



Plagiarism Policy

a. Preamble

Plagiarism is a very serious academic offence, and it is strictly prohibited at Forman Christian College University. Plagiarism is defined as “taking and using the thoughts, writings, and inventions of another person as one’s own” and not giving proper credit to the other person. Plagiarism can take many forms such as:

- i. Using published work without referencing (the most common).
- ii. Copying coursework essays.
- iii. Collaborating with any other person when the work is supposed to be individual.
- iv. Taking another person’s computer file / program.
- v. Submitting another person’s work as one’s own.
- vi. The use of unacknowledged material published on the web.
- vii. Purchase of model assignments from whatever source.
- viii. Copying another student’s results
- ix. Falsifying results.

b. Features:

- i. Forman Christian College University is committed to upholding standards of academic integrity. Plagiarism in any form is unacceptable and will be treated seriously by the University.
- ii. Students will be advised at the start of every course about the plagiarism policy and procedures.
- iii. Instructors must have a process in place that ensures as far as possible that work submitted for assessment is the work of the concerned student (s).
- iv. Instructors will take steps to detect plagiarism, which may include the use of electronic plagiarism detection software; such as, turn it in, and other methods to compare work submitted for assessment against various databases, which may include the World Wide Web, electronic reference materials and other students’ work submitted for assessment.
- v. An instructor who suspects that plagiarism has occurred must produce evidence (through identifying the source) to support the allegation and report to the Vice Rector, who will refer it to the Chair of the Plagiarism Standing Committee for appropriate action.
- vi. The Vice Rector will maintain a plagiarism register. The register will record warnings and outcomes of all accusations of plagiarism.
- vii. A student’s involvement in alleged plagiarism will be retained on the plagiarism register while still enrolled and instructors will have access to this information when considering subsequent allegations of plagiarism.

c. Penalties:

The penalties of plagiarism can include any of the following depending upon the seriousness of the offence in the judgment of the Plagiarism Standing Committee, including the following:

- i. A written warning and a falling grade on the assignment.
- ii. A failing grade in the course.
- iii. Suspension from Forman Christian College University until the end of the following semester.
- iv. Expulsion from Forman Christian College University with immediate effect.
- v. All reported instances of plagiarism will be investigated by the Plagiarism Standing Committee, and will be entered in the Plagiarism Register maintained in the Office of the Vice Rector. Upon thorough investigation the Plagiarism Standing Committee can recommend any of the above penalties depending upon the seriousness of the proven act of plagiarism.