



## All India Institute of Speech and Hearing

### Academic Integrity and Plagiarism Policy, AIISH, Mysuru, 2020

#### 1. Preamble

The All India Institute of Speech and Hearing (AIISH) was established in the year 1966 as an autonomous institute fully funded by the Ministry of Health and Family Welfare, Government of India. The major objectives of the institute are to impart professional training, render clinical services, conduct research and educate the public on issues related to communication disorders.

AIISH is the premier educational institution in the country pertaining to the field of communication disorders and it is committed to maintain high standard in its academic, research, clinical care and public education activities. The Institute expects its students, faculty, researchers and staff to follow ethical practices and uphold academic values and principles in all their endeavours at AIISH.

The Academic Integrity and Plagiarism Policy, AIISH, Mysuru, 2020 aims to encourage and support academic integrity among the AIISH academic community, deter them from plagiarism and similar academic misconducts, and facilitate quality academic writing and promote ethical scholarship at the Institute. The policy is in compliance with the UGC regulations titled *Promotion of academic integrity and prevention of plagiarism in higher educational institutions Regulations, 2018* officially notified in the Gazette of India on 23<sup>rd</sup> July 2018.

#### 2. Applicability of the Policy

The policy and the associated procedures outlined herein are applicable to all the members of the AIISH community who are engaged in and supporting educational,



## All India Institute of Speech and Hearing

### Academic Integrity and Plagiarism Policy, AIISH, Mysuru, 2020

research and clinical activities and **shall come into force with effect from 2020**. Also, the guidelines and procedures mentioned in this policy shall supersede the guidelines on plagiarism framed by the Institute in the past.

#### 3. Definition of Terms

Academic Integrity: The act of demonstrating the values of honesty, trust, fairness, respect, responsibility and courage in all the academic endeavours by the members of an academic community including students, researchers, faculty and staff. An academic community having integrity will display intellectual honesty in proposing, performing and reporting any activity, which leads to the creation of intellectual property. Breaches of academic integrity include but not limited to:

- Copying or attempting to copy from others' answer sheets, using unauthorized materials and secret notes during an examination
- Sharing answers with another person during an examination
- Get an assignment prepared by others
- Submission of a previously assessed assignment
- Plagiarism

Plagiarism: The practice of taking someone else's work or idea and passing them as one's own.

#### 4. Types of Research Works for Plagiarism Checking and Exceptions

The following types of research works carried out by the students, researchers, faculty and staff at AIISH shall be subjected to plagiarism checking using the tool prescribed by the Institute from time to time.



## All India Institute of Speech and Hearing

### Academic Integrity and Plagiarism Policy, AIISH, Mysuru, 2020

- a) PG Dissertations
- b) Doctoral & Post-doctoral thesis
- c) AIISH Funded Research (ARF) Project Reports
- d) External Agency Funded Project Reports
- e) Manuscripts for publication (Journal articles, books, book chapters)
- f) Papers for conference presentation & publication
- i) Any other research work for publication or submitted for assessment / opinion leading to the award of degrees

However, the following academic documents are excluded from plagiarism checking.

- a) Assignments and Essays
- b) Mini project reports
- c) Course works
- d) Answer scripts
- e) Practicum works

#### 5. Institutional Mechanism for Plagiarism Detection

The Institute has been using *Turnitin*, the world's most popular and reputed similarity check software for detecting plagiarism. All the research works mentioned above under the heading 'Types of Research Works for Plagiarism Checking' shall be subjected to plagiarism check using the Turnitin software. However, the Ph.D. theses and PG dissertations may have to undergo an additional plagiarism check by a



## All India Institute of Speech and Hearing

### Academic Integrity and Plagiarism Policy, AIISH, Mysuru, 2020

similarity check software recommended by the *University of Mysore* from time to time.

#### 6. Levels of Plagiarism

Based on the percentage of similarity with the published literature, the plagiarism has been quantified into four levels in the ascending order of severity:

- a) Level 0: Similarities up-to 10%
- b) Level 1: Similarities above 10% to 40%
- c) Level 2: Similarities above 40% to 60%
- d) Level 3: Similarities above 60%

#### 7. Inclusion and Exclusion from Plagiarism

The following portions of a research document shall not have any similarity with the already published literature.

- a) Abstract / summary
- b) Hypothesis
- c) Observations
- d) Results
- e) Conclusions and recommendations

However, common knowledge or coincidental terms, up to **fourteen (14)** consecutive words are allowed.

The following portions/ components of the research works may be excluded from plagiarism checking:

- a) Acknowledgement
- b) Generic terms, laws, standard symbols and standards equations
- c) Preface
- d) Quoted work reproduced with the necessary permission and/or attribution



## All India Institute of Speech and Hearing

### Academic Integrity and Plagiarism Policy, AIISH, Mysuru, 2020

- e) References and Bibliography
- f) Table of content
- g) Title page

#### 8. Self-Plagiarism

The act of reproducing one's own previously published research work in part or whole known as *self-plagiarism* or *text-recycling* is strictly prohibited. Self-plagiarism includes the following:

- a) Republishing the same paper already published elsewhere
- b) Publishing smaller/excerpted work from a longer and previous work without due and full citations with the intention of showing a greater number of publications
- c) Reusing the data of an already published work, or communicated for publication, in another work without due and full citation
- d) Breaking up a longer/ larger study into smaller sections and publishing them as altogether new work without due and full citation
- e) Paraphrasing one's own previously published work without due and full citation of the original.

#### 9. Academic Integrity Panels

There will be a two-tier panel for dealing with the plagiarism and other academically dishonest behaviours comprising of a three-member Departmental Academic Integrity Panel (DAIP) in each department and a four-member Institutional Academic Integrity Panel (IAIP). The Departmental Academic Integrity Panel of the Department of Material Development will be shared with the Academic Section and Library and Information Centre.



## All India Institute of Speech and Hearing

### Academic Integrity and Plagiarism Policy, AIISH, Mysuru, 2020

The composition of DAIP shall be as given below:

1. Chairperson - Head of the Department
2. Member - Senior academician from outside the department
3. Member - A person well-versed with anti-plagiarism tools

The tenure of the members (2 & 3) shall be two years. The quorum for the DAIP meetings shall be 2 out of 3 members (including Chairperson).

The composition of IAIP shall be as given below:

1. Chairperson – The Academic Coordinator
2. Member – A Senior Academician
3. Member – An Academician from outside the Institute
4. Member - A person well-versed with anti-plagiarism tools

The tenure of the Committee members except Chairperson shall be three years.

The quorum for the IAIP shall be 3 out of 4 members (including Chairperson).

#### **10. Handling the Reported Cases of Plagiarism**

The suspected cases of plagiarism shall be reported with appropriate proof to the respective DAIP. The DAIP will investigate the matter vigorously and submit its report with recommendation on penalties to be imposed, if any, to the IAIP within a period of 30 days from the date of receipt of the complaint or the initiation of the proceedings. Upon receiving the report from the DAIP, the IAIP will also investigate the matter and if required, review the recommendations of DAIP including penalties. In this regard, the IAIP will serve a notice to the person who has been alleged of



## All India Institute of Speech and Hearing

### Academic Integrity and Plagiarism Policy, AIISH, Mysuru, 2020

committing plagiarism and conduct a hearing of the case. Followed by this, the IAIP will submit a report to the Director, AIISH with recommendation on penalties to be imposed, if any, within a period of 30 days from the date of receipt of the recommendation of the DAIP. Both the DAIP and IAIP can also take *suomotu* notice of an act of plagiarism and initiate action. Also, while deciding about the allegation of plagiarism they should follow the principles of natural justice.

The person who has been alleged of committing plagiarism may appeal against the decision of the DAIP / IAIP within 10 working days mentioning the grounds of appeal to the Director, AIISH.

#### 11. Penalties for Committing Plagiarism

Penalties for committing plagiarism will be imposed only if it is proved beyond doubt that the misconduct occurred from the part of the researcher. Also, he /she should be given enough opportunity to defend himself / herself in a fair and transparent manner. The penalty has been categorised into two:

##### a. Penalty for Plagiarism in Thesis and Dissertations

- i. For *Level 0 Plagiarism* ( i.e. similarities up to 10%) there will be **no penalty**
- ii. For *Level 1 Plagiarism* ( i.e. similarities between 10% & 40% ) the student should submit a revised script within 6 months.
- iii. For *Level 2 Plagiarism* ( i.e. similarities between 40% & 60% ), the student should be debarred from submitting a revised script for a



## All India Institute of Speech and Hearing

### Academic Integrity and Plagiarism Policy, AIISH, Mysuru, 2020

period of one year.

- iv. For *Level 3 Plagiarism* ( i.e. similarities above 60% ), the registration for the concerned programme will be cancelled.
  - v. In case a student repeats *Level 1* or *Level 2* plagiarism, he will be punished for the plagiarism of one level higher than the previous level committed by him/her.
  - vi. In case the plagiarism is proved on a date later of obtaining degree or credit the same will be kept in abeyance for a period recommended by the IAIP and approved by the Director, AIISH.
- b. Penalty for faculty and staff committing plagiarism in manuscript for publication and presentation
- i. For *Level 0 Plagiarism* ( i.e. similarities up to 10%), there will be **no penalty**
  - ii. For *Level 1 Plagiarism* (i.e. similarities above 10% to 40%), the researcher will be informed to withdraw manuscript.
  - iii. For *Level 2 Plagiarism* (i.e. similarities above 40% to 60%), the researcher will be informed to withdraw manuscript and his/ her one annual increment will be cancelled. Also, he/ she will not be allowed to be a PG dissertation/ PhD supervisor for a period of two years.
  - iv. For *Level 3 Plagiarism* (i.e. similarities above 60%), the researcher will be informed to withdraw manuscript and his/ her two annual increment will



## All India Institute of Speech and Hearing

### Academic Integrity and Plagiarism Policy, AIISH, Mysuru, 2020

be cancelled. Also, he/ she will not be allowed to supervise a PG dissertation/ PhD thesis for a period of three years.

- v. In case the *Level 1* or *Level 2 plagiarism* is repeated the researcher will be informed to withdraw manuscript and shall be punished for the plagiarism of one level higher than the lower level committed by him/her.
  - vi. In case where plagiarism of highest level (*Level 3*) is repeated then the disciplinary action including suspension/termination as per service rules shall be taken.
  - vii. 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 Director, AIISH.
- c. Penalty for faculty and staff committing plagiarism in AIISH-funded Project Reports
- i. For *Level 0 Plagiarism* ( i.e. similarities up to 10%), there will be no penalty
  - ii. For *Level 1 Plagiarism* (i.e. similarities above 10% to 40%), the Principal Investigator will be informed to revise and re-submit the report.
  - iii. For *Level 2 & Level 3 Plagiarism* (i.e. similarities above 40%) the project will be cancelled



## All India Institute of Speech and Hearing

### Academic Integrity and Plagiarism Policy, AIISH, Mysuru, 2020

- iv. In case the *Level 2 or Level 3 Plagiarism* is repeated, the Principal Investigator and the Co-Investigator(s) will not be sanctioned any funded projects in future.

#### 12. Trainings and Workshops

The Library and Information Centre, AIISH shall be responsible for conducting sensitization / awareness programs on various aspects of academic integrity and plagiarism for students, faculty, researcher and staff. Training will be provided topics such as how to use plagiarism detection tools, how to acknowledge the sources referred, and copyright rules. The first year Diploma/UG/PG students will be sensitized on the importance on academic integrity at the beginning of the academic programmes.

#### 13. Responsibilities of the Academic Community

- i. The PG dissertation and PhD thesis submitted for evaluation must incorporate a declaration by the student and certification by the research supervisor stating the fact that the document is free from any plagiarism and it has been duly checked through a Plagiarism detection tool approved by the University. (*Templates of the declaration and certificate are provided in appendix-I*)
- ii. All the faculty, research scholars and the staff involved in research activities must have a Turnitin account. The application form for account creation



## All India Institute of Speech and Hearing

### Academic Integrity and Plagiarism Policy, AIISH, Mysuru, 2020

has been made available at [www.aiish.ac.in](http://www.aiish.ac.in) under the link 'Plagiarism Detection Service'.

- iii. The Turnitin username and Password should not be shared with others
- iv. Two Turnitin Instructor Ids will be issued to each Section of the Second year PG Class
- v. The researchers must make sure that their research documents did not contain any plagiarised content by screening the draft reports several times using the Turnitin software.
- vi. The academic community members of the Institute shall undergo training programmes and workshops on academic integrity, plagiarism and related topics organized by the Library and Information Centre of the Institute from time to time.
- vii. Clarification regarding plagiarism and related issues may be obtained from the Library and Information Officer, AIISH

#### 14. Future Course of Action

- i. Establishment of an Academic Integrity Cell
- ii. Inclusion of the cardinal principles of academic integrity in the curricula of Undergraduate (UG)/Postgraduate (PG)/Master's degree etc. as a compulsory course work/module.
- iii. Inclusion of the elements of responsible conduct of research and publication ethics as a compulsory course work/ module for Masters and Research Scholars



**All India Institute of Speech and Hearing**

## **Academic Integrity and Plagiarism Policy, AIISH, Mysuru, 2020**

### **References**

University Grants Commission (2020). Public notice on self-plagiarism dated 20th April 2020 Retrieved from [https:// www.ugc.ac.in/ pdfnews/ 2284767\\_ self-plagiarism001.pdf](https://www.ugc.ac.in/pdfnews/2284767_self-plagiarism001.pdf)

University Grants Commission (2018). Promotion of academic integrity and prevention of plagiarism in higher educational institutions Regulations, 2018 Retrieved from [https://www.ugc.ac.in/pdfnews/7771545\\_academic-integrity-Regulation2018.pdf](https://www.ugc.ac.in/pdfnews/7771545_academic-integrity-Regulation2018.pdf)



## All India Institute of Speech and Hearing

### Academic Integrity and Plagiarism Policy, AIISH, Mysuru, 2020

#### Appendix-1

#### **DECLARATION**

I, ..... hereby declare that the thesis entitled ..... submitted to the University of Mysore, Mysuru for the award of degree of Doctor of Philosophy in ..... is a bonafide report of the research work carried out by me and it is free of any plagiarism. The report has been duly checked through a Plagiarism detection tool approved by the University. The material contained in this thesis has not been submitted to any University or Institution for the award of any degree.

Place

Name of the student

Date

#### **CERTIFICATE**

This is to certify that the thesis entitled ..... submitted by Smt. /Shri ..... to the University of Mysore, Mysuru for the award of the degree of Doctor of Philosophy in ....., is a research work carried out by him/ her under my guidance and it is free of any plagiarism. The material contained in this thesis has not submitted to any University or Institution for the award of any degree.

Place

Research Guide

Date



**All India Institute of Speech and Hearing**

**Academic Integrity and Plagiarism Policy, AIISH, Mysuru, 2020**

**DECLARATION**

I, ..... hereby declare that the dissertation entitled ..... submitted to the University of Mysore, Mysuru for the partial fulfilment of the award of .....in ..... is a bonafide report of the research work carried out by me and it is free of any plagiarism. The report has been duly checked through a Plagiarism detection tool approved by the University. The material contained in this thesis has not been submitted to any University or Institution for the award of any degree.

Place

Name of the student

Date

**CERTIFICATE**

This is to certify that the dissertation entitled ..... submitted by Smt. /Shri ..... to the University of Mysore, Mysuru for the for the partial fulfilment of the award of award of the degree of .....in ....., is a research work carried out by him/ her under my guidance and it is free of any plagiarism. The material contained in this thesis has not submitted to any University or Institution for the award of any degree.

Place

Research Guide

Date