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EAST WEST UNIVERSITY

Plagiarism Policy of East West University

2024

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1. Understanding Plagiarism

East West University is committed to upholding the highest academic integrity and honesty standards. Plagiarism is using another person's ideas, words, or work without properly acknowledging the source. This includes but is not limited to -

- a. the reproduction of lecture notes without proper acknowledgment, copying, and pasting text from websites, books, or other sources without citation.
- b. fabricating references or using incorrect references; using statistics, figures, diagrams, and questionnaires.
- c. computer codes, designs, or images without acknowledging sources.
- d. phrases and passages without quotation marks and/or a reference to a webpage or author.
- e. paraphrasing someone else's work without proper attribution and submitting someone else's work as your own.

2. Scope of the EWU Policy

This policy applies to all University community members, including undergraduate and postgraduate students, faculty members, researchers, and staff involved in academic work. It covers all forms of academic submissions, including but not limited to assignments, research papers, theses, dissertations, publications, projects, and creative compositions.

3. Types of Plagiarism

- a. **Plagiarism:** Presenting another person's work, ideas, data, or words as one's own without proper acknowledgment or citation.
- b. **Direct Plagiarism:** Copying text verbatim from a source without quotation marks or proper citation.
- c. **Self-Plagiarism:** Reusing one's previous work or data without permission or acknowledgment.
- d. **Collusion:** Unauthorized collaboration with others in the production of work that is presented as one's own.
- e. **Accidental Plagiarism:** Unintentional failure to cite sources correctly, often due to a lack of understanding of citation requirements.

4. General guidelines for plagiarism

- a. Students and faculty members must familiarize themselves with proper academic writing norms, including in-text citation, quotation, paraphrasing, and referencing according to the appropriate referencing style(s) such as American Psychological Association (APA), Modern Language Association (MLA), Chicago, Vancouver, Harvard, Institute of Electrical and Electronics Engineers (IEEE), etc.
- b. These conventions should be taught to students through research methodology-related courses and other courses where term papers and descriptive writing assignments are required at the undergraduate level and reinforced at the graduate level. Additionally, the library of East West University can arrange workshops and talks for students to avoid plagiarism.
- c. The faculty members, particularly new faculty members, must be familiar with the conventions of avoiding plagiarism through workshops, training, and seminars/talks at the departmental and institutional levels. The Institutional Quality Assurance Cell (IQAC) will assist in organizing such workshops, training, and seminars/talks.
- d. Students and faculty members are encouraged to use Plagiarism software available in the library or online, such as Turnitin, to check the similarity index of their dissertations, research reports/papers, term papers, assignments, etc.

Links to referencing styles in different disciplines are provided:

- OSCOLA referencing style (for law)
- IEEE (for engineering)
- APA - Formatting and Style Guide (for business, humanities & social sciences)
- MLA - Formatting Style Guide (for business, humanities & social sciences)
- Harvard style- features author-date referencing rules (for all respective disciplines)

5. Faculty guidelines

- a. Assuring that students are familiar with EWU Plagiarism policy.
- b. Providing information on plagiarism avoidance.
- c. Alerting students about the penalties for academic misconduct.

6. Similarity Index and Acceptable Thresholds

The following thresholds are considered acceptable levels:

For students' academic work-

- a. Undergraduate Students: A similarity index of up to 20% is acceptable excluding abstracts and references. Any index above this will be flagged for review.
- b. Graduate Students: A similarity index of up to 15% is acceptable excluding abstracts and references. Works exceeding this threshold will undergo further scrutiny.

7. Consequences of Plagiarism

a. For the Students

If found guilty of plagiarism, it may result in the following:

- Issuing a warning letter and having the opportunity to resubmit the assignment.
- Receive a failing F grade for an assignment or course.
- Temporarily suspended from the university, expelled for one or two semesters.
- Permanently expelled from the university.

b. For the Faculty Members

- Given a show-cause letter, depending on the severity of the offense.
- Given a formal reprimand and probation.
- Cancellation of funding (if the research is being conducted with funding provided by EWU) and/or removal from the research project.
- Depending on the severity of the offense, one can be suspended from the university for one or two semesters.
- Demotion by one rank.
- Depending on the severity of the offense, termination of employment.

c. Monitoring Process

- All publications will undergo pre-publication review for originality.
- Random audits of research projects and publications will be conducted.
- Faculty and researchers must submit a statement of originality with all major works.

8. Reporting and Investigation

- a. **Students:** If a student's work exceeds the acceptable similarity threshold, the faculty member must report it to the department head. An initial meeting will be arranged with the student(s) to discuss the findings.

- b. **Faculty and Researchers:** Cases of suspected plagiarism will be reported to the EWU Plagiarism Policy Committee (AIC) for review. The committee will conduct a thorough investigation, considering the context and intent.

9. Appeals Process

- a. Students and faculty have the right to appeal decisions related to plagiarism accusations.
- b. Appeals must be submitted in writing to the EWU Plagiarism Policy (EWUPP) Committee within 14 days of the decision.
- c. The EWUPP Committee will review the appeal, and their decision will be final.

10. Policy Review

The EWU Plagiarism Policy Committee will review this policy every two years to ensure it remains current and effective.

Committee for the Plagiarism Policy

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