Kathmandu University

Policy Guidelines on Academic Integrity, 2018

Report of the Committee on Plagiarism

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Part I – Preliminaries

Preamble: These policy guidelines have been adopted in order to ensure Academic Integrity in the academic activities at Kathmandu University.

1. *Title*: These policy guidelines shall be called *'Kathmandu University Policy Guidelines on Academic Integrity, 2018.*

2. **Definition:** Unless otherwise provided in law the terms used in the guidelines are defined as below:

    2.1. The term *'University'* would signify Kathmandu University established under Kathmandu University Act of 2048 (BS).

    2.2. The term '*Guidelines'* would signify Kathmandu University Policy Guidelines on Academic Integrity, 2018.

    2.3. The term *'Members of the University'* would signify teaching and non-teaching staff, students and others who work for or on behalf of the University.

    2.4. The term '*Academic Integrity*' would signify the academic standards that need to be followed by all members of the university in their academic activities which include citing the source when something is borrowed from other sources, paraphrasing the texts borrowed from other sources, maintaining discipline in exams, maintaining research ethics, avoiding plagiarism, and avoiding predatory journals and conferences.

    2.5. The term *'Academic Dishonesty'* would signify any act stated in sections 5 and 6 of this guidelines.

    2.6. The term *'Plagiarism'* would signify any act stated in section 5 of this guidelines.

    2.7. The term '*Paraphrasing*' would signify using one's own words while borrowing others' ideas.

    2.8. The terms *'Predatory Journals/Conferences'* would signify those journals and conferences which are published/conducted with the sole purpose of making money with little concern towards making academic contribution and are identified by the University as predatory journal/conference. Unless otherwise stated, this term would also signify bogus, fake, dubious and questionable journals and conferences.

2.9. The term 'Research ethics' would signify the principles that the research or the researchers should take into account throughout the process of designing, conducting, and disseminating the research.

2.10. The term *'Assessment'* would signify the class test, home assignment, group assignment, or any other form of educational or academic works assigned to the students by the instructor or the teacher.

3. **Commencement***:* These guidelines will come into effect from the date of its adoption or any other specified date set by the University.

4. **Objectives:** The principal objectives of the guidelines are as follows:

    4.1. Ensuring academic integrity in the work of the *members of the University*.

    4.2. Encouraging to strengthen academic integrity in all the academic activities of the University

    4.3. Mitigating dishonesty, if any, in the academic work of the members of the University.

    4.4. Setting liability to the members involved in academic dishonesty and plagiarism.

    4.5. Discouraging academic dishonesty and plagiarism in the academic work of the members of the University, whether intentional or unintentional.

Part II – Academic Dishonesty and Plagiarism

5. **Academic Dishonesty**

    5.1. Academic dishonesty is any type of misconduct or wrongdoing, including plagiarism, carried out by the members of the University while performing academic activities.

    5.2. Plagiarism is borrowing others' published or unpublished work (includes anything like ideas, texts, images, codes, notations, conversations, etc.) without properly crediting the source and using that as one's own creation.

6. **Nature of Academic Dishonesty**

    Following activities shall be considered as academic dishonesty and plagiarism, whichever is appropriate.

6.1. **Copying and pasting** – implies the use of others' works, ideas, texts, images, codes, notations, etc. from any published or unpublished sources, conversations or communications made verbally or electronically (e.g. in emails or in posting on social media sites), partly or wholly, without properly citing and referring the source.

6.2. **Copying and reproducing one's own work –** implies copying, reproducing, submitting, and presenting own ideas/texts, images, codes, notations, partly or wholly, from the creator's own published or unpublished works already used for one purpose.

    6.2.1. However, this does not restrict re-using one's own work with expanded analysis and interpretation and with proper citation of the original work.

6.3. **Copying or reproducing team work** – implies copying, reproducing, and submitting works, ideas, texts, images done by more than one person but published/submitted/presented, partly or wholly, by one of the team members.

    6.3.1. However, this does not restrict re-using the team work with expanded analysis and interpretation and with proper citation of the original work and with the approval of all other team members. Such approval should be mentioned in the republished work.

6.4. **Copying or reproducing work done for some organization** – implies copying, reproducing, and submitting works, ideas, texts, images done for some organization, either in a team or individually but published/submitted/presented, partly or wholly, by team members or by one of the team members without approval of the organization for which the work is done.

    6.4.1. However, this does not restrict re-using such work with expanded analysis and interpretation and with proper citation of the original work and with the approval of the organization for which the work was done and in case of team work, with approval of all other team members. Such approval should be mentioned in the republished work.

6.5. **Unauthorized use of others' name** – implies using someone's name who is not involved in the work, with or without her/his approval.

6.6. **Pressing creator to use one's name without any contribution** – implies pressing, persuading or coercing the creator to include one's own name in some works without contributing to prepare/produce the work.

6.7. C**ollusion –** implies unauthorized collaboration of the work of different persons. Collusion is a situation where few students work together to solve an assignment and submit the same writings to one or more instructors individually. Collusion also occurs when a University member makes unauthorized collaboration with another member of the University or people outside the University. Writing entire paragraphs or substantial content editing for another member or asking or allowing someone else to write or do content editing of one's work is also considered collusion.

6.8. **Ghostwriting** – implies writing for another member or allowing (paying) someone else to write one's work. However, language editing or proofreading another's work or requesting or allowing someone to language edit or proofread one's work is acceptable.

6.9. **Unauthorized citation and referencing –** implies citing and referring those works of others which are actually not consulted while preparing one's own work. This also implies false attribution – crediting non-creators as creators and vice-versa.

6.10. **Predatory publications/conferences** – implies publication/presentation of articles and other materials in predatory publications/conferences.

Part III – Avoiding Plagiarism

7. Avoiding Plagiarism

Following measures are to be considered in order to avoid plagiarism:

7.1. **Promotional measures –** this may include the following:

  7.1.1. Motivating university members for not plagiarizing in their academic works.

  7.1.2. Maintaining website on plagiarism and academic integrity

  7.1.3. Encouraging faculties for supporting students on avoiding plagiarism and/or to check whether any form of plagiarism appears in student's work.

7.1.4. Conducting orientations and workshops at regular intervals targeting students, faculties, and staff members for avoiding plagiarism and maintaining academic integrity.

7.1.5. Encouraging university members for not to participate in predatory conference and not to publish in predatory journals and not to cite any work published in those journals and conference proceedings.

7.1.6. Installing software that helps checking plagiarism.

7.2. **Punitive measures –** this may include the following:

7.2.1. University would oppose to and take zero tolerance policy on academic dishonesty and plagiarism. Plagiarism shall be considered austerely when the person concerned has had the intent to deceive.

7.2.2. Plagiarism may be considered fraud and it will have serious consequences including loss of job, loss of reputation, failing or reducing of grade in a course, and even withdrawal of the awarded degree as per the respective rules.

7.3. **Paraphrasing –** Paraphrasing is borrowing others' ideas in one's own words and citing the source. When borrowing the texts (word(s), phrases, sentences) from other sources these can either be copied exactly as they appear in the source and placed within the double inverted commas ("…") or rewritten entirely using one's own words and sentence structure just giving the key ideas as expressed in the source. Paraphrasing is thus borrowing from others and expressing that in one's own words referring to the source. In fair academic practice, though copying exact texts becomes necessary at times, paraphrasing is the preferred way of citing others' work.

Below are the examples of paraphrased text:

Original:

"The same 1955 plan had emphasized that education, in the sense of modern school education, was the only available option for achieving a modernized and developed Nepal" (Parajuli, 2015, p. 1)[1].

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[1] Parajuli, M. N. (2015). Cultural gap in education: Making education unresponsive to the local needs. *Journal of Education and Research, 5*(1), 1-6. doi: http://dx.doi.org/10.3126/jer.v5i1.13054

Paraphrased text:

Parajuli (2015) noted about the stress the plan of 1955 gave to modern schooling in order to make Nepal modern and advanced.

Inappropriately paraphrased text (because it changes only a few words):

The 1955 plan had stressed that modern school education was the only available option for a modernized and developed Nepal (Parajuli, 2015).

Inappropriately paraphrased text (because the sentence structure is same):

The 1955 plan had underlined that modern schooling was the only alternative choice for building a modernized and flourished Nepal (Parajuli, 2015).

Part IV – Dealing With Allegations

8. Dealing with Allegations on Academic Dishonesty

8.1. In case any allegation is made against any member of the University on the issue of academic dishonesty or plagiarism along with proof to the Dean of the respective School via hard copy or email communications, the Dean would inform in writing to the person against whom the allegation is made and either appoints a faculty member or form a Committee of maximum three members to carry out further investigation.

8.2. In case of staff members in the central office, such allegation is made to the Registrar and the Registrar would initiate the investigation as would be done by the Dean.

8.3. Even if there is no formal allegations of academic dishonesty but if such case came to the knowledge of the Registrar/Dean, s/he shall initiate the investigation.

8.4. The teacher, instructor or supervisor can make allegation (suomotu) by him/herself with a proof against the student/staff/faculty on the issue of academic dishonesty or plagiarism.

8.5. Before making such allegations against students, faculty or supervisor shall deal the case first by rejecting the plagiarized work and then allowing her/him to do an alternative assignment. While evaluating such reassigned work, student's earlier

fault shall be taken into notice and should be given the reduced grade. In case, the reassignment too is deemed plagiarized, the faculty/supervisor will forward the case to the Dean.

8.6. The suspected member of the University shall be informed all about the allegations with a proof made against her/him and provided fair opportunity to respond/defend on the allegations.

8.7. The investigation upon allegations shall be made in a fair and impartial manner.

8.8. Based on the recommendation of the Committee, the Registrar/Dean would determine any of the following.

    8.8.1. Improper conduct

    8.8.2. Potential misconduct

    8.8.3. Plagiarism

    8.8.4. Academic dishonesty

8.9. In case plagiarism and academic dishonesty is established, the procedure as described in sections 10, 11, and 12 of this guidelines shall be followed.

8.10. Against the determination, the alleged member of the University may file an Appeal to the appropriate authority as decided by the Executive Council of the University.

8.11. The decision of the appellate authority shall be considered final.

8.12. The person determined on academic dishonesty or plagiarism will be liable under the respective disciplinary rules or Condition of Services Rules of the University, whichever is appropriate.

Part V – Rating Plagiarism

9. Rating the Degree of Plagiarism

9.1. The degree of disputed text may be classified in the form of

    a) Level 0 – No plagiarism

    b) Level 1 – Plagiarism below 10%

    c) Level 2 – Plagiarism below 30%

    d) Level 3 - Plagiarism below 70%

e) Level 4 – Plagiarism of 70% and above

9.2. Plagiarism may be declared based upon the proof of detection of plagiarized texts in the work by the members of the University blamed as plagiarized.

9.3. The degree of plagiarism would be determined on the basis of count of plagiarized words and the percentage calculation of such words out of total words in the work blamed as plagiarized. Such calculation may be manual or by software functions.

Part VI – Procedure and Penalty

10. Procedure and Penalty for Current Student

10.1. If a case of plagiarism is established against current students, the Dean would refer the issue to the Controller of Examinations, for consideration of Examination Committee for appropriate action under disciplinary rules.

10.2. Based on the severity of fault the Examination Committee may penalize the student by disqualifying in the plagiarized subject, or disqualifying for the entire semester, or suspending or expelling from the current study program.

10.3. In case publication of articles and/or participation in conference is part of the requirement of the degree, publications and participation in predatory journals/conferences will not be considered for the award of the degree.

10.4. The Controller of Examinations office will notify the decision to the student in writing. A copy of the decision shall be maintained in the personal file of the student as well.

11. Procedure and Penalty for Passed-Out Student

11.1. If a case of plagiarism is established against already passed-out students, the Dean would refer the issue to the Controller of Examinations, for the consideration of Examination Committee for appropriate action under disciplinary rules.

11.2. The Examination Committee will then form a Review Committee. The Committee will review the report and the disputed materials, and may inquire the suspected student before making its decision.

11.3. Based on the severity of fault stated in the report, the Examination Committee may cancel the grades of the given subject, or semester, or programs, and even withdraw the awarded degree.

11.4. The information of such actions is communicated to all concerned offices and maintained in the University website.

12. Procedure and Penalty for Faculty/Staff

12.1. If a case of academic dishonesty is established against any faculty/staff of the university, the concerned Dean office will refer the case to the Registrar's Office for the consideration of the Executive Committee of the University.

12.2. In case the alleged staff is in central office, the Registrar will initiate the action.

12.3. The Executive Committee may form a Review Committee. The Committee will review the report, disputed materials, and may inquire the concerned employee before making its decision.

12.4. Based on the severity of fault stated in the Committee report, the Executive Committee shall warn in writing or suspend for specified period or downgrade the position or dismiss from the job in line with the Condition of Services Rules of the concerned employee. The Registrar will notify the decision of the Executive Committee to the concerned employee in writing. A copy of the decision shall be maintained in the personal file of the concerned employee.

12.5. The information of such actions is communicated to all concerned offices and maintained in the University website.

12.6. Publications and participation in predatory journals/conferences will not be counted for evaluation for promotion of the faculty and entrance for new faculty.

Date of Adoption:

Adopted by:

Seal: