PLAGIARISM POLICY OF DTU

Quality of a research especially scientific is assessed on the basis of adequate evidence, while best results of the research are accomplished through scientific knowledge. Information contained in a scientific work must always be based on scientific evidence. Guidelines for genuine scientific research should be designed based on real results. The original work should have the proper data sources with clearly defined research goals, methods of operation which are acceptable for questions included in the study.

NEED OF THE POLICY

Plagiarism adversely affects the prestige and esteem of the parent institution, in addition to cutting short a promising career of the individual concerned. It is for this reason that it is important for any academic institution to formulate a well-defined policy for dealing with plagiarism and academic misconduct and to educate the academic community about this menace.

Often people indulge in the act of plagiarism unknowingly because of a lack of appreciation for what constitutes plagiarism. However, these excuses offer little protection against a charge of plagiarism.

Plagiarism can occur either unintentionally by poor academic practice, or it can happen when someone reproduces others work without acknowledgement.

OBJECTIVE OF THE PLAGIARISM POLICY

Nowadays the problem of plagiarism has become huge, or widespread and present in almost all spheres of human activity, particularly in science. The aim of plagiarism policy is

- To improve the quality of research,
- To achieve satisfactory results; and
- To compare the results of their own research, rather than copying the data from the results of other people’s research.
- To establish rules and respect the rules of good practice

Definition

3. The Oxford dictionary has described it as follows:
   Pla*giar*ize (BrE also -i*ze) verb (disapproving) to copy another person’s ideas, words or work and pretend that they are your own.
4. As per hyper dictionary the word plagiarism has the following meaning(s)
   (a) [n] the act of plagiarizing; taking someone’s words or ideas as if they were your own.
   (b) [n] a piece of writing that has been copied from someone else and is presented as being your own work.
3. According to the online dictionary (http://dictionary.reference.com) plagiarism is defined as; “an act or instance of using or closely imitating the language and thoughts of
another author without authorization and the representation of that author's work as one's own, as by not crediting the original author.

4. According to online legal dictionary (http://legaldictionary.thefreedictionary.com/plagiarism)

Plagiarism is:

Taking the writings or literary concepts (a plot, characters, words) of another and selling and/or publishing them as one's own product. Quotes which are brief or are acknowledged as quotes do not constitute plagiarism. The actual author can bring a lawsuit for appropriation of his/her work and against the plagiarist, and recover the profits. Normally plagiarism is not a crime, but it can be used as the basis of a fraud charge or copyright infringement if prior creation can be proved.

TYPES OF PLAGIARISM

- Direct form—Fully or partially copy the text, computer files, audio or video recordings without mentioning the primary source;
- Mosaic form—Borrowing ideas and opinions from the original source, a few words and phrases without citing the source;
- Self-plagiarism—Reuse own work without specifying the primary (own) sources.

Turnitin, the software presently being used by university as a tool for plagiarism detection provides the following acts as plagiarism:

- **Remix Plagiarism** - Combining several slightly modified works, but without acknowledging the original creators or producing anything original.
- **Retweet Ctrl-C Plagiarism** - Copying and pasting information without any acknowledgement of the original author.
- **Error-404 Plagiarism** - Work with some missing or incomplete references, so the original sources can't be found.
- **Find-Replace Plagiarism** - Replacing a few pieces of information in a copied piece of work, to make it look like something new (but without actually being original).
- **Hybrid & Mashup Plagiarism** - Combining information from a few different sources, acknowledging original creators, but with no development of new ideas.
- **Recycle & Clone Plagiarism** - Reusing work that has been submitted before.
- **Plagiarism** - Copying existing information and referencing it, but without clearly identifying that it has been taken directly from another source.
PREVENTION OF PLAGIARISM

Researchers and authors of scientific papers must follow the rules of the Ethics Code of Good Scientific Practice (GSP), primarily to follow the principles of honesty and integrity;

✓ Authors must properly cite relevant publications and cite facts and conclusions, or published or unpublished ideas and words of other researchers and authors. The reader should be clearly informed of the facts from the original texts of other authors, or of recycled articles from other sources;
✓ Authors should properly cite references in their original form (the author(s), article title, abbreviated journal title, year of publication, volume editions, number, initial and final page of the published article, or the other sources in accordance to the order prescribed);
✓ Authors should use the knowledge acquired in the lectures, conferences or other sources of scientific and technical literature, provided that each source must include full bibliographic information;
✓ Authors must cite each citation in the text indicated in the bibliography at the end of the text and put it in quotation marks copied the contents of which have more than six consecutive words;
✓ Authors must obtain permission from other authors or publishers of scientific reproduction of protected materials (texts, images, charts, graphs, etc.) copyright;
✓ If the author re-used text or attachment as another author’s own observations, then published in the article, in quotation marks, should be accompanied by a quote of recycled text, published in the primary source;
✓ Authors and coauthors must sign a declaration of originality and authorship which provides descriptions of contribution by each of them separately in an article.

OBLIGATIONS OF THE INSTITUTE AND THE ACADEMIC COMMUNITY

Orientation Program

DTU shall make efforts to inculcate the spirit of academic integrity into students and faculty. The Dean, PG shall organize periodically workshops on “Policy, Issues, Scope and Prevention of Plagiarism”.

The institute should organize an orientation programme for all new entrants (for PhD and other students, respectively) at the beginning of the academic session to sensitize the students about the plagiarism issues and to make them aware of the institute policy on plagiarism.

This orientation programme shall necessarily touch upon the following issues:

- Explanation of plagiarism and ways to avoid an unintended act.
- An exposure to the elements of style in writing and referencing scholarly works
- Explanation of the institute policy on dealing with cases of plagiarism.
Every member of the academic community (faculty members, scientists, academic staff and students) shall be provided a copy of the institute policy and guidelines on plagiarism.

PLAGIARISM DETECTION PROCEDURE

The following procedure must be adhered to for submitting the plagiarism reports at the time of Ph.D/M.Tech thesis submission.

1. A section in the library should be assigned exclusive duty to check the plagiarism.
2. The section will check all Ph.D/M.Tech theses for plagiarism detection by using either Turnitin or any other plagiarism detection software.
3. The section will issue a report of plagiarism check called the Plagiarism Verification Report, certifying and authenticating the check performed by the student/department.
4. The report issued by the section has to be submitted to the DRC to examine/evaluate the report from a plagiarism detection software tool and shall ascertain the level/extent of plagiarism, if any.
5. The DRC will issue a final certificate to be submitted with the thesis at the time of final submission.
6. All research students shall provide a declaration of the originality of the work being presented by them for evaluation. The relevant form shall have an additional column to show and confirm that the thesis is free from plagiarism.
7. A form/declaration shall be submitted by M. Tech. and other students, wherever applicable.
8. Similarly, all manuscripts submitted for possible publication should be analyzed by these software tools to ascertain that proper citations to original works are included. A copy of the report generated by the plagiarism software should invariably be submitted by the students with the paper to their supervisors.

EXCLUSION

While performing plagiarism check the following would be excluded:

a. Quotes
b. Bibliography
c. Phrases and Small matches up to 10 words
d. Own published research paper

SELF CITATION

Regarding Self Plagiarism or cases where published work of the student is shown as Plagiarism in the check, a certificate (Plagiarism Self Exclusion Certificate, attached) has to be issued by the Supervisor specifying and attaching the articles that have been published by the student from 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.
PLAGIARISM REPORTING AND HANDLING

A complaint or charge of suspected case should be addressed to the Chairperson DRC. Alternatively, the specific complaints received by the Institute authority from external agencies may be referred to respective departments for a time-bound action (within 30 days). The DRC may on its own take cognizance of a suspected case.

In a situation mentioned above or warranted otherwise, a fact finding committee would be constituted by the Vice Chancellor, comprising of Chairperson, and two other faculty members, one from the concerned department the relevant area (other than the supervisor) and another from other department in the related area. The committee shall look into the case details and gather evidence in the form of reports from plagiarism detection software for the work in question as well as the previously published works of the concerned person in last five years, at least.

The committee shall submit its recommendation on whether the charge of plagiarism can be substantiated or not along with the documentary evidences including the report from plagiarism detection software, marked copies of publications, etc.

The recommendation shall be clearly specified in one of the following categories:

*The charge of plagiarism cannot be substantiated:* The similarity between documents is within the limits for putting some original results in proper context and all original sources are correctly cited. No further action is required.

*Low-level plagiarism:* Mostly it seems that the plagiarism is a result of negligence and intent to cheat is not clear. The student may be let off with counseling about plagiarism and allowed to resubmit the work within a defined time frame.

*Mid-level plagiarism:* Failure to cite proper references, copying a few paragraphs only from online sources (such as, Wikipedia, etc.). Intent to cheat is very low and may be due to lack of knowledge. The student may be allowed to resubmit the work within a defined time frame with an upper ceiling on the grade awarded.

*High-level Plagiarism:* Deliberate and planned attempt to copy the work done by someone else. Large amount of data taken from someone else’s work, art work copying, source code copying etc. Intention to cheat is clear and can be substantiated. The student’s programme may be terminated.

(The quantification of Plagiarism is left to the judgment and wisdom of the committee.)

The complaints of suspected plagiarism against an academic staff should be handled in the similar manner by a 3-member committee constituted by Vice Chancellor consisting of faculty members in the relevant area of specialization and one member from a different academic department.
The investigations should be taken up in right earnest and the report should be submitted within 30 days of the notification of the constitution of the committee.

The committee should examine all evidence on record and other supplementary sources and conclusively establish whether the charge of suspected plagiarism can be substantiated or not along with the documentary evidences. The minutes of the meetings of the committee should be maintained and included in the final report.

In case a member of the academic staff of the institute is found guilty of plagiarism then a suitable action for academic misconduct should be initiated.

**NOTE:** The quantification of Plagiarism is left to the judgment and wisdom of the committee.

The similarity in the M.Tech Dissertation/ Project up to 20% may be permitted and for Ph.D thesis similarity up to 15% may be permitted.

Excluded: 1. Bibliography  
2. Phrases and Small matches up to 10 words  
3. Own published research paper

**Decision:** The Academic Council approved the Plagiarism Policy as above.