**AIISH Policy on Academic Integrity**

**Institutional Academic Integrity Panel**

Responsible for monitoring, reviewing and revising policies and procedures for academic integrity and plagiarism.

who should be alert to the possibility of

finding plagiarism in students’ work, and use their specialist knowledge and academic

judgement in deciding what is and what is not acceptable within that subject

(for example, in deciding what is common knowledge and what should be attributed

to sources)

Plagiarism at large, by non-students,

is usually taken very seriously and dealt with accordingly. Common outcomes

of confirmed plagiarism include fines, payment of damages, dismissal from post,

requirement to make a public apology, retraction of a published paper, withdrawal

or non-publication of a book.

The framework recognizes that a clear distinction must be drawn between

inexperienced academic study and writing skills (especially among first year undergraduates

and international students) and wilful cheating and deception. The former

requires remedial teaching but the latter must be dealt with robustly.

Intentionality is difficult to establish beyond reasonable doubt. Consequently, the framework

allows a first offence to receive a relatively light penalty (Table IV), based on ‘benefit

of doubt’, and it requires that the student seeks appropriate study skills advice.

Subsequent plagiarism offences are more likely to be deliberate, so the ladder of

penalties climbs sharply to reflect a ‘zero tolerance’ regime.

If the student does

not accept the decision of the Academic Officer (for first and second offences),

she/he can opt to appear before the Standing Academic Committee.

The framework is rooted in evidence-based decision making

Students will be advised on effective methods of academic writing, particularly the requirements in quoting, summarising, and paraphrasing the sources they use… This will form part of first-year training of students in how to analyse issues, think critically, synthesise ideas, use sources, and incorporate evidence into their written assignments

The Ph.D. thesis must undergo a Plagiarism check by the anti-plagiarism software recommended by the University from time to time.

3. The exclusion at the time of performing the check should be limited to the followings: a. Quotes b. Bibliography c. Phrases d. Small matches up to 10 words e. Small similarity less than 10% f. Mathematical formula g. Name of the Institutions, Departments, etc.

Regarding the self-plagiarism or cases where the published work of the student is shown as Plagiarism in the check, a certificate (Plagiarism Self Exclusion certificate) has to be issued by the supervisor specifying and attaching the articles that have been published by the student from the thesis work. Only these articles should be excluded from the check. No other article of the Supervisor or the student should be excluded from the check. This will be for reference of the library which will perform the final check. 5. The final plagiarism check from the library is essential so that the correct report is submitted at the time of thesis submission.

The Central Library will issue the final certificate of Plagiarism Check/Similarity Index (Plagiarism Verification Certificate), certifying and authenticating the check performed by the student/department. This certificate has to be submitted to the Examination Branch at the time of submission of the thesis.

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