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PLAGIARISM POLICY

1. Policy Statement

The Institute is committed to protecting student rights through fair, transparent, and consistently applied disciplinary and academic integrity processes. This policy establishes clear standards for ethical scholarship, due process, and responsible conduct, ensuring that academic integrity is upheld through documented procedures, equitable enforcement, and ongoing quality assurance.

2. Purpose

The purpose of this policy is to uphold the highest standards of academic integrity at Guru Nanak Institute of Global Studies (GNI) by defining plagiarism, outlining procedures for prevention and investigation, and specifying consequences for academic dishonesty.

This policy promotes honesty, fairness, accountability, and respect for intellectual property in all scholarly work.

3. Institutional Commitment to Academic Integrity

GNI recognizes academic integrity as a foundational principle of learning and scholarship. The institution promotes an environment where knowledge is created and shared ethically, and where all members of the academic community—students, faculty, and staff—accept collective responsibility for maintaining these values.

Faculty and students are encouraged to discuss integrity expectations openly in every course. GNI provides ongoing education, workshops, and resources to help learners understand citation practices, paraphrasing, and responsible use of digital and AI tools.

4. Definition of Plagiarism

Plagiarism is the act of presenting another person's words, ideas, data, or creative work as one's own, intentionally or unintentionally, without proper acknowledgment of the original source. Examples include, but are not limited to:

- Copying or pasting text, code, images, or data from any source without appropriate citation or quotation marks;
- Paraphrasing material without sufficient acknowledgment;
- Submitting another person’s work, or a purchased or commissioned paper, as one’s own;
- Reusing one’s previous coursework (“self-plagiarism”) without instructor permission;
- Using **AI-generated or machine-assisted content** without disclosure and explicit instructor authorization;
- Failing to properly attribute collaborative work or group contributions; or
- Translating material from another language and submitting it as original work.

5. Academic Integrity vs. Academic Misconduct

While plagiarism is a specific form of academic misconduct, all dishonest academic acts—including falsification, fabrication of data, or unauthorized collaboration—are covered under **SP-012 Academic Integrity and Misconduct Policy**.

The present policy focuses specifically on plagiarism prevention, detection, and response.

6. Responsibilities

6.1 Students

Students are responsible for:

- Producing original work and properly citing all sources using the citation style specified in the course outline (APA, MLA, Chicago, etc.);
- Seeking clarification from instructors if uncertain about citation, paraphrasing, or collaboration guidelines;
- Using plagiarism-detection or originality tools (e.g., Turnitin) when required by the course; and
- Reviewing the **Student Rights and Responsibilities Policy (SP-010)** to understand expectations for ethical conduct.

6.2 Faculty

Faculty are responsible for:

- Clearly stating expectations for academic integrity and citation in each syllabus;
- Educating students about plagiarism during orientation or at the start of each course;
- Detecting and documenting suspected plagiarism; and
- Applying consistent and fair procedures aligned with this policy.

7. Procedures for Addressing Plagiarism

Step 1 – Detection and Preliminary Review

- When plagiarism is suspected, the instructor gathers evidence (assignment copy, similarity report, reference comparison, or other documentation).
- The instructor meets with the student within **10 business days** of discovering the issue to discuss findings and allow the student to respond.
- If misunderstanding is evident and the infraction is minor or unintentional, the instructor may impose an educational remedy (e.g., resubmission with correct citations).

Step 2 – Formal Report

- If the instructor determines that plagiarism has occurred, they complete a **Plagiarism Incident Report (Form PI-01)** and submit it with supporting evidence to the **Senior Education Administrator (SEA)**.
- The SEA reviews the case within **10 business days** and consults with the instructor and, if needed, the Registrar.

Step 3 – Decision and Sanction

Sanctions are proportionate to severity and intent:

| Severity Level | Examples | Possible Sanctions |
|-----------------------|---|--|
| Minor / First Offence | Limited copied material, citation errors | Formal warning, rewrite assignment, educational workshop |
| Moderate / Repeated | Significant copied material or reuse of work | Zero on assignment, academic probation |
| Severe / Deliberate | Purchased paper, fabricated source, impersonation | Fail course, suspension or dismissal |

The SEA issues a written decision within **15 business days** of receiving the report and provides the student with a copy of all documentation.

Step 4 – Appeal Process

- A student may appeal the decision or sanction in writing within **10 business days** to the **Vice-President, Academic & Quality Assurance (VPAQA)**, following the **Student Dispute Resolution and Appeals Policy (SP-024)**.
- The VPAQA will review the record and render a final institutional decision within **20 business days**.

8. Consequences of Plagiarism

Depending on the severity and frequency, disciplinary actions may include:

- A grade reduction or zero on the affected work;
- A failing grade for the course;
- Formal written warning or probation;
- Suspension or dismissal from the program; or
- Revocation of a credential if the violation is discovered after graduation.

All disciplinary actions are subject to fairness, consistency, and the right to appeal under **SP-024**.

9. Preventing Plagiarism

GNI fosters a culture of prevention through:

- **Orientation modules** on citation, paraphrasing, and research ethics;
- **Access to originality-checking tools** such as Turnitin through the LMS;
- **Workshops and tutoring** offered by the Learning Support Centre; and
- **Faculty training** on recognizing and addressing plagiarism constructively.

Students are encouraged to seek guidance early if uncertain about how to credit sources properly.

10. Reporting and Confidentiality

- Any student or staff member who suspects plagiarism may report it confidentially to an instructor or directly to the SEA.
- Reports are reviewed promptly, and confidentiality is maintained throughout the process.
- Retaliation against individuals reporting academic misconduct is strictly prohibited under **SP-010 Student Rights and Responsibilities Policy**.

11. Documentation and Recordkeeping

- Each confirmed incident must be documented on **Form PI-01** and filed with the **Registrar's Office**.
- The record includes a description of the offence, evidence, disciplinary action, and communications with the student.
- Records are retained securely in the student's confidential academic file for **five (5) years** from the date of the final decision and are accessible only to authorized personnel for audit, compliance, or appeal review.
- Aggregate statistics are analyzed annually by the **VPAQA** and incorporated into the **Institutional Quality Assurance Report (IQAR)** for monitoring trends and preventive education.

12. Roles and Responsibilities

| Role | Key Responsibilities |
|--------------------|--|
| Board of Directors | Ensures institutional integrity through policy approval and oversight. |
| VPAQA | Oversees consistency of sanctions and monitors integrity indicators in QA reports. |
| SEA | Investigates cases, imposes sanctions, and ensures due process. |
| Registrar | Maintains secure records and supports appeals and reporting. |
| Faculty | Detect, report, and educate students on plagiarism. |
| Students | Produce original work and uphold academic honesty. |

13. Review and Amendment

This policy shall be reviewed every three (3) years, or sooner if PTIRU or DQAB standards, legislation, or institutional priorities change.

All revisions must be approved by the Academic Council and ratified by the Board of Directors.

14. Related Policies and Documents

- SP-010 Student Rights and Responsibilities Policy
- SP-012 Academic Integrity and Misconduct Policy
- SP-017 Accessibility and Accommodation Policy
- SP-024 Student Dispute Resolution and Appeals Policy
- ADM-004 Institutional Quality Assurance Policy
- ADM-009 Student Record Retention and Disposal Policy