

MANUU Code of Ethics in Research & Publications

Prepared and Compiled by

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Table of Contents

1. Introduction	3
2. Salient Features of UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations 2018	3
i. Definitions.....	3
ii. Exclusion/Exception from Plagiarism	4
iii. Levels of Plagiarism	4
iv. Detection/Reporting/Handling of Plagiarism	4
v. Penalties.....	5
3. Broad Guidelines of Ethics for Research & Publications for students, researchers, teachers and staff of MANUU.	6
i. What Plagiarism?	6
4. Broad Guidelines for Research Scholars	7
i. Synopses.....	7
ii. PhD. Thesis and Dissertations	7
5. Broad Guidelines Research & Publications by Faculty and Staff (in conformity with the UGC Regulations)	8
6. References:	10
7. Disclaimer:	10

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1. Introduction

The Executive Council in its 72nd Meeting held on 27.12.2018 adopted the UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018 (as notified in the Gazette of India on 23 July 2018). Accordingly, the University has constituted the Institutional Academic Integrity Panel (IAIP) as required under Clause 11 of the UGC Regulations, 2018 as notified by the University vide Notification No. MANUU/ER/O(B)/F.202/2019/1543 dated 6th Feb 2019.

Every person who is in the early stages of his/her research career or is a seasoned academician/researcher is expected to know the ethical conduct in research and publications. Also, since the University has adopted the UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations 2018, it is all the more important that faculty, research scholars, staff, students, adhere to the provisions of the Regulations.

The Merriam-Webster dictionary, defines the term ethics as a discipline dealing with what is good and bad and with moral duty and obligation, a set of principles of conduct governing an individual or a group of professionals.

2. Salient Features of the UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations 2018

The Regulation is available at the UGC's website, https://www.ugc.ac.in/pdfnews/7771545_academic-integrity-Regulation2018.pdf. The UGC Regulation stresses on the academic integrity and originality covering academic and research work done leading to the partial fulfilment for the award of degrees at Masters and 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. As per the Regulations, every Higher Education Institution (HEI) shall create an Institutional Repository on University website which shall include dissertation/thesis/paper/publication and other in-house publications.

i. Definitions

Some of the important definitions under Clause 2 of the UGC Regulations are reproduced below:

- a) 'Plagiarism means the practice of taking someone else's work or idea and passing them as one's own'.
- b) 'The term Faculty refers to a person who is teaching and/or guiding students enrolled in an HEI in any capacity whatsoever i.e. regular, ad-hoc, guest, temporary, visiting etc'.
- c) 'Staff refers to all non-teaching staff working in HEIs in any capacity whatsoever i.e. regular, temporary, contractual, outsourced, etc.'.
- d) 'Student means a person duly admitted and pursuing a programme of study including a research programme in any mode of study (full time or part-time or distance mode)'.

- e) ‘*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 an Higher Education Institution; however, this shall exclude assignments/term papers/project reports /course work/essays and answer scripts etc’.
- f) ‘*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’.

ii. Exclusion/Exception from Plagiarism

As per Clause 7 of the UGC Regulations, the similarity checks for plagiarism shall exclude the following:

- a) All quoted work reproduced with all necessary permission and/or attribution.
- b) All references, bibliography, table of content, preface and acknowledgements.
- c) All generic terms, laws, standard symbols and standards equations.
- d) Besides, as per the provisions of the UGC Regulations, 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. (But) it shall exclude a common knowledge¹ or coincidental terms, up to fourteen (14) consecutive words.

iii. Levels of Plagiarism

The UGC Regulation has quantified plagiarism in to the following four levels:

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

iv. Detection/Reporting/Handling of Plagiarism

As per UGC Regulations, the authorities of HEI can take suo-motu notice of an act of plagiarism and initiate proceedings. Proceedings can also be initiated by the HEI on the basis of findings of an examiner. All such cases may be investigated by the IAIP.

Following panels are expected to look in to the allegations of plagiarism as per the Regulation:

¹As per UGC Regulation (July 2018) "Common Knowledge" means a well-known fact, quote, figure or information that is known to most of the people

- a) Departmental Academic Integrity Panel (DAIP)
- b) Institutional Academic Integrity Panel (IAIP)

v. Penalties

Penalties in the cases of plagiarism shall be imposed on students pursuing studies at the level of Masters and Research programs and on researcher, faculty & staff of the HEI as per the UGC Regulations.

Penalties in case of plagiarism in submission of Theses and Dissertations

Level-0	Similarities up to 10%	Minor Similarities - No penalty
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.
Level-2	Similarities above 40% to 60%	Such student shall be debarred from submitting a revised script for a period of one year.
Level-3	Similarities above 60%	Such student registration for that programme shall be cancelled.

Penalties in case of plagiarism in Academic and Research Publications

Level-0	Similarities up to 10%	Minor Similarities - No penalty
Level-1	Similarities above 10% to 40%	Shall be asked to withdraw manuscript.
Level-2	Similarities above 40% to 60%	<ul style="list-style-type: none"> i) Shall be asked to withdraw manuscript. ii) Shall be denied a right to one annual increment. iii) 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.
Level-3	Similarities above 60%	<ul style="list-style-type: none"> i) Shall be asked to withdraw manuscript. ii) Shall be denied a right to two successive annual increments. iii) 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.

Prior to the notification of UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations in July 2018, every University was following their own set of rules and practices for detection of plagiarism of PhD theses, dissertations, research publications of students and faculty members. The level of acceptable similarity index varied from University/Institution to Institution. Therefore, the University is expected to follow such norms adopted by respective University/Institution in respect of those publications which were published prior to the implementation of the UGC Regulations, 2018. In all publications which were published or about to be published on or after the 18th July, 2018, the provisions of UGC Regulations, 2018 as adopted by the Executive Council in its 72nd Meeting held on 27.12.2018 shall be made applicable.

In case of Career Advancement Scheme (CAS), a suitable undertaking shall be insisted upon from the teacher concerned to the effect that the research publications submitted by him/her are plagiarism free and the University has a right to reject his/her case in case the research papers for consideration for financial upgradation or promotion on the grounds of plagiarism besides initiating proceedings against him/her for violation of the provisions of UGC Regulations, 2018 subject to the other conditions as stipulated above. However, past cases having minor variation in similarity index/plagiarism shall not be reopened. All such cases shall be reviewed/looked in to by the IAIP on case to case basis whenever such cases are referred to it.

3. Broad Guidelines of Ethics for Research & Publications for students, researchers, teachers and staff of MANUU.

As per the guidelines prescribed under clause 4 & 5 of the UGC Regulations, every HEI shall establish the mechanism to enhance awareness about responsible conduct of research and academic activities, to promote academic integrity and to prevent plagiarism. The HEIs shall instruct students, faculty, researchers and staff about proper attribution, seeking permission of the author wherever necessary, acknowledgement of source compatible with the needs and specification of disciplines and in accordance with the rules/international convention regulating the source beside conducting/organizing sensitization seminars/awareness programmes every semester for the students and stakeholders. Further, the UGC through its Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education Regulations, 2018 (vide Clause 17.0) under Code of Ethics for Teachers prescribed that teachers should discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research.

In the above context, the matter was considered by the IAIP and it has been decided to provide the following additional guidelines to supplement the UGC Regulations with a view to prevent plagiarism among the research scholars, students, faculty members and staff.

i. What Plagiarism?

Plagiarism is one of the most common types of unethical practices or publication misconduct where an author deliberately uses another's work without permission, credit, or acknowledgment. According to the Merriam-Webster online Dictionary, to “plagiarize” means:

- a. to steal and pass off (the ideas or words of another) as one's own*
- b. to use (another's production) without crediting the source*
- c. to commit literary theft*
- d. to present as new and original an idea or product derived from an existing source.*

Plagiarism includes literally copying, paraphrasing, duplicate submissions etc. Words, Thoughts, ideas, data, illustration, tables, drawings, music, statistics, etc. may also be plagiarised. Some of the common examples of plagiarism are as under:-

- a. Show someone else's work as your own;
- b. copying words or ideas from someone else's work without giving credit;
- c. giving incorrect information about the source, making it impossible to find the source;

- d. Buying, stealing or borrowing assignments, experiments, results, etc.;
- e. Using ideas of someone else without crediting the originator;
- f. Re-using an existing published paper in a different journal including translated articles;
- g. Copying/reproducing, in part or whole one's own published work without giving proper reference to that work. This is known as self-plagiarism;
- h. Paraphrasing existing text of others and present it as yours;
- i. Using/copying so many words or ideas from another source that it makes up the majority of your research work, whether you give credit or not and;
- j. Asking someone else to write for you

Most cases of plagiarism can be avoided by citing of relevant sources.

4. Broad Guidelines for Research Scholars

i. Synopses

All synopses need to be checked for Similarity/Plagiarism. As the user id and password have been given to all the HoDs, they may assist their students in checking the similarity. DAIP shall certify the similarity reports of synopses in a prescribed format. Research scholars/research supervisors shall deposit electronic version of approved PhD. synopsis to Shodhgangotri².

ii. PhD. Theses and Dissertations

- a. Every student submitting a thesis, dissertation, or any other such documents to the HEI shall submit an undertaking indicating that the document has been prepared by him/ her and that the document is his/her original work and free of any plagiarism;
- b. The Ph.D. thesis must undergo a Plagiarism Check using Turnitin Software which is currently being subscribed by the University;
- c. The undertaking (to be given by student) shall also include the fact that the document has been duly checked through a Plagiarism detection tool approved by the HEI;
- d. Every supervisor shall submit a certificate indicating that the work done by the researcher under him/her is plagiarism free;
- e. The certificate of plagiarism check will be issued by the Central Library;
- f. The Clause 7 (similarity checks for exclusion from Plagiarism) of the UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher educational Institutions) Regulations, 2018 prescribes that the similarity checks for plagiarism shall exclude all quoted work reproduced with all necessary permission and/or attribution; references, bibliography, table of content, preface, acknowledgements, all generic terms, laws, standard symbols and standards equations. Under the note section of this Clause, it is

²Shodhgangotri is an initiative that compliments 'ShodhGanga'. While 'ShodhGanga' is a repository of full-text thesis submitted to universities in India, Shodhgangotri hosts synopsis of research topic submitted to the universities in India by research scholars for registering themselves for the PhD programme.

stated that 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. (But), It shall exclude a common knowledge or coincidental terms, up to fourteen (14) consecutive words. Hence, the above exclusions may be taken in to consideration while checking the similarity;

- g. All similarities are not plagiarism. In case the similarity index is higher than 10% and the concerned Supervisor feels that such similarity does not fall under the category of plagiarism as per the UGC Regulations, he/she shall give in writing to the University Librarian to exclude such similarities from the plagiarism report;
- h. The final Plagiarism Verification Certificate from the University Librarian is essential to be included in all thesis at the time of submission in a prescribed format;
- i. HEI shall submit to INFLIBNET soft copies of all Masters, Research programme's dissertations and thesis within a month after the award of degrees for hosting in the digital repository under the ShodhGanga ³ e-repository <https://shodhganga.inflibnet.ac.in/>;
- j. The Examination Branch of the University shall provide electronic copies of thesis to the Library in the format prescribed by the Shodhganga.

5. Broad Guidelines Research & Publications by Faculty and Staff (in conformity with the UGC Regulations)

Faculty and Staff of the University are expected to maintain highest degree of academic integrity and originality in their research and publications. They are expected to adhere to the following guidelines:

- a. All faculty/staff should preferably publish in high impact factor and peer reviewed journals;
- b. All faculty members shall adhere to the prevailing copyright norms and the UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations 2018;
- c. All faculty/staff must ensure that before they send their research papers for publication /assessment/seeking financial grant for presenting such papers in conferences etc., they must check their papers for similarity/plagiarism using the plagiarism detection software prescribed by the University. Since all the HoDs/Principals have been given access to the Turnitin software, they may assist their faculty colleagues and students in checking similarity;
- d. The Clause 7 (similarity checks for exclusion from Plagiarism) of the UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher educational Institutions) Regulations, 2018 prescribes that the similarity checks for plagiarism shall exclude all quoted work reproduced with all necessary permission and/or attribution; references,

³Shodhganga is a repository of electronic thesis hosted by the INFLIBNET

bibliography, table of content, preface, acknowledgements, all generic terms, laws, standard symbols and standards equations. Under the note section of this Clause, it is stated that 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. (But), It shall exclude a common knowledge or coincidental terms, up to fourteen (14) consecutive words. Hence, the above exclusions may be taken in to consideration while checking the similarity;

- e. As per the UGC Regulations, every HEI is required to create an Institutional Repository of dissertations/thesis/papers/publications and other in-house publications on University's website. Hence, faculty and staff members shall ensure that a copy of their publications and other such works are submitted to the repository.

6. References:

1. Albert, T., & Wager, E. (2003). How to handle authorship disputes: a guide for new researchers. The COPE Report 2003.
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7. Merriam Webster Learner's Dictionary. <https://www.merriam-webster.com/dictionary/plagiarism>
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9. What is Plagiarism? <http://du.ac.in/du/uploads/research/06122014Turnitin-WhatisPlagiarism%20.pdf>
10. UGC (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education Regulations), 2018.

7. Disclaimer:

1. The Code of Ethics in Research & Publications has been brought out by the IAIP to help the students, researchers, teachers and staff members of the University. Utmost care has been taken by the members of the IAIP to prepare this document by covering major aspects of plagiarism and ethical conduct in research and publications using the above documents.
2. Students, Researchers, Teachers and Staff are advised to consult other scholarly documents for better understanding of various aspects dealing with the subject.
3. MANUU reserves the right to remove difficulty/difficulties in the course of implementation of the Code of Ethics for Research & Publications.
4. The decision of the Vice-Chancellor or the Executive Council of the University shall be final in the case of any interpretation of these guidelines.