

PLAGIARISM POLICY

Policy Title	Plagiarism Policy
Policy Owner	Amity Institute of Higher Education, Mauritius (AIHE)
Policy Version	Versions Control: 1.0 (April 2021) Current Version: 1.0 (April 2021)
Responsible Office / Committee	Research and Review Committee
Contact Information	Questions concerning the policies should be directed to the Vice Chancellor of Amity Institute of Higher Education (Mauritius)
Policy Review Frequency	Once in 3 Years
Pertinent Dates	Approved by: April 2021 Next Review by: April 2024
Approved By	Academic Council Meeting, AIHE
Entities Affected by This Policy	AIHE Faculty, Students enrolled in various programmes offered by AIHE

Who Needs to Know About This Policy	This policy governs AIHE academic staffs and students engaged in activities related to assessment submissions
Reason for Policy / Purpose	This policy provides all Faculty within AIHE with process, operating procedures and penalties related to academic misconduct regarding similarity index and plagiarism.

AMITY INSTITUTE OF HIGHER EDUCATION

PLAGIARISM POLICY

Introduction:

Plagiarism refers to the appropriation of another person's ideas, views, words or results without acknowledging the source.

Plagiarism occurs in the following circumstances:

- (a) Submitting the work of another or part of it as one's own, whether published or unpublished.
- (b) Carelessly or inadequately citing ideas or words from source.
- (c) Paraphrasing, copying or summarizing another's work without acknowledging the source.
- (d) Using facts, figures, graphs, charts, images, diagrams/illustrations, or information without acknowledging the source.
- (e) Downloading part(s) of any document, graphics, artwork, or other material from the internet and presenting it as one's own without acknowledgement.

- (f) Infringement of the Copyright Act in force in the country.

Students' Responsibility:

- (a) Clearly acknowledge the source of the material on which they have based their work
- (b) Acknowledge the people whose concepts, experiments or results they have extracted from, developed, or summarized even if these ideas have been put in their own words.
- (c) Avoid excessive use of extracts from works of other authors, even if acknowledged.

Academic Responsibility

Students' plagiarism is mainly associated with the assignments given as part of coursework/continuous assessment and online assessments. Thus, the design of the assignment should encourage originality and minimize plagiarism. Some strategies to consider may include:

- (i) Design assessment tasks that require higher-order thinking skills where the student needs to apply his/her knowledge to analyze and evaluate.
- (ii) Create individualized and focused tasks which would be specific to a student and encourage oral presentation/discussion sessions to discourage plagiarism
- (iii) Avoid re-using past assessment tasks that could tempt students to copy other's works.
- (iv) Communicate the assignment's purpose in detail to students and make assessment criteria/ rubrics explicit and align them with the purpose.

- (v) Give students enough time to complete the assignment.

Use of Anti Plagiarism Software

The use of the above software is intended to provide students with the opportunity to identify and prevent instances of plagiarism in their work and take corrective measures. Thus, the software is meant to uphold academic integrity and reputation of the institution and enhance originality and skills in academic writing.

For more effectiveness, the software should be used together with other strategies to avoid cases of plagiarism. Some of the strategies that Faculties may use are as follows:

- (i) Citation and referencing are the basis of academic integrity. Students must be encouraged to use referencing software for managing references and creating a bibliography.
- (ii) Discuss academic integrity with students from the beginning of the course.
- (iii) Use real cases of plagiarism from different disciplines for demonstration.
- (iv) Ask students to submit drafts, give feedback on referencing, citation, paraphrasing, etc.

Use of Anti Plagiarism software

The software license is available to all Deans and Programme Leaders and it is expected that, where appropriate, all courses make use of the software by allowing their students to submit their assignments to the system.

All submissions to the software must be allowed at least one draft submission before the final submission. Each student will be required to submit their own submissions on the software and will have access to the Originality Reports arising from each submission.

Application of Penalties

To determine the levels of plagiarism, the assessment / report / assignment / coursework / Dissertation / Project is run through the software to know the percentage of similarity index. In case of plagiarism detected the following sanctions shall be applied:

S. No	Programmes	Total Plagiarism acceptable percentage limit	Single source accepted limit	Penalty
1	Certificate and Diploma Programmes	30%	5 %	• Issue warning, (+10%)
2	Undergraduate programmes	25%	4%	• award one grade lower, (+20%)
3	Postgraduate Programmes	20%	3%	• award minimal pass grade, (+30%)
4	MPhil and Doctoral Programmes	15%	2%	• resubmit / resit for minimum pass grade, (+40%) • termination from the programme (+50%)

Such policy is applied for all courses, online as well as face to face lectures and dissertations.

Plagiarism Committee

A plagiarism committee functioning under the chairpersonship of the Registrar should be responsible to analyze, consider the number of times a particular student is involved in plagiarism and inflict the above penalties as appropriate.

The Plagiarism Committee shall also consider, on a case-to-case basis repeated defaulter. The Committee has the power to make appropriate recommendations to Council.

However, the decision for the termination of registration of a student in connection to plagiarism rests upon Council as the supreme body.

DISCLAIMER

This document may be subjected to change upon the directions and instructions of Senate / Academic Council. The changes once approved by AIHE's respective Councils and Boards, will be mentioned and notified to accreditation body – Higher Education Commission (HEC) by the Vice Chancellor of AIHE.