



## **UNITED COLLEGE'S PLAGIARISM POLICY – 2024**

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Research Management Cell (RMC)


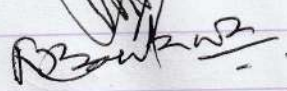
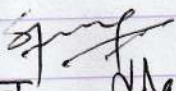
United College

Kumaripati, Lalitpur

आज मिति २०८१ साल जेठ ७ गते सोमवारका दिन यस युनाइटेड कलेज, कुमारीपाटी, ललितपुरको कार्यकारी/व्यवस्थापन समितिका अध्यक्ष श्री नरहाङ राईज्यूको अध्यक्षतामा बसेको बैठकले तपसिलको उपस्थिति तथा प्रस्ताव उपर व्हस तथा छलफल गरी निम्न निर्णय गरियो।

तपसिल:

उपस्थिति:

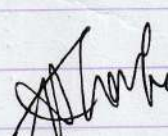
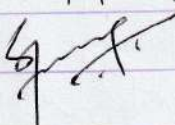
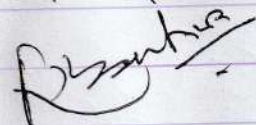
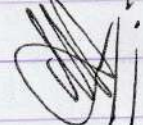
क्र.सं.	नाम	पद	हस्ताक्षर
०१	श्री नरहाङ राई	अध्यक्ष	
०२	श्री दृप चाम्लिङ	सदस्य	
०३	डा. कविराज बान्तावा	सदस्य	
०४	श्री दिपा चाम्लिङ	सदस्य	
०५	श्री मधेश अर्याल क्षेत्री	सदस्य	
०६	डा. लाल राप्चा	सदस्य सचिव	

प्रस्ताव:

०१. वैद्विकचोरी नीति (Plagiarism Policy) प्रमाणिकरण बारे।

निर्णय:

०१ उल्लिखित प्रस्ताव नं. १ उपर गहन छलफल तथा व्हस गरी अनुसन्धान तथा विस्तारित कार्यक्रम समिति (Research and Extension Committee) ले तयार पारेको वैद्विकचोरी नीति (Plagiarism Policy) पारित तथा प्रमाणिकरण गर्ने निर्णय गरियो।



## **Chapter – 1**

### **INTRODUCTION**

#### **1.1 Preamble**

United College is committed to upholding the highest standards of academic integrity and ethical scholarship. The plagiarism policy serves as a cornerstone in fostering an environment where original thought, rigorous research, and proper attribution are valued and upheld. Plagiarism undermines the integrity of scholarly work, erodes the trust within academic community, and diminishes the educational experience for all stakeholders. Therefore, this policy outlines the firm stance against plagiarism in all its forms, aiming to educate, prevent, and address instances of academic dishonesty effectively. By adhering to this policy, the college affirms its dedication to maintain a fair, transparent, and respectful academic environment that promotes learning, innovation, and intellectual honesty among students, faculty, researchers, and contributors to our academic publications.

*Title of the policy:* **UNITED COLLEGE'S PLAGIARISM POLICY – 2024**

*Effective from:* This policy will be effective from the date approved by the Research and Extension Committee

#### **1.2 Purpose**

The purpose of this policy is to establish and enforce standards of academic integrity within the institution. This policy aims to educate and guide students, teaching and non-teaching staff, researchers, and contributors on the importance of originality and proper attribution in academic and creative work. By defining plagiarism and outlining its various forms, the policy seeks to prevent instances of academic dishonesty and maintain a fair and ethical academic environment. Through educational initiatives and clear guidelines, the policy supports the cultivation of integrity, honesty, and respect for intellectual property across all levels of the college community.

#### **1.3 Scope**

This policy applies to all students, teaching and non-teaching staff, and researchers of United College, including authors submitting articles to the United Journal of Interdisciplinary Studies (UJIS), contributors to the United Luminary, students submitting Master of Business Studies (MBS) dissertation reports, as well as students submitting project reports for the Bachelor of Business Studies (BBS), Bachelor of Business Management (BBM), and Bachelor of Computer Applications (BCA).

#### **1.4 Resources and awareness**

United College provides educational resources and training on plagiarism awareness, proper citation practices, and academic integrity to students, teaching and non-teaching staff, researchers, and all members of the academic community. Trainings, workshops,

seminars, and online tutorials will be conducted to educate students, teaching and non-teaching staff, and researchers about plagiarism. These sessions will raise awareness about various types of plagiarism, its severe consequences, and effective preventive measures. Participants will learn to distinguish between proper citation practices and unethical use of sources, utilizing plagiarism detection software to uphold academic integrity. By equipping the college's community with these resources, it aims to foster a culture that values originality and ethical scholarship across all academic endeavors.

### **1.5 Policy owner**

- Research and Extension Committee is responsible for the execution and amendment of the policy.
- The policy undergoes a review by the Research and Extension Committee every three years. Updates are made based on feedback from stakeholders, changes in academic practices, or technological advancements in plagiarism detection. During these reviews, the committee ensures that the reference policy of the university in question is duly considered and integrated as necessary.
- Trainings, workshops, seminars, and online tutorials are conducted by the Research and Extension Committee to educate students, teaching and non-teaching staff, and researchers about plagiarism.

### **1.6 Referencing system**

United College strictly adheres to APA 7th edition guidelines for references and citations in all scholarly endeavors undertaken by its students, teaching and non-teaching staff, and researchers. This adherence ensures consistency and clarity in citing sources such as research articles, dissertations, and project reports submitted by students in various programs including MBS, BBS, BBM, and BCA. Authors submitting articles to the UJIS and contributors to the United Luminary also follow these guidelines, maintaining scholarly integrity and facilitating the dissemination of knowledge within the academic community of United College.

## **Chapter – 2**

### **PLAGIARISM POLICY**

### **2.1 Definition**

Plagiarism is defined as the act of presenting someone else's work, ideas, or intellectual property as one's own without proper acknowledgment. This includes, but is not limited to:

- Direct copying of another person's words, sentences, paragraphs, or ideas without using quotation marks and without providing a proper citation.
- Rewriting another person's ideas, concepts, or arguments in your own words without acknowledging the original source through proper citation.



- Including images, figures, charts, graphs, or data from another source without obtaining permission and without crediting the original creator or source.
- Presenting work (such as papers, projects, reports, articles, or presentations) that has been wholly or partially written by others, whether obtained through paid services, online repositories, or collaboration without proper acknowledgment.
- Reusing one's own previously submitted work in whole or in part without proper citation or permission from the relevant parties. This includes submitting the same paper or project for credit in multiple courses or publications without disclosing its previous use.
- Piecing together phrases, sentences, or paragraphs from multiple sources without proper attribution, creating a patchwork of others' work presented as original.

## 2.2 Levels

United College categorizes plagiarism offenses into three distinct levels to maintain academic integrity across its scholarly community:

### 1. Minor plagiarism offense

- Involves instances where a small portion of another person's work is used without proper citation or attribution.
- Example: Failing to properly cite a direct quote or neglecting to attribute a specific idea to its original source in an article submitted to the UJIS.

### 2. Moderate plagiarism offense

- Involves a more substantial use of someone else's work without proper attribution, or repeated instances of minor offenses.
- Example: Paraphrasing significant sections of a source without acknowledging the original author in MBS dissertation report.

### 3. Major plagiarism offense

- Involves extensive use of someone else's work without attribution, deliberate attempt to pass off someone else's ideas or work as one's own, or systematic plagiarism across multiple assignments.
- Example: Copying entire sections or chapters from a source without proper citation in project reports for BBS, BBM, or BCA programs.

## 2.3 Detection

United College utilizes iThenticate, a robust plagiarism detection software accessible through a subscription from Tribhuvan University Central Library (TUCL), to detect and categorize plagiarism offenses among its students, teaching and non-teaching staff, and researchers. iThenticate is employed to meticulously scan submitted content for instances of minor, moderate, and major plagiarism offenses across various academic works, including student project reports, MBS dissertation reports, articles submitted to the UJIS and United Luminary. This proactive approach ensures adherence to academic integrity

policies and promotes ethical scholarship within the institution, fostering a culture of honesty and originality in research and scholarly publications.

## 2.4 Consequences

The consequences of plagiarism at United College are rigorously enforced across different types of academic work and publications:

- 1. Dissertations and project work report:** United College adheres strictly to Tribhuvan University (TU) policies regarding penalties for plagiarism at MBS dissertation reports and Bachelor levels' project work report.
  - **Master level:** Plagiarism in MBS dissertation is considered a serious offense and is subject to TU's stringent disciplinary measures. In accordance with these policies, if plagiarism is detected in an MBS dissertation, penalties may include but are not limited to, requiring resubmission with corrections, failing the dissertation or in severe cases, suspension or expulsion from the program or the institution.
  - **Bachelor level:** Plagiarism in bachelor-level coursework, including project reports for programs such as BBS, BBM, and BCA, is viewed as a serious academic misconduct. According to TU policies, consequences for plagiarism at the bachelor's level may range from resubmission of coursework, receiving a failing grade on the assignment or course to more severe penalties such as suspension or expulsion from the college, depending on the severity of the offense.
- 2. UJIS and United luminary:** Contributors to the United Luminary and authors submitting research articles to the UJIS are expected to adhere to stringent plagiarism policies to uphold academic integrity. Plagiarism among contributors to the college magazine or authors of research articles is considered a serious offense. Penalties for plagiarism in these contexts may include but are not limited to immediate rejection of the submitted work and suspension of publication privileges. In severe cases of copyright infringement or academic misconduct, it may attract legal consequences in accordance with national and international intellectual property laws.

## 2.5 Prevention

Preventing plagiarism is essential for maintaining academic integrity and ensuring the credibility of scholarly work at United College. To achieve this, the college implements several proactive strategies.

- Comprehensive education and awareness programs (training, workshop, seminars, and online tutorials) are conducted to educate students, faculty, and researchers about plagiarism and the importance of proper citation practices.
- Clear guidelines on citation and reference format, such as APA, are provided to ensure consistency and accuracy in referencing sources.



- United College utilizes plagiarism detection software like iThenticate to screen submissions for similarities with existing content, thereby discouraging unauthorized use of others' work.
- The college also emphasizes the cultivation of originality and critical thinking among its academic community, encouraging students and researchers to develop their own ideas and arguments.
- College articulates the consequences of plagiarism, ranging from educational interventions to more severe disciplinary actions.

## 2.6 Appeal process

United College has established a structured appeal process to ensure fairness and transparency in handling cases related to academic matters, including plagiarism allegations. The appeal process allows students and faculty to request a review of decisions made regarding plagiarism accusations or any other academic misconduct issues. The process typically involves several steps:

**Step 1:** The appellant submits an appeal request within the specified timeframe.

**Step 2:** The college reviews all relevant evidence and arguments.

**Step 3:** Academic experts or committees may be consulted for evaluation.

**Step 4:** A decision is communicated in writing, explaining the rationale.

**Step 5:** Procedural fairness and confidentiality are maintained throughout.

**Step 6:** If the appeal is upheld, appropriate actions are taken.

## 2.7 Publication specific guidelines

Publication-specific guidelines at United College ensure adherence to academic integrity and originality in scholarly contributions across different platforms:

- **UJIS:** Authors submitting to UJIS must strictly adhere to the journal's submission guidelines, which are provided by the Research Management Committee (RMC) of the college.
- **United Luminary:** Contributors to the United Luminary are expected to submit original works and adhere to guidelines provided by the RMC of the college.
- **Dissertation of MBS:** Students preparing MBS dissertations must follow academic citation standards and conduct original research as per guidelines provided by the RMC of the college.
- **Project Reports (BBS, BBM, BCA):** Students undertaking project reports for programs such as BBS, BBM, and BCA are required to cite sources accurately and submit original work as per guidelines provided by the RMC of the college.