



TEERTHANKER MAHAVEER UNIVERSITY

(Established under Govt. of U. P. Act No. 30, 2008)
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Standard Operating Procedure (SOP) **for Plagiarism & Self-Plagiarism**

1. Introduction

In accordance with the UGC Notification on Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions Regulations, 2018 dated 23rd July 2018 (**notified in the Official Gazette of India on 31st July, 2018**), the SOP on Plagiarism & Self-Plagiarism of the Teerthanker Mahaveer University has been formulated with a view to ensure that the University ensures zero-tolerance for plagiarism in the research work carried out by its faculty members, research scholars and students.

While the University Grants Commission (UGC) has issued comprehensive guidelines on **plagiarism** ("Plagiarism is defined as the copying or paraphrasing of other people's work or ideas into your own work without full acknowledgment.") and issues related to **self-plagiarism** ("a type of plagiarism in which the writer republishes a work in its entirety or reuses portions of a previously written text while authoring a new work."). The reuse of one's previously published work or dissertation content without proper citation—require specific attention within institutional frameworks. This SOP provides a structured and transparent mechanism to address Plagiarism & self-plagiarism issues to promote ethical research practices, and ensure adherence to publication norms.

2. Objectives

- To define and address the issue of Plagiarism and self-plagiarism within research and academic work.
- To establish a consistent University approach for handling cases of Plagiarism and self-plagiarism.
- To ensure alignment with UGC's "Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions Regulations, 2018."
- To ensure alignment with guidelines on good publication practice.

- To promote high-quality, original, and ethical research among students and faculty members.

3. Scope

This SOP is applicable to:

- All students/scholars enrolled in Postgraduate and Ph.D. programs.
- Faculty members, researchers, and academic staff submitting research for internal/external assessment or publication.

4. Self-Plagiarism

Self-plagiarism refers to the reuse of significant portions of one's own previously submitted or published academic work (e.g., articles, dissertations, conference papers, reports etc.) without appropriate citation or acknowledgment, thereby presenting it as new or original content. In its efforts to curb plagiarism the UGC issued the University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018, so that plagiarised work does not acquire any credibility or value in evaluation. In continuation of its initiative, and in line with global standards of ethical publishing established by leading institutions the UGC draws the attention (**vide UGC Public Notice No. N.F.1-1/2020 (SECY) dated 20.04.2020**) of the academic to the following:

- (i) Reproduction, in part or whole, of one's own previously published work without adequate citation and proper acknowledgment and claiming the most recent work as new and original for any academic advantage amounts to 'text-recycling' (also known as self-plagiarism') and is not acceptable.
- (ii) Text-recycling/self-plagiarism includes:
 - a) Republishing the same paper already published elsewhere without due and full citation;
 - b) Publishing smaller/excerpted work from a longer and previous without due and full citations in order to show a larger number of publications;
 - c) Reusing data already used in a published work, or communicated for publication, in another work without due and full citation;
 - d) Breaking up a longer/larger study into smaller sections and publishing them as altogether new work without due and full citation;
 - e) Paraphrasing one's own previously published work without due and full citation of the original.
- (iii) Self-citations do not add any number/s to the individual's citation index or h-index in global academia

5. Principles and Guidelines

5.1 Similarity checks for exclusion from Plagiarism

- All quoted work reproduced with all necessary permission and/or attribution.
- All references, bibliography, table of content, preface and acknowledgements.
- All generic terms, laws, standard symbols and standards equations.

5.2 Acceptable Use of Prior Work

- Reuse of previously authored content is permissible only with proper citation and a clear explanation of how it contributes to the current work.
- Students and researchers must avoid verbatim copying from their earlier work unless it is essential, duly cited, and approved by their supervisor.

5.3 Citation and Acknowledgment

- If content from earlier work is reused, it must be cited and acknowledged in accordance with standard academic citation practices for dissertation/thesis submission.
- Self-citations should follow the referencing style prescribed by the respective department/journal.

5.4 Cumulative or Extended Work

- When new research builds upon prior dissertations or articles, authors must:
 - a) Clearly state the relationship between the previous and current work.
 - b) Add substantial new content, analysis, or results to avoid redundancy.

6. Detection and Review Process

6.1 Use of Plagiarism Detection Software

- All research submissions must be screened using approved plagiarism detection tool. (e.g., *Turnitin or any other software prescribed by the University*).
- While conducting plagiarism checks, it must be ensured that the content is not saved or stored in the plagiarism detection software. Otherwise, during subsequent checks, the same content may be flagged as self-plagiarism due to the previously saved version.

6.2 Initial Screening

- The concerned supervisor/guide shall conduct an initial review of the similarity report.
- If self-plagiarism is suspected, a preliminary report shall be submitted to the College Academic Integrity Panel (CAIP).

6.3 Evaluation by Academic Integrity Committee

- The CAIP shall review the case, consider the context, and determine whether it qualifies as self-plagiarism.
- If confirmed, the severity shall be evaluated based on the percentage and nature of reused content.

7. Levels of Plagiarism (in line with UGC guidelines)

- **Level 0:** Similarities up to 10%- Minor similarities
- **Level 1:** Similarities above 10% to 40%
- **Level 2:** Similarities above 40% to 60%
- **Level 3:** Similarities above 60%

8. Penalties (in line with UGC guidelines)

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 University only after academic misconduct on the part of the individual has been established without doubt, when all avenues of appeal have been exhausted and the individual in question has been provided enough opportunity to defend himself or herself in a fair or transparent manner.

8.1 Penalties in case of plagiarism in submission of thesis and dissertations:

University Academic Integrity Panel (UAIP) shall impose penalty considering the severity of the Plagiarism.

- **Level 0:** Similarities **up to 10%**- Minor similarities, no penalty
- **Level 1:** Similarities **above 10% to 40%**- Such students 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 students shall be debarred from submitting a revised script for a period of one year.
- **Level 3:** Similarities **above 60%**- Such student registration for the programme shall be cancelled.

Note 1: Penalty on repeated plagiarism- Such student shall be punished for the plagiarism of one level higher than the previous level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative.

Note 2: Penalty in case where the degree/credit has already been obtained- If plagiarism is proved on a date later than the date of award of degree or credit as the case may be then his/her degree or credit shall be put in abeyance for a period recommended by the UAIP and approved by Vice Chancellor.

8.2 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%-
 - (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, PhD. Student/scholar for a period of two years.
- **Level 3:** Similarities above 60%-
 - (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, PhD. Student/scholar for a period of three years.

Note 1: Penalty on repeated plagiarism: Shall be asked to withdraw manuscript and shall be punished for the plagiarism of one level higher than the lower level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative. In case level 3 offence is repeated then the disciplinary action including suspension/termination as per service rules shall be taken by the University.

Note 2: Penalty in case where the benefit or credit has already been obtained: If plagiarism is proved on a date later than the date of benefit or credit obtained as the case may be then his/her benefit or credit shall be put in abeyance for a period recommended by UAIP and approved by the Vice Chancellor of the University.

9. Appeals and Grievance Redressal

- Authors may appeal decisions by submitting a written representation to the University's Academic Integrity Panel (UAIP).
- The UAIP shall review the appeal and respond within 7 working days.

10. Awareness and Capacity Building

- Orientation sessions shall be conducted for students and faculty on research ethics and responsible authorship.

11. Periodic Review

This SOP will be reviewed time to time or as per revisions in UGC regulations/international practices on publications.


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