regulations, unless the context otherwise requires—

- a. "Academic Integrity" 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 Mizoram University (MZU) who claims to be the creator of the work under consideration;
- c. "Common Knowledge" means a well-known fact, quote, figure or information that is known to most of the people;
- d. "Degree" means any such degree specified by the University Grants Commission, by notification in the Official Gazette, under section 22 of the University Grants Commission Act, 1956;
- e. "Departmental Academic Integrity Panel (DAIP)" shall mean the body constituted at the departmental level to investigate allegations of plagiarism;
- f. "Faculty" refers to a person who is teaching and/or guiding students enrolled in an MZU in any capacity whatsoever i.e. regular, ad-hoc, guest, temporary, visiting etc;
- g. "Information" includes data, message, text, images, sound, voice, codes, computer programs, software and databases or microfilm or computer generated microfiche;

- h. “Mizoram University Academic Integrity Panel (MZUAIP)” shall mean the body constituted at Institutional level to consider recommendations of the departmental 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;
- i. “Plagiarism” means the practice of taking someone else’s work or idea and passing them as one’s own.
- j. “Programme” means a programme of study leading to the award of masters of philosophy and research level degree;
- k. “Researcher” refers to a person conducting academic / scientific research in MZU;
- l. “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 MZU; however, this shall exclude assignments / term papers / project reports / course work / essays and answer scripts etc.;
- m. “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; Information being given the same meaning as defined under Section 2 (1) (v) of the Information Technology Act, 2000 and reproduced here in Regulation 2 (l);
- n. “Staff” refers to all non-teaching staff working in HEIs in any capacity whatsoever i.e. regular, temporary, contractual, outsourced etc.;
- o. “Student” means a person duly admitted and pursuing a research programme in any mode of study (full time or part-time or distance mode);
- p. “University” means a Mizoram University (MZU) established under the Act (25.4.2000) of Parliament of India.
- q. “Year” means the academic session in which a proven offence has been committed.
- Words and expressions used and not defined in these regulations but defined in the University Grants Commission Act, 1956 shall have the meanings respectively assigned to them in UGC Act, 1956.

3. Objectives:

- 3.1 To create awareness about responsible conduct of research, thesis, dissertation, promotion of academic integrity and prevention of misconduct including plagiarism in academic writing among student, faculty, researcher and staff.
- 3.2 To establish institutional mechanism through education and training to facilitate responsible conduct of research, thesis, dissertation, promotion of academic integrity and deterrence from plagiarism.
- 3.3. To develop systems to detect plagiarism and to set up mechanisms to prevent plagiarism and punish a student, faculty, researcher or staff of MZU committing the act of plagiarism.

4. Duties of Mizoram University (MZU):

MZU should establish the mechanism as prescribed in these regulations, to enhance awareness about responsible conduct of research and academic activities, to promote academic integrity and to prevent plagiarism.

5. Awareness Programs and Trainings:

(a) MZU shall instruct students, faculty, researcher and staff about proper attribution, seeking permission of the author wherever necessary, acknowledgement of source compatible with the needs and specificities of disciplines and in accordance with rules, international conventions and regulations governing the source.

(b) MZU shall conduct sensitization seminars/ awareness programs every semester on responsible conduct of research, thesis, dissertation, promotion of academic integrity and ethics in education for students, faculty, researcher and staff.

(c) MZU shall:

i. Include the cardinal principles of academic integrity in the curricula of M.Phil/Ph.D. level as a compulsory course work/module.

ii. Include elements of responsible conduct of research and publication ethics as a compulsory course work/module for Research Scholars.

iii. Include elements of responsible conduct of research and publication ethics in Orientation and Refresher Courses organized for faculty and staff members of the MZU.

iv. Train student, faculty, researcher and staff for using plagiarism detection tools and reference management tools.

v. Establish facility equipped with modern technologies for detection of plagiarism.

vi. Encourage student, faculty, researcher and staff to register on international researcher's Registry systems.

6. Curbing Plagiarism:

a) MZU shall declare and implement the technology based mechanism using appropriate software so as to ensure that documents such as thesis, dissertation, publications or any other such documents are free of plagiarism at the time of their submission.

b) The mechanism as defined at (a) above shall be made accessible to all engaged in research work including student, faculty, researcher and staff etc.

c) Every student submitting a thesis, dissertation, or any other such documents to the MZU shall submit an undertaking indicating that the document has been prepared by him or her and that the document is his/her original work and free of any plagiarism (*Annexure-I and Annexure-II* given at the last 2 pages of Regulations).

d) The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by the MZU.

e) MZU shall develop a policy on plagiarism and get it approved by its relevant statutory bodies/authorities. The approved policy shall be placed on the homepage of the MZU website.

- f) Each supervisor shall submit a certificate indicating that the work done by the researcher under him/her is plagiarism free.
- g) MZU shall submit to INFLIBNET soft copies of all Research program's dissertations and thesis within a month after the award of degrees for hosting in the digital repository under the "*Shodh Ganga e-repository*".
- h) MZU shall create Institutional Repository on institute website which shall include dissertation / thesis / paper /publication and other in-house publications.

7. Similarity checks for exclusion from Plagiarism:

The similarity checks for plagiarism shall exclude the following:

- i. All quoted work reproduced with all necessary permission and/or attribution.
- ii. All references, bibliography, table of content, preface and acknowledgements.
- iii. All generic terms, laws, standard symbols and standards equations.

Note:

The research work carried out by the student, faculty, researcher and staff shall be based on original ideas, which shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations only and shall not have any similarities. **It shall exclude a common knowledge or coincidental terms, up to fourteen (14) consecutive words.**

8. Levels of Plagiarism:

Plagiarism would be quantified into following levels in ascending order of severity for the purpose of its definition:

- i. Level 0: Similarities up to 10% - Minor similarities, no penalty
- ii. Level 1: Similarities above 10% to 40%
- iii. Level 2: Similarities above 40% to 60%
- iv. Level 3: Similarities above 60%

9. Detection/Reporting/Handling of Plagiarism:

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 Departmental Academic Integrity Panel (DAIP). Upon receipt of such a complaint or allegation the DAIP shall investigate the matter and submit its recommendations to the Mizoram University Academic Integrity Panel (MZUAIP). The authorities of MZU can also take *suomotu* notice of an act of plagiarism and initiate proceedings under these regulations. Similarly, proceedings can also be initiated by the MZU on the basis of findings of an examiner. All such cases will be investigated by the MZUAIP.

10. Departmental Academic Integrity Panel (DAIP):

- i. All Departments in MZU shall notify a DAIP whose composition shall be as given below:

Ref: AC:35:4(29)

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

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).

- ii. The DAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff.
- iii. The DAIP shall have the power to assess the level of plagiarism and recommend penalty(ies) accordingly.
- iv. The DAIP after investigation shall submit its report with the recommendation on penalties to be imposed to the MZUAIP within a period of 45 days from the date of receipt of complaint / initiation of the proceedings.

11. Institutional Academic Integrity Panel (IAIP)

i. MZU shall notify a MZUAIP whose composition shall be as given below:

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

The Chairman of DAIP and MZUAIP 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).

- ii. The MZUAIP shall consider the recommendations of DAIP.
- iii. The MZUAIP shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.
- iv. The MZUAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff of MZU.
- v. The MZUAIP shall have the power to review the recommendations of DAIP including penalties, with due justification.
- vi. The MZUAIP shall send the report after investigation and the recommendation on penalties to be imposed, to the Head of the MZU within a period of 45 days from the date of receipt of recommendation of DAIP/complaint / initiation of the proceedings.
- vii. The MZUAIP shall provide a copy of the report to the person(s) against whom inquiry report is submitted.

12. Penalties

Penalties in the cases of plagiarism shall be imposed on students pursuing studies at the level of Masters of Philosophy and Research programs and on researcher, faculty & staff of the MZU only after academic misconduct 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.

12.1 Penalties in case of plagiarism in submission of thesis and dissertations

Institutional Academic Integrity Panel (IAIP) shall impose penalty considering the severity of the Plagiarism.

i. Level 0: Similarities upto 10% - Minor Similarities, no penalty.

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

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

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

Note 1: 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.

Note 2: 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 MZUAIP and approved by the Head of the Institution.

12.2 Penalties in case of plagiarism in academic and research publications

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

II. Level 1: Similarities above 10% to 40%

i) Shall be asked to withdraw manuscript.

III. Level 2: Similarities above 40% to 60%

i) Shall be asked to withdraw manuscript.

ii) Shall be issued a memo/warning by the authority.

IV. Level 3: Similarities above 60%

i) Shall be asked to withdraw manuscript.

ii) Shall be issued a memo/warning by the authority.

ii) May be denied a right to One annual increment.

Note 1: 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 MZU.

Note 2: 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 MZUAIP and approved by the Head of the Institution.

Note 3: MZU shall create a mechanism so as to ensure that each of the paper publication/thesis/dissertation by the student, faculty, researcher or staff of the MZU is checked for plagiarism at the time of forwarding/submission.

Note 4: If there is any complaint of plagiarism against the Head of MZU, a suitable action, in line with these regulations, shall be taken by the Controlling Authority of the MZU.

Note 5: If there is any complaint of plagiarism against the Head of Department/Authorities at the institutional level, a suitable action, in line with these regulations, shall be recommended by the MZUAIP and approved by the Competent Authority.

Note 6: If there is any complaint of plagiarism against any member of DAIP or MZUAIP, then such member shall excuse himself/herself from the meeting(s) where his/her case is being discussed/investigated.

13. Removal of Difficulty

In case of any dispute, the decision of the Vice Chancellor, Mizoram University, shall be final and binding to all concerned.

ANNEXURE-I

MIZORAM UNIVERSITY (A Central University)

Ph.D.Thesis/M.Phil. Dissertation Certificate on Plagiarism Check

Name of Research Scholar/Student		
Ph.D./M.Phil. Registration Number		
Title of PhD thesis/MPhil dissertation		
Name & Institutional Address of the Supervisor/Joint Supervisor		
Name of the Department and School		
Date of submission		
Date of plagiarism check		
Name of the software used		
Percentage of similarity detected by the Turnitin software	Core Areas	
	Non-Core areas	
Percentage of similarity permissible under MZU regulations	Core Areas	a common knowledge or coincidental terms, up to fourteen (14) consecutive words
	Non-Core areas	Up to 10%

I hereby declare/certify that the Ph.D. Thesis/M.Phil. Dissertation submitted by me is complete in all respect, as per the guidelines of the Mizoram University (MZU) for this purpose. I also certify that the Thesis/Dissertation (soft copy and print version) has been checked for plagiarism using **TURNITIN** similarity check software. Copy of the Report generated by the Turnitin software is also enclosed.

Place: (Name & Signature of the Scholar)

Date:

Name & Signature of the Supervisor:
with seal

Name & Signature of the Joint Supervisor (if any):
with seal

Name & Signature of the DRC Chairperson/Head:
with seal

Annexure-II

Plagiarism Verification Certificate

(This certificate should be submitted to the Examination Department at the time of submission of the Thesis/Dissertation)

This is to certify that the plagiarism check has been performed for Ph.D. Thesis /M.Phil.Dissertation.....submitted by **Mr./Ms** under the Supervision ofDepartment of,School of, Mizoram University. The check performed by the Scholar/Student is found correct/adheres to MZU regulations and authentic software **Turnitin** has been used for the similarity check.

Name, Signature & Seal of the Dean of the School: