

Policy on Academic Integrity

Policy # Academic Integrity V1.1

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Policy Details

1. OBJECTIVE

- 1.1.** The policy may be called the “Policy on Academic Integrity”. This policy aims to create awareness around the notion of academic integrity, the institutional policies to educate and train stakeholders to be cognizant of it, and the mechanisms to detect and deter academic malpractices at the Shiv Nadar Institution of Eminence (hereinafter referred to as the “University”).

2. SCOPE

- 2.1.** This policy supersedes all the existing policy guidelines on academic integrity at the University.
- 2.2.** This policy applies to all students, researchers, faculty members, and staff at the University.
- 2.3.** It shall come into force with effect from the date of its notification on the University’s portal.

3. DEFINITION(S)

- 3.1.** The University defines academic integrity as upholding the integrity of the processes of teaching, learning, and research, ensuring that all activities are conducted honestly, ethically, and responsibly. Failing to maintain academic integrity, whether intentional or unintentional, is regarded as academic malpractice.

4. GENERAL GUIDELINES

- 4.1.** Members of the University must adhere to the highest standards of academic integrity. This implies refraining from, but is not limited to, the following actions:
- 4.1.1.** Plagiarism is submitting any work (assignments, projects, lab reports, papers, theses, or work in any other form) for academic credit by using others’ ideas without giving them due credit, not acknowledging sources of information, indulging in mosaic plagiarism, not differentiating between others and own voice, citing incorrectly, or using Generative AI either in ways not allowed or without citing it etc. Ownership of work is applicable to both published and unpublished work in manuscript, printed, electronic or oral form. Plagiarism occurring unintentionally is still considered to be an instance of malpractice. The above is an indicative rather than an exhaustive list.

- 4.1.2.** Engaging in or facilitating cheating during assignments, laboratory sessions, or

examinations is strictly prohibited. Any attempt to employ dishonest practices in assessments or help others to do so constitutes academic malpractice.

- 4.1.3.** The usage of Generative AI (Gen AI) is course-dependent and driven by the policy on the Use of Gen AI in Teaching and Learning. Submitting work for academic credit using Gen AI beyond the levels permitted for the course falls under the purview of academic malpractice. Gen AI, when permitted, requires appropriate citations.

Please refer to the *Policy on the Use of Generative AI for Teaching and Learning* for more details.

- 4.1.4.** Colluding with others to submit work intended for individual credit, taking more assistance than permitted for group projects or failing to acknowledge assistance received to get grades which a student has not rightfully earned through their own efforts fall within the purview of academic malpractice.
- 4.1.5.** Disregarding examination rules, such as unauthorised usage of calculators, laptops, and the internet during examinations, is a breach of the University's academic policies.
- 4.1.6.** Falsifying or fabricating data/results in research or coursework is unethical and constitutes academic malpractice.
- 4.1.7.** Falsifying or forging documents such as letters of recommendation, transcripts, resumes, certificates, or any other materials to misrepresent facts or convey false information with the intent to mislead is a violation of academic integrity.
- 4.1.8.** Any action involving tampering, altering, or changing documents to be graded, including removing them, is academic malpractice.
- 4.1.9.** Ghostwriting refers to outsourcing the writing of assignments, reports, term papers, dissertations, research papers, etc., to another person in exchange for monetary or non-monetary compensation. Writing is a skill honed at university and is representative of thought; thus, outsourcing writing (and consequently, outsourcing thought process) is considered as employing unfair means.
- 4.1.10.** Self-plagiarizing includes re-submitting the same work to multiple courses, journals, conferences, etc., without significant revision or improvement.
- 4.2.** Students must submit their work with a signed declaration certifying that it was completed independently and in compliance with the *Academic Honor Code Affirmation*. By signing, they acknowledge their responsibility for submitting original work and adhering to the University's academic integrity standards (Please refer to the template in Annexure 1).
- 4.3.** Faculty members are encouraged to run the submissions made by students through plagiarism detection software provided by the University.

4.4. Academic Integrity Board and its Procedures

4.4.1. The Academic Integrity Board, as a standing committee at the University, will examine and adjudicate instances of academic dishonesty levelled against students, determine the future course of action, and guide and advise faculty members on how to implement sanctions.

4.4.2. The Academic Integrity Board will consist of five members appointed by the Dean of Academics for a period of two years each as follows:

- a. Three members nominated from the university by the Dean of Academics
- b. One representative from the Office of the Dean of Academics
- c. Academic Affairs Secretary nominated by the Office of the Dean of Academics from the student body
- d. The Dean of Academics, in consultation with the members, will appoint one person as the Chair of the Academic Integrity Board. The Academic Affairs Secretary cannot be the Chair of the Academic Integrity Board.
- e. There will be continuity in the composition of the Academic Integrity Board by ensuring there are at least two members who have been on the Board the previous year.
- f. If a member resigns from the Academic Integrity Board, the Dean of Academics will appoint another member.

4.4.3. The University has established the following process for managing academic integrity violations:

- a. If an instructor identifies a case of academic integrity violation, they fill out the *Form for Faculty Disposition of Academic Integrity Violation* detailing the suspected violation, evidence, and proposed penalty.
- b. The student is presented with the form and is given the option to either accept or contest the allegation.
- c. If the student admits to the violation and accepts the proposed penalty, the student signs the *Faculty Disposition of Academic Integrity Violation*, which confirms their acceptance of the violation and the proposed penalty. By signing the form, the student accepts the penalty subject to 4.4.3. (c) (iii).
 - i. The completed *Faculty Disposition of Academic Integrity Violation* is submitted to the Academic Integrity Board for implementation and record-keeping.

- ii. Penalties for first-time violations can range from a reduction in marks to an F grade in the course.
 - iii. If the Academic Integrity Board determines this to be a repeat violation at any stage, the violation will be treated as a repeat offence, and the penalty will be harsher as laid out in 4.4.3 (d). As such, no further appeal will be considered for adjudicating the case as a first-time offence.
- d. If the student does not admit to the violation or contests the penalty, the instance is reported to the Academic Integrity Board for review and further investigation.
- i. On receiving the *Faculty Disposition of Academic Integrity Violation* in such cases, the Academic Integrity Board will notify the student, with a copy to the course instructor, to arrange for a hearing for the violation within ten teaching days.
 - ii. Based on the *Faculty Disposition of Academic Integrity Violation form*, evaluation of evidence, and student's and faculty member's responses during the hearing, the Academic Integrity Board will adjudicate the case in keeping with the university's academic integrity policy.
 - iii. If an integrity violation is confirmed, the Academic Integrity Board will decide on the appropriate sanctions as follows:
 - a. In the first violation, the student may receive the maximum penalty of an F grade in the course.
 - b. In the instance of a second violation (in the same course or across different courses), the maximum penalty for such a student may be suspension for a semester.
 - c. In the instance of a third violation (in the same course or across different courses), such a student may be asked to discontinue from the University.
 - iv. Board members involved in a case should not participate in its hearing and are expected to recuse themselves from that particular case.
 - v. When two or more students are involved in the same case of alleged academic integrity violation, the Academic Integrity Board may deal with the case against the whole group at a

single hearing.

- vi. Both parties can present their cases and examine the evidence during the hearing.
- vii. The Chair of the Academic Integrity Board may summon witnesses relevant to the case.
- viii. The decision of the Academic Integrity Board shall be announced within ten working days of the hearing. Notice of the decision will be sent to the student.
- ix. The student may appeal against the decision of the Academic Integrity Board to the Vice-Chancellor within three days of the announcement of the decision. The decision of the Vice Chancellor is final and binding on all concerned, and there can be no further appeal or review.
- x. Once the appeal process is complete, the outcome will be announced by the Chair, and notices will be sent to the student, instructor, and the Head of the Department in which the student is enrolled.
- xi. The Academic Integrity Board shall intimate the instance of academic integrity violation and its decision to the Proctorial Board and the Office of the Controller of Examinations.
- xii. The Office of the Dean of Academics will keep records of all Board actions, including meeting minutes and decisions.
- xiii. A student who has been found guilty of a violation in a course may not withdraw from that course. A student who withdraws prior to the final judgement may still be liable for penalties as per 4.4.3 (d) (iii) above, depending upon the instance of violation.

e. Gen AI Violations:

When a faculty member identifies possible Gen AI usage beyond what is permitted for a course, it will be considered a violation of the Academic Integrity requirements at the University. As detection of Gen AI usage through plagiarism-detecting tools is not fully reliable, if a course instructor suspects a student's submission has been Gen AI generated for work in which Gen AI was prohibited, the case will be adjudicated on the balance of probabilities as follows:

- i. Any written work submitted by the student for credit at the

University is required to be completed in accordance with the policies laid out in the specific course outline document.

- ii. If the course instructor suspects Gen AI usage beyond permitted levels, they will convene a meeting with the student to discuss the submission.
- iii. Based on the outcome of this meeting, the course instructor may ask the student to resubmit their work with a 25% reduction in marks.
- iv. If the student resubmits the work in accordance with the Gen AI policy of the course, no further action is required besides the reduction of 25% marks for resubmission.
- v. If the course instructor suspects the use of Gen AI in the resubmission made by the student, such an instance will be considered as a second violation and will be referred to the Academic Integrity Board within five days of such resubmission.
- vi. A student aggrieved by the decision of the course instructor may appeal against it with the Academic Integrity Board at the University within two days of such a decision communicated by the course instructor.
- vii. The Academic Integrity Board shall evaluate the appeal of the aggrieved student. Both the parties, the student and the course instructor, shall have an opportunity to present their cases during the hearing and to examine the evidence.
- viii. The decision of the Academic Integrity Board shall be announced within ten days of the hearing. The decision of the Academic Integrity Board will be final and binding. Notice of the decision shall be sent to the student, the course instructor and the Head of the Department in which the student is enrolled.

f. Instructions for Faculty Members

- i. A student suspected of cheating in an examination should be allowed to complete the examination, but the evidence should be collected. In a written examination, the answer book should be confiscated and a fresh one issued.
- ii. In the case of academic integrity violation in a course, the

instructor will use the *Form for Faculty Disposition of Academic Integrity Violation* to report the event to the Academic Integrity Board.

- iii. The *Form for Faculty Disposition of Academic Integrity Violation* should be filed within five working days of the detection of academic integrity violation.
- iv. The student may appeal to the Vice Chancellor against the decision of the Academic Integrity Board. In the event of such an appeal, the action recommended will be kept on hold.
- v. Until the final decision is announced, the student's participation in the course should not be restricted, and no marks should be deducted.
- vi. If the Academic Integrity Board does not convey its decision before the grade submission deadline, the complete records of the student's performance in the course should be submitted, and the R ('Result Withheld') grade allotted. This will be converted to a standard grade once the Academic Integrity Board announces a final judgment.

g. Sanctions

- i. The sanctions suggested by an instructor must be confined to the course concerned, which can include, but are not limited to, resubmission of work, retest, reduced marks on an evaluation component, reduced grade for the course, and an F grade for that course.
- ii. The Academic Integrity Board may impose any sanction, from reduced marks to termination from the University. Other possible sanctions include, but are not restricted to, an F grade in a course, loss of financial aid, probation or suspension, or a combination of these. A penalty of probation or suspension must specify starting and ending dates. In the case of copied work, the copier and the provider are equally culpable. The minimum sanction for cheating in a final examination (or equivalent) is an F grade in that course.

5. RESPONSIBILITIES OF THE STUDENTS AND RESEARCHER

- 5.1.** Students/Researchers must familiarise themselves with this policy and reach out to the faculty members for clarity on the usage of AI for the course/specific submissions.
- 5.2.** All students must participate in a mandatory session on academic integrity at the beginning of every semester.
- 5.3.** All students at the University must abide by the *Policy on Academic Integrity*.

6. RESPONSIBILITIES OF FACULTY MEMBERS

- 6.1.** Each faculty member must communicate the expectation of academic integrity from students in their course via the course outline document and reiterate the guidelines in the classroom.
- 6.2.** The instructor of a course will announce the course specific policy on academic integrity violation in accordance with the university's policy. This will be communicated via the course outline distributed to students at the start of the course and reiterated in class.
- 6.3.** Faculty members must initiate disciplinary action by filling out the *Form for Faculty Disposition of Academic Integrity Violation* and inform the Academic Integrity Board in case a student is found violating the *Policy on Academic Integrity*.

7. RESPONSIBILITIES OF THE OFFICE OF THE DEAN OF ACADEMICS

- 7.1.** Provide guidelines for faculty members on penalties commensurate with the student's academic integrity violation.
 - 7.2.** Appoint the Chair of the Academic Integrity Board.
 - 7.3.** Conduct awareness sessions on academic integrity with all the incoming students.
 - 7.4.** The Writing Center will conduct periodic workshops on academic integrity for all members of the University.
- 8.** Please write to dean.academics@snu.edu.in or office.deanacademics@snu.edu.in for any queries and suggestions.

Annexure

1. Academic Honour Code Affirmation

I, [Full Name], hereby affirm that I have adhered to the University's policy on Academic Integrity in completing this work. I certify that:

1. I have read and understood the University's Policy on Academic Integrity and Policy on the Use of Generative AI.
2. The work submitted is my own, and I am the sole recipient of the academic credit for it.
3. Any use of Generative Artificial Intelligence (Gen AI) tools has been in accordance with the guidelines specified for this course.
4. I have appropriately acknowledged any external resources or assistance, as required by the University's academic policies, including attributing paraphrased content.
5. I understand that any violation of the Academic Integrity policies will result in consequences as outlined by the University's Policies, and I accept responsibility for such actions.

By signing this affirmation, I accept full responsibility for maintaining the highest standards of academic honesty and integrity.

Signature: _____

Date: _____

2. Form For M Disposition of Academic Integrity Violation

For Faculty Member

Submit this form to the Academic Integrity Board within five teaching days of the detection of the academic integrity violation.

Student Information

- Student Name: _____
- Student ID: _____
- Course Name: _____
- Semester and Year: _____
- Instructor/Coordinator Name: _____
- Date of Incident: _____
- Nature of Alleged Violation: (Please check all that apply)

<input type="checkbox"/> Plagiarism <input type="checkbox"/> Cheating (e.g., during exams, assignments) <input type="checkbox"/> Unauthorized Gen AI usage <input type="checkbox"/> Colluding <input type="checkbox"/> Disregarding Examination rules <input type="checkbox"/> Fabrication of data or	results <input type="checkbox"/> Fabrication of documents <input type="checkbox"/> Tampering/altering documents <input type="checkbox"/> Ghostwriting <input type="checkbox"/> Self-plagiarizing <input type="checkbox"/> Others
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Detailed Description of the Violation:

(Provide a description of the academic integrity violation, including any evidence, context, and observations.)

Proposed Penalty:

- ☐ Reduction in Marks (specify amount or percentage): _____
- ☐ Zero on Assignment/Exam
- ☐ Failure of Course (F grade)
- ☐ Resubmission
- ☐ Other (please specify): _____

Additional Comments or Rationale for Proposed Penalty and if the student accepts it:

Student's Response

- Student's Acknowledgment: (Please check one)
 - ☐ The student admits to the violation and accepts the proposed penalty.
 - ☐ The student disputes the violation or penalty.
 - ☐ The student did not provide a response.

Verification of Repeat Violation

- Has this student previously been reported for academic integrity violations in this course?
 - ☐ Yes
 - ☐ No
 - ☐ Not known

Instructor Name:

Instructor signature:

Date:

For Student:

Read the form in its entirety before signing. Do not sign the form if you disagree with the allegation of violation or do not accept the proposed penalty. If you do not sign, a hearing will be conducted by the Academic Integrity Board.

Please tick each box to confirm that you have read and understood the statement:

- ☐ I engaged in behaviour that violated the University's *Policy on Academic Integrity* and accept responsibility for it.
- ☐ I understand that by signing below, I agree to the instructor's proposed penalty
- ☐ I understand that the Academic Integrity Board may consider further action and increased penalties if I am found guilty of a previous violation.
- ☐ I acknowledge that it is my responsibility to adhere to academic honesty.

Student's Name:

Registration Number:

Student's Signature:

Date: