

SNU Policy on Academic Malpractice and Plagiarism for Students

1. SNU Policy on Academic Malpractice and Plagiarism for Students

Any activity, conducted willfully or unknowingly, can be considered as Academic Malpractice if that activity results in the loss of integrity of the processes of teaching, learning and research.

Academic Malpractice includes, but is not restricted to, the following activities:

- a) Plagiarism.
- b) Cheating, or helping to cheat, in assignments, laboratories, and exams.
- c) Colluding to achieve a grade which you are not entitled to from your own efforts.
- d) Not following instructions as given in the University Exam Answer Sheet.
- e) Fabrication or falsification of data, results and outputs in research and coursework.
- f) Tampering with answer sheets of exams, checked assignments and reports.
- g) Forging documents such as letters of recommendation, transcripts, and certificates.
- h) Misrepresentation of facts on resumes.

The university's process for handling academic misconduct has the following goals:

- Giving individual faculty members a say in dealing with cases in their courses, and an opportunity to counsel and correct their students.
- Ensuring every case is centrally recorded so that repeat violators are detected and treated accordingly.
- Protecting the student's rights while the hearings are being conducted.

This policy is intended only for cases of academic misconduct, and does not apply to other types of indiscipline such as violation of hostel rules.

A. Proctoral Board and its Procedures

The Proctoral Board has the following members:

- Proctor (Chair)
- Registrar (Non-member Secretary)
- Dean Students Welfare
- Two nominees of the Proctor
- Two student representatives – the President and Secretary of the Student Body

The Proctoral Board initiates action regarding *academic* misconduct when it receives the *Form for Faculty Disposition of Academic Misconduct* or the *Form for Reporting Academic Misconduct* from a faculty or staff member.

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The *Form for Faculty Disposition of Academic Misconduct* can be filed when a student has accepted a misconduct within a course and the penalty proposed by the course instructor or coordinator. The penalty can range from a marks deduction to an F grade in the course.

The *Form for Reporting Academic Misconduct* can be filed by a faculty or staff member to bring a case directly to the Proctoral Board.

- 1) When a *Form for Faculty Disposition of Academic Misconduct* is received, the Board checks whether the concerned student has been previously found guilty of a violation, or whether there is a previous filing of the *Form for Faculty Disposition of Academic Misconduct* for that student. If not, the filed form is recorded but no further action is taken. If there is a record of a previous violation, the Board conducts a hearing within 10 teaching days. Notices are sent to the accused student and the course instructor.
- 2) When a *Form for Reporting Academic Misconduct* is received, the Board conducts a hearing within 10 teaching days. Notices are sent to the accused student and the accusing party.
- 3) It is the instructor's choice whether to meet the student and offer to work out an in-course penalty, or to send the case directly to the Proctoral Board.
- 4) If the student signs the *Form for Faculty Disposition of Academic Misconduct*, his or her acceptance of the misconduct and the penalty will be taken as final and no further appeal will be possible.
- 5) When members of the Proctoral Board are themselves party to a case, they may not participate in any way in the hearing process related to it.
- 6) In case the student is an undergraduate, the student's Undergraduate Advisor shall be invited to the hearing as a non-voting observer. If necessary, the Undergraduate Advisor may nominate another faculty member of the Department Undergraduate Committee to attend in his or her place.
- 7) In case the student is a graduate student, the student's Graduate Advisor shall be invited to the hearing as a non-voting observer. If necessary, the Graduate Advisor may nominate another faculty member of the Department Graduate Committee to attend in his or her place.
- 8) When two or more students are involved in the same case of alleged academic misconduct, the Proctoral Board may deal with the case against the whole group at a single hearing.
- 9) Both parties shall have an opportunity to present their cases during the hearing, and to examine the evidence.
- 10) The Chair of the Proctoral Board may summon any witness to the event under the scrutiny of the Board.
- 11) The decision of the Proctoral Board shall be announced within 3 teaching days of the hearing. A notice of the decision shall be sent to the student.
- 12) The student may appeal the decision of the Proctoral Board to the Vice-Chancellor within 10 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.

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- 13) Once the appeal process is complete, the outcome is announced by the Registrar and notices sent to the student, the accusing party, and the Head of the department in which the student is enrolled.
- 14) The Registrar maintains the records of the actions taken by the Proctoral Board, including minutes of meetings and notices of judgements.
- 15) 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 become liable for penalties including an F in that course.

B. Instructions for Faculty

- 1) A student suspected of cheating in an exam should be allowed to complete the exam, but the evidence should be collected. In a written exam, the answer book should be confiscated and a fresh one issued.
- 2) In a case of cheating or plagiarism in a course, the instructor may impose a penalty within the course that can range from a marks deduction to an F grade in the course. If the student accepts the misconduct and the penalty, the event should be reported to the Proctor using the *Form for Faculty Disposition of Academic Misconduct*.
- 3) The instructor may also elect not to discuss the matter directly with the student, or the student may does not accept the penalty suggested by the instructor. In either case, the event should be reported to the Proctor using the *Form for Reporting Academic Misconduct*.
- 4) The instructor may consult with the Proctor while taking the above steps.
- 5) All cases of cheating in a final exam (or its equivalent) must be reported to the Proctor and should not be disposed of by the instructor.
- 6) The filing of the *Form for Faculty Disposition of Academic Misconduct* or the *Form for Reporting Academic Misconduct*, should occur within 5 teaching days (excluding Saturdays) of the detection of the misconduct.
- 7) The student may appeal the decision of the Proctoral Board. In the event of such an appeal, the action recommended will be kept on hold.
- 8) Until the final decision is announced, the student's participation in the course should not be restricted nor any marks penalized.
- 9) In case of a repeat violation, the Proctoral Board may take up the case even if a *Faculty Disposition of Academic Misconduct* has been filed and may increase the penalty.
- 10) If the Proctoral 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 Board announces a final judgement.

C. Sanctions

The sanctions imposed by an instructor must be confined to the concerned course. They include but are not confined to resubmission of work, retest, reduced marks on an evaluation component, reduced grade for the course, and an F grade for the course.

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The Proctoral Board may impose any sanction from reduced marks to expulsion 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 case of copied work, the copier and the provider are equally culpable.

The minimum sanction for cheating in a final exam (or equivalent) is an F grade in the course.

D. Department and Instructor Policy

Each Department or Centre may formulate its own policy that supplements the University Policy. The goals of this policy may include:

- 1) Providing guidelines for faculty on penalties commensurate with the student's misconduct, for cases where a *Faculty Disposition of Academic Misconduct* form is filed.
- 2) Expanding and clarifying the definitions of academic malpractice and plagiarism within the context of the department's practice.

The department policy should be submitted to the Deans of Undergraduate and Graduate Studies, and should be widely publicized among students taking courses in the department.

The instructor of a course may also announce a course-specific policy on academic malpractice and plagiarism. This policy should be part of the course description distributed to students at the start of the course.

In case of any conflict, the University Policy will take precedence over the Department or Instructor Policy.

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Form for Faculty Disposition of Academic Misconduct

For Faculty:

Submit this form to the Proctor within 5 teaching days (excluding Saturdays) of the detection of the misconduct *if* you have resolved the matter with the student, and the student has accepted the misconduct as well as the penalty proposed by you.

Nature of Academic Misconduct: _____

Proposed Penalty: _____

(Standard penalties are: Resubmission of work, marks reduction, grade reduction, F in the course. If the penalty is a reduced mark or grade, please give the details of the reduction. If the student is being asked to undergo a retest or to resubmit work, please give the due date.)

Course Code and Title: _____

Semester and Year: _____

Instructor Name: _____

For Student:

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

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

- I engaged in behavior that violated the Policy on Academic Malpractice and Plagiarism and I accept responsibility.
- I understand that by signing below I agree to the instructor's proposed penalty, and that this agreement cannot be altered later.
- I understand that the Proctoral Board may consider further action and increased penalties if I have been found guilty of a previous violation.
- I understand that I am expected to be familiar with expectations of academic honesty.
- I understand that this form will be kept in a confidential file by the Proctoral Board until I graduate or leave the program, and that this form alone will not create an entry in my official student conduct record.

Student Name: _____ Roll Number: _____

Student Signature: _____ Date: _____

SHIV NADAR UNIVERSITY

SNU Policy on Academic Malpractice and Plagiarism for Students **Form for Reporting Academic Misconduct**

Submit this form to the Proctor within 5 teaching days (excluding Saturdays) of the detection of the misconduct, if you are not filing the Form for Faculty Disposition of Academic Misconduct.

Name of Student: _____ Roll Number: _____

Course Code and Title: _____

Name of Instructor/Staff Member: _____

Report by Instructor/Staff Member (Clearly describe the nature of the offence and any evidence collected, including date and venue)

Student's Statement

Student's Signature: _____ Date: _____ Time: _____

Tick the appropriate statement:

- The student's statement was made and signed in my presence.
- The student declined to make a statement at the time.

Signature of Instructor/Staff Member: _____

Date: _____ Time: _____