

**JAIPURIA INSTITUTE OF MANAGEMENT**

**NOIDA**



**Academic Integrity Policy**

## **Academic Integrity Policy Framework: Student Submissions**

Students of Jaipuria Institute of Management are expected to display academic integrity and refrain for plagiarizing and falsification in preparation of their assignments, project reports, and summer internship reports. The following guidelines are henceforth applicable to all student submissions i.e. assignments/project reports/SIP reports. Students are expected to ensure that their work is original in content, and the words used are their own. A declaration to this effect MUST accompany all student submissions. All information cited must be appropriately cited/referenced to acknowledge its source. The policy framework detailed below MUST be read by all.

### **1. Understanding academic integrity (desirable) and plagiarism (avoidable)**

Plagiarism: Plagiarism is the inclusion of any material, into any class assignment, that is not your own without adequate reference to its author. Other than the fraudulent manufacture of data, it is the most serious professional breach of ethics that a scientist can commit. (Washington State University). Plagiarism refers to the practice of claiming credit for the words, ideas, and concepts of others (The American Psychological Association (2010). Academic dishonesty is a form of cheating and plagiarism that involve students giving or receiving unauthorized assistance in an academic exercise or receiving credit for work that is not their own (Kibler, 1993:253). In an instructional setting, plagiarism occurs when a writer deliberately uses someone else's language, ideas, or other original (not common-knowledge) material without acknowledging its source (<http://wpacouncil.org/positions/WPAplagiarism>).

Drawing upon the definitions above the key aspects of plagiarism can be summarized as:

- a. Use of information in assignments and projects which is not one's own
- b. Not acknowledging the source of such information
- c. Claiming someone else's work as one's own.
- d. Copying a report from internet and presenting it as one's own
- e. Removing reference to the author, while using a piece of information
- f. Reproducing one's own previous work/report without acknowledging the original source

### **2. Understanding usage of various types of source based information:**

**-Common Knowledge:** this is all factual information which is in public domain. As an example the number of children of Pundit Nehru, Headquarters of Coca Cola, date of birth and demise of leading national and international figures etc. Specific citing of source for such information is not warranted (the writing center, Resource Book: 1-2).

**-Source based information (someone else's work)**

Researchers and students often cite previous work done in an area by researchers in the past. This may include the research published by the author himself as well. It may be noted that all instances of unreferenced quotation of someone else's work, taking credit for someone else's work constitute academic misconduct. Students are expected to follow the generally acceptable guidelines for in-text citation of someone else's work, or the information/data borrowed from some other source. As an example:

*The market share of Coke and Pepsi for the month of February 2017 was 42% and 58% respectively.*

### **Mistake**

-you are borrowing information from some other source and reporting in your work. You have not collected the information yourself.

- At least ten competing market share numbers can be found for the month of February for Pepsi and Coke. Which source of information are you basing your report on?

Appropriate use of secondary information

*The market share of Coke and Pepsi for the month of February 2017 was 42% and 58% respectively (A C Neilson Retail Study, 2017).*

*Note: the reference must be cited with author/source, and year of publication; right after the sourced information is mentioned and not at the end of page/report/paragraph.*

### **A Direct Quotation:**

In all events of direct use of another author's words the source of such information must be acknowledged. The protocol is to report it as: (Smith & Jones, 2014:34). Where Smith & Jones are author's family names, 2014 is the year of publication and: 34 is the exact page number of the source from where it has been borrowed. Long direct quotes i.e. more than 40 words should be avoided; and in such cases paraphrasing is the recommended alternative.

Repeat use of someone else's words without paraphrasing is considered a major plagiarism related offense. Maximum penalty in such case would be to lose full marks in a particular assessment component.

*Example of appropriate direct quotation:*

*"If you are going to risk time and money in high-tech, you really need to remember how high-tech markets develop, and the following proverb is a good way to develop it: first there is a market, then there is no market and then there is" Moore (1991:27-28).*

### Desirable

- quotation mark is added
- source is listed
- page numbers are mentioned

#### Example of inappropriate direct quotation:

*If you are going to risk time and money in high-tech, you really need to remember how high-tech markets develop, and the following proverb is a good way to develop it: first there is a market, then there is no market and then there is.* Moore (1991)

### Mistake:

- Double inverted comma is missing
- Page number is missing.

**B. Paraphrasing (Indirect quotation):** Using author's words in one's own language, while providing reference of the original source.

#### Example of appropriate paraphrasing:

##### Direct Quotation used in section A above

*"If you are going to risk time and money in high-tech, you really need to remember how high-tech markets develop, and the following proverb is a good way to develop it: first there is a market, then there is no market and then there is"* Moore (1991:27-28).

##### Paraphrased version

*In order to facilitate growth of high-technology markets, one must bear in mind that the development follows an unpredictable course, where initial success may be followed by dismay and dejection later. Eventually persistence pays off.* (Moore, 1991)

### Desirable

- No quotation marks
- Language is your own
- Source cited
- Year cited
- Page number not required

**C.Summarizing:** using original author's main ideas on a theme, in one's own words.

Example of appropriate summarizing:

*The new product's success critically hinges upon the firm's expertise in marketing activities and marketing effectiveness of the new product diffusion (Cooper & Kleinschmidt, 1990; Gardner, Johnson, Moonkyu & Wilkinson, 2000).*

Example of inappropriate summarizing:

*The new product's success "critically hinges upon the firm's expertise in marketing activities" and "marketing effectiveness of the new product diffusion" (Cooper & Kleinschmidt, 1990; Gardner, Johnson, Moonkyu & Wilkinson, 2000).*

**Mistakes to avoid:**

- using quotations cleverly while summarizing, without citing
- using quotation marks
- not using own language to summarize the essence of one or more studies.

### **3. Understanding various aspects of academic misconduct**

- a) **Reporting of data:** All the data reported should be backed by a reference or evidence. Inadequate/partial reporting of data that supports your point while concealing that which does not; is an academic misconduct. Attributing data to source other than its original source is an academic misconduct.
- b) **Contributions:** Including the name of someone who did not contribute, and excluding the name of someone who actually contributed in a group assignment are both academic misconduct. You must have adequate record to support your claim in the event of a contribution related conflict.
- c) **Falsification:** Willfully and with full intention creation of an information, data, research output, report etc. where the claimed process has not taken place. For example, claiming a sample size of 200 when the data was collected from just 75 respondents; showing survey as a method of data collection when actually survey has not taken place. This is a serious and major misconduct.
- d) **Digital misconduct:** Stealing someone else's data, report etc. Passing on or authorizing someone else to work on one's assigned mail-id and password, to participate in evaluations, lab based exams, quizzes and other evaluative components using someone else's login and password details. This is a major misconduct.

### **4. Process for submission**

All student assignment/reports/SIP reports would now be submitted on Turnitin (plagiarism detection software). Please follow the following easy steps to submit your assignment:

- a) Prepare your submission as per the guidelines shared by faculty members
- b) Submit the soft copy on Turnitin (submission procedure to be communicated in due course). Please turn off the create repository option (refer attached presentation).
- c) You may wish to revise your submission on the basis of the turnitin report.
- d) Please turn off the repository option on Turnitin (refer presentation attached) the first time, and submit it again the second time.
- e) Attach a copy of the turnitin originality report and the originality certificate (to be shared by program office) with your hardcopy submission.

### **5. Process for handling cases of violation of academic integrity code**

All cases on noted plagiarism (basis Turnitin report and the examiner's observation) must be reported to Dean (Academics).

Concerned offenders will be issued warning plus reduction of marks (as applicable). All offenses to be handled at the level of faculty concerned and duly communicated to Dean (Academics) and Program Office. Minimum penalty in case of minor offense is warning and maximum penalty of removing 25% marks in a particular assessment component. Minimum penalty for a major offense is removing >25% up to 100% marks earned.

Program office will maintain a database of first time and repeat offenders. The penalty will be severe for cases of repeated offense.