

**JAIPURIA INSTITUTE OF MANAGEMENT**  
**JAIPUR**

**Academic Integrity Policy**

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

All students of Jaipuria Institute of Management are expected to display academic integrity and refrain from 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. All 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 forms 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. It may be noted that all instances of unreferenced quotation of someone else's work, taking credit for someone else's work. Students are expected to follow the generally acceptable guidelines for in-text citation of someone else's work.

Plagiarism refers to the practice of claiming credit for the words, ideas, and concepts of others (The American Psychological Association, 2010). *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. Repeat use of someone else's words without paraphrasing is considered a major plagiarism related offense. Maximum penalty in such cases has been financial damages, loss of employment and losing course grade or even expulsion from a program.

#### 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:

- Quotation mark is missing
- Page number is missing.

- B. **Paraphrasing:** Using author's words in one's own language, while providing reference of the original source. Avoid paraphrasing a quotation of more than 35 words. If required the information must first be presented in the writer's own words.

Example of appropriate paraphrasing:

*The contribution of high-tech firms, to both technology development and industry-level performance, is well-known and they are considered engines of growth, innovation and wealth creation (Biga, Francois, Gailly, Janssen, Verley & Wertz, 2007).*

Desirable

- No quotation marks
- Language is your own
- Source cited
- Year cited
- Page number not required
- Less than 35 words

Example of inappropriate paraphrasing:

*"In spite of the increased interest in understanding high-tech start-up firm behaviour, the past literature has primarily focused on well-established technology-based firms particularly focusing on the product pre-launch and launch stage strategies adopted by the firms. Surprisingly, high-tech start-ups have received scant attention" (Biga, Francois, Gailly, Janssen, Verley & Wertz, 2007:27).*

Mistake:

- Quotation mark added
- Page numbers added
- More than 35 words included

- 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 sever for cases of repeated offense.