



Draft of Plagiarism Policy

As per the UNIVERSITY GRANTS COMMISSION (PROMOTION OF ACADEMIC INTEGRITY AND PREVENTION OF PLAGIARISM IN HIGHER EDUCATIONAL INSTITUTIONS) REGULATIONS, 2018 following guidelines must be adhered to establish institutional mechanism to facilitate responsible conduct of research, promotion of academic integrity and deterrence from plagiarism.

Objectives:

*To create academic awareness about responsible conduct of research, study, project work, assignment, thesis, dissertation, promotion of academic integrity and prevention of misconduct including plagiarism in academic writing among students, researchers, faculty and other members of academic staff as well as any employee of university.

* To develop systems to detect plagiarism and to set up mechanisms to prevent student, faculty, or staff of the University committing the act of plagiarism.

Zero Tolerance Policy in core area:

The core work carried out by the student, faculty, staff and researcher shall be based on original ideas and shall be covered by Zero Tolerance Policy on Plagiarism. **The core work shall included abstract, summary, hypothesis, observations, results, conclusions and recommendations.**

The similarity checks for plagiarism shall exclude the following:

- i.** All quoted work either falling under public domain or reproduced with all necessary permission and or attribution.
- ii.** All references, bibliography, table of content, preface and acknowledgements.
- iii.** All small similarities of minor nature.
- iv.** All generic terms, laws, standard symbols and standards equations.
- v.** Common knowledge or coincidental terms, up to fourteen (14) consecutive words.

Levels of plagiarism in non-core areas:

In some writings like common knowledge, common sentence, prepositions, and articles may be comes under plagiarism detected by software in such cases 10% plagiarism may be accepted.

Keeping in view the policy of plagiarism, and avoid piracy of intellectual property, the author needs to follow the citation policy:

When 10 words are taken together from some established core work, citation becomes essential.

Also, when the copied content reaches 40 words in accumulation, the fragment needs to be kept under inverted comma (“ ”) in italic.

Therefore, the proper attribution, seeking permission of the author wherever necessary, acknowledgement of source compatible with the needs and specificities of disciplines and in accordance with rules and regulations governing the source is essentially required.

Authors are necessarily required to cite reference in case of any content adopted from anywhere other than internet open sites.

It is also that, **even in case of open site internet source the copied contents if found more than 10% in aggregate during plagiarism detection, the work shall not be considered for further proceedings.** Beside, in case the one who has been claimed for plagiarism and has been found accused of doing so, shall be subject to the court of law by the one who has claimed for penalty as per copyright norm.

Handling of Plagiarism: (Anti Plagiarism Guideline)

All research centers under the University should establish a mechanism as prescribed below, to enhance awareness about responsible conduct of research, academic integrity and prevent Plagiarism.

a. Departmental Academic Integrity Panel :

Composition shall be as given below > Chairman

– Head of the Department.

Member – Senior academician from outside the department, to be nominated by the Head of The Institute.

Member – A person well versed with Anti Plagiarism tools, to be nominated by the Head of the Department. They shall have the power to assess the level of plagiarism and recommend penalties accordingly.

b. University Academic Integrity Panel:

Panel shall be constituted by the University to consider and take appropriate decision in case Plagiarism.

The panel shall investigate cases of plagiarism as per the provisions mentioned in these regulations.

Composition of Academic Integrity Panel: Shall be as given below >

1. Chairman – Pro-VC/Dean/Senior Academician of the University.
2. Member – Senior Academician other than Chairman, to be nominated by the Vice-Chancellor.
3. Member – One member nominated by the Vice-Chancellor from outside the University.
4. Member – A person well versed with anti-plagiarism tools, to be nominated by the Vice- Chancellor.

The tenure of committee members including Chairman shall be 3 years.

The quorum for the meetings shall be 3 out of 4 members including Chairman.

The principles of natural justice must be followed while deciding about the allegation of plagiarism against the student, faculty or researchers with due justifications of recommendations and or penalties, if any.

Penalties:

In case of found guilty of plagiarizing, they shall be considered under following class of severity:

Level 0: Similarities up to 10% - minor similarities, no penalty.

Level 1: Similarities above 10% to 40% - Shall be asked to withdraw manuscript submitted for publication and 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 student shall be asked to withdraw manuscript submitted for publication and shall be debarred from submitting a revised script for a period of one year.

Level 3: Similarities above 60% - shall be asked to withdraw manuscript submitted for publication and such student's registration for the program shall be cancelled.

Guidelines for Plagiarism Check

The following guidelines must be adhered to for submitting the **Plagiarism check reports generated by Turnitin or iThenticate or URKUND software at the time of Ph.D. thesis submission:**

1. The Ph.D thesis must undergo a Plagiarism Check by either Turnitin or iThenticate or URKUND software.
2. **The exclusion at the time of performing the plagiarism check should be limited to the following:**
 - A. All quoted work reproduced with all necessary permission and/or attribution.
 - B. All bibliography, references, table of content, preface and acknowledgements.
 - C. All generic terms, laws, standard symbols and standard equations.
 - D. It shall exclude a common knowledge or coincidental terms, up to fourteen (14) consecutive words.
 - E. Small similarity less than 10%
 - F. Mathematical Formula
 - G. Name of Institutions, Departments etc.
3. Regarding Self Plagiarism or cases where published work of the student is shown as Plagiarism in the check, a certificate (**Plagiarism Self Exclusion Certificate**) 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.
4. The Plagiarism check is essential so that the correct report is submitted at the time of thesis submission. Every student submitting a thesis shall submit and undertake indicating that the document has been prepared by him/her and that the document is his/her original work and free of any plagiarism.

Each Supervisor will issue the Plagiarism Verification Certificate, certifying and authenticating the check performed by the student/Department. **This certificate has to be submitted to the O/o Dean at the time of submission of the thesis.**

5. The Ph.D / M.Phil candidates shall subject the thesis for plagiarism check using anti plagiarism **web tool 'Turnitin'/'iThenticate'/'URKUND'.**

The Ph.D./M.Phil candidates, who are due to submit their thesis from January 2018 onwards, shall submit their thesis along with anti-plagiarism certificate from the **Departmental Academic Integrity Panel.**

Permitted similarity index as per the anti- plagiarism guidelines are as follows:

Thesis/Dissertation	PhD / MPhil
Core Area (abstract, summary, hypothesis, observations, results, conclusions and recommendations.)	Permitted Similarity index 0%
Non-Core Area (Rest of the Thesis)	Permitted Similarity index up to 10%
Total continuous words	Not exceeding 14 words

Note: In parity with UGC Prevention of Plagiarism Regulations 2018, percentage below 10% would probably indicate that Plagiarism has not occurred.

THE WORKFLOW:

- a) The research scholar shall submit the soft copy of the thesis for the plagiarism check through the guide to Departmental Academic Integrity Panel.
- b) Checking shall be done by the guide for abstract, summary, hypothesis, observations, results, conclusions and recommendations (excluding the review of literature and references).
- c) The anti-plagiarism report shall be generated by the guide and the report shall be submitted to Departmental Academic Integrity Panel along with the thesis.
- d) Departmental Academic Integrity Panel :
Composition shall be as given below >
Chairman – Head of the Department.
Member – Senior academician from outside the department, to be nominated by the Head of The Institute.
Member – A person well versed with Anti Plagiarism tools, to be nominated by the Head of the Department.
- e) The panel shall certify the plagiarism check indicating the “Similarity index < or > (lesser or greater) than Permitted Similarity index” as per the anti- plagiarism guidelines of the University.
- f) The soft bound (draft thesis) with in permitted similarity index as per the anti- plagiarism guidelines shall be recommended and forward to the O/o Dean, WBUHS along with certificate of plagiarism check (**Annexure-2**).
- g) If the submitted thesis shows similarity index > (greater than) permitted similarity index, then the thesis shall be returned to candidate for correction, rechecking and resubmission with requisite fee.
- h) In case the thesis still shows similarity index > (greater than) permitted similarity index ,the student shall resubmit the thesis to O/o Dean, WBUHS for the third time with requisite fee which shall be considered as the final submission failing which the thesis will be rejected.
- i) The candidate shall mandatorily produce the anti-plagiarism certificate as a part of the thesis submission.
- j) Plagiarism Verification Certificate (**Annexure-2**) shall be attached in the thesis.

Mandatory Instructions for final submission of thesis: (Part I, Part II & Part III)

Where submission of a thesis for examination is required, the candidate must have **three identical copies** of the thesis prepared and an **electronic copy of the thesis**.

One copy of the bound thesis and the electronic copy must be submitted for examination through their Institute; the other bound copies should be retained by the Institute, candidate and brought to any oral examination which may be required.

The electronic copy of the thesis may be run through text matching software in order to detect plagiarism prior to submission of thesis with necessary authentication that -

a) It is presented in the manner prescribed.

b) That has been certified by the Supervisor, Co-Supervisor as being a copy of the thesis which he/she had approved as Examiner.

****c) The total number of pages or words referred to above may be taken as excluding bibliographies, references, appendices, quotations, footnotes and any supplementary material (tables of results etc), which it may be desirable to submit for ease of reference, but which do not form an essential part of the main text of the thesis.**

d) The result of the examination for a successful candidate will not be published in any form either by way of a pass list or any official communication from the University until the University has verified receipt of the thesis.

Part I:

You have to submit your original thesis from 1st page to last page in searchable pdf format for plagiarism check prior to submission of Ph.D. Thesis.

Part II:

Give following details in one page soft copy in pdf format (In English)

(This soft copy should be same as per the information given in the final thesis CD-ROM)

1. University Name:
2. Department of:
3. Name of Researcher:
4. Name of Guide:
5. Type of Degree – PhD:
6. Registration Date:
7. Completed Date:
8. Thesis Title:
9. Keywords:
10. Total pages & thesis

Part III:**Details of file format for C D Submission:**

Please arrange the Ph.D. thesis files in the following sequence and in the pdf format for final submission in soft copy. Sample naming conventions used for a thesis to be submitted by the researcher is given in Table below >

1. Title.pdf	Title Page
2. Certificate.pdf	Certificate
3. Abstract. pdf	Abstract
4. Declaration. pdf	Declaration
5. Acknowledgement.pdf	Acknowledgement
6. Contents. pdf	Content/Index page
7. List _of _tables.pdf	List of Tables
8. List _of_ figures. pdf	List of Figures
9. Abbreviations.pdf	Abbreviations
10. Chapter 1. pdf	First Chapter
11. Chapter2.pdf	Second Chapter
12. Chapter,	Chapter.....
13. Conclusion	Conclusion
14. Summary	Summary
15. Bibliography	Bibliography

Above instructions are mandatory for final submission of Ph.D. thesis.

Deposit of Awarded Thesis in the University Library:

Successful research candidates are required to deposit a digital copy of the thesis through their institute for preservation prior to declaration of award. The thesis will be preserved and publicly accessible in the Academic Repository of the university.

Note that the research degree is not awarded until the candidate has electronically deposited his/her thesis, therefore, failure to deposit will prevent the award of the research degree.

Copyright:

Candidates are encouraged to consider any copyright implications as early as possible when writing their thesis, particularly regarding the use of material for which they do not own the copyright.

Annexure – 1
DECLARATION OF THE APPLICANT

Details of the Researcher:	
Name of the Researcher:	
Title of Research Topic:	
Reg. No:	
Faculty:	
Department:	
Address for communication:	
Cell Phone No:	
E-mail ID:	
Details of the Guide	
Name of the Supervisor:	
Designation & Address:	
Cell Phone No:	
E-mail ID:	
Details of the Co-Guide	
Name of the Co- supervisor:	
Designation & Address:	
Cell Phone No:	
E-mail ID:	

I promise to abide by the rules and academic regulations of the West Bengal University of Health Sciences , I agree that I shall abide by the decision of the University which is final.

SIGNATURE OF THE APPLICANT

DECLARATION OF THE RESEARCH GUIDES

I/We hereby declare that the theses submitted by the scholar are reviewed by me/us. I/We also certify that the above theses are not submitted elsewhere. I/We shall abide by the plagiarism rules of the University.

SIGNATURE OF
THE GUIDE WITH SEAL

SIGNATURE OF
THE CO- GUIDE WITH SEAL

Enclosures:

Thesis in Soft copy Note: Entire soft copy of the Thesis shall be submitted in single Searchable PDF file less than 40 MB size (From Title page to Last page of thesis).

SEAL OF RESEARCH CENTRE

Annexure – 2
PLAGIARISM VERIFICATION CERTIFICATE

Date:

Title of the Thesis:

.....

..... Total Page:

..... Researcher (PhD/MPhil):

..... Supervisor:

..... Co- Supervisor:

..... PhD Research

Centre/Department:

Name of the Institute:

This is to report that the above thesis was scanned for similarity detection. Process and outcome is given below:

Software used: Date:

Similarity Index: Total word count:
(**as instructed).

The complete report is submitted for review by the University.

We undertake the following:

- a. The research work submitted is original.
- b. No sentence, table, paragraph or section has been copied verbatim from any other resource unless it is placed under quotation marks and duly referenced.
- c. There is no fabrication of data or results which have been compiled.
- d. There is no falsification by manipulating research materials, equipment or processes.
- e. The thesis has been checked using Anti plagiarism web tool ‘TURNITIN’/ ‘ithenticate’/ ‘URKUND’ and found within limits as per the anti plagiarism guidelines of the West Bengal University of Health Sciences.
- f. Similarity index of the thesis is as follows:

% Similarity index	
Core areas:	Rest of the Thesis:
Similarity checks for exclusion from Plagiarism	

1. Guide Name: Signature:	2. Student: Name: Signature:
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Recommendation/comments by Departmental Academic Integrity Panel of the Institution:

1. Chairman Name: Signature:	2. Member Name: Signature:	3. Member Name: Signature:
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.....

Institution seal:

Annexure – 3 (A)**CERTIFICATE OF ORIGINALITY**

Name of the Author (Research Scholar):	
Registration Number:	
E-mail ID & Contact No.:	
Degree (PhD/MPhil):	
Department/Centre:	
Guide/Supervisor:	
Thesis/Dissertation Title:	
Date of Submission:	

1. I hereby certify that the PhD thesis/dissertation contained in this CD/DVD is in accordance with the guidelines issued by West Bengal University of Health Sciences for this purpose and complete in all respect.
2. It is also certified that the contents of the electronic version of the thesis/dissertation submitted herewith are the same as that submitted as the final hardcopy of the thesis.
3. I hereby certify that my thesis is my original work and its copyright vests on me, it does not infringe or violet the rights of anyone else.
4. The thesis has been checked by using UGC or University Recommended Anti Plagiarism software as per direction given by UGC-INFLIBNET. The similarity index is below accepted norms of university.

The research work embodied in this Thesis entitled "....."
"
 submitted for the award ofdegree has been carried out by me at the (Name of Institute)
under the West Bengal University of Health Sciences.

The manuscript has been subjected to plagiarism check by (Name of software).

Hence Certified.

Name and Signature of the Supervisor

Signature of the Scholar:
 Place:
 Date:

Name and Signature of the Candidate

Signature of the Scholar:
 Place:
 Date:

Annexure – 3 (B)
[FINAL THESIS FOR PhD AWARD UNDER THE FACULTY OF.....]
DECLARATION OF AUTHORSHIP

Name (in capitals):

Registration number:

Subject:

Faculty of:

Name of the Institute (in capitals):

.....

Supervisor /Co-Supervisor:

.....

Title of thesis (in capitals):

Word count.....(**as instructed).

Please tick to confirm the following:

> I have read and understood the University’s regulations concerning conduct of PhD research and, in particular, the regulations on plagiarism.

> I have read and understood the UGC information and guidance on academic good practice and plagiarism (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions Regulations, 2018).

> The [thesis/dissertation /assignment/project/other submitted work] I am submitting is entirely my own work except where otherwise indicated.

> It has not been submitted, either partially or in full, either for this University or qualification for another course of study of this University or for a qualification at any other institution.

> I have clearly indicated the presence of all material I have quoted from other sources, including any diagrams, charts, tables or graphs.

> I have clearly indicated the presence of all paraphrased material with appropriate references.

> I have acknowledged appropriately any assistance I have received in addition to that provided by my [supervisor/co- supervisor/ Research Advisory Committee].

> I have not copied from the work of any other candidate.

> I have not used the services of any agency providing specimen, model or ghost written work in the preparation of this thesis/dissertation/ assignment/project/other submitted work.

> [Insert subject-specific statements as necessary]

> I agree to retain an electronic copy of this work until the publication of my final examination result.

> I agree to make such electronic copy available to the examiners should it be necessary to confirm my word count or to check for plagiarism.

Candidate’s signature:

Date:

[Additional signature:

Date

Annexure – 4

(Copyright)

Student Approval Form

Name of the Author	
Department	
Degree	
University	
Guide	
Thesis Title	
Year of Award	

Agreement

1. I hereby certify that, if appropriate, I have obtained and attached hereto a written permission / statement from the owner(s) of each third party copyrighted matter to be included in my thesis/ dissertation, allowing distribution as specified below.

2. I hereby grant to the university and its agents the non-exclusive license to archive and make accessible, under the conditions specified below, my thesis / dissertation, in whole or in part in all forms of media, now or hereafter known. I retain all other ownership rights to the copyright of the thesis / dissertation. I also retain the right to use in future works (such as articles or books) all or part of this thesis, dissertation, or project report.

Conditions:

1. Release the entire work for access worldwide	
2. Release the entire work for 'My University' only for	
1 year	
2 years	
3 years	
and after this time release the work for access worldwide.	
3. Release the entire work for 'My University' only, while at the same time releasing the following parts of the work (e.g. because other parts relate to publications) for worldwide access:	
a) Bibliographic details and Synopsis only.	
b) Bibliographic details, synopsis and the following chapters only	
c) Preview / Table of Contents / 24 page only	
4. View Only (No Downloads) (world wide)	

Signature of the Scholar

Signature and seal of the Guide

Place:

Place:

Date:

Date:

Annexure - 5**Publication Details**
(by PhD scholar)

Sl. No.	Title of the Research Paper	Name of the Journal in which Published with ISSN/ISBN No., Vol. No., Page No.	Type of Journal (National/International)	Publication month/year	No. of Co-Authors if any	Whether Peer reviewed/Refereed Journal Impact factor, if any	Form of Journal (Online/printed)
1.							
2.							

Note: Reprints or Proof of acceptance needed.

Annexure – 6**Presentation of research paper in Conference/ Seminar**
(by PhD Scholar)

Sl.No	Title & Topic of paper presented	Name of conference / Seminar	Organizing body or Institute	Month & Year	Venue, Date & Time	Type of conference (State/National/International)	Whether main / co-author of presented paper
1.							
2.							

Note: Certification of paper presentation with Topic required.
(Conference participation certificate will not be considered).

The West Bengal University of Health Sciences

SUPERVISOR'S CERTIFICATE FOR EXCLUSION OF SELF-PUBLISHED WORK

The content of the work has been
published in.....

- 1.
- 2.
- 3.
- 4.

This published work has been included in the thesis and has not been submitted for any degree to any University/Institute.

Signature of Student

Signature of Supervisor

PhD Thesis Examiner's Profile

EXAMINER / ADJUDICATOR PROFILE

Contact info:-

Full name with designation :

Email address :

Phone no with country City codes :

Postal address complete with pin code :

Qualification:-

Highest degree with Subject & University :

Specialization, with sub-specialization :

Current position:-

Employer :

Position held :

Responsibility (ies) :

*Research specialization, with sub-specialization :

Teaching / work experience:-

Teaching :

Research, development or innovation :

Publications (numbers only): Chapters in books, presentations:-

Total, in peer-reviewed journals published abroad :

Total, in peer-reviewed journals published in India :

Total, in peer-reviewed conferences held abroad :

Total, in peer-reviewed conferences held in India :

***List below 3 to 4 recent publications relevant to the Thesis Topic** (In chronological order with recent ones on top with authors, title, journal, publisher, vol. no., year, page nos. :

- 1.
- 2.
- 3.
- 4.

Signature with Date