

**LOVELY PROFESSIONAL UNIVERSITY**

## **Code of Ethics as approved by the Academic Council of the University**

The Code of Ethics is a part of the research policy of Lovely Professional University as Chapter 2 and the extract of the same is appended below.

The complete research policy is available on the following weblink:

<https://www.lpu.in/academics/research.php>

## Research Policy

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## Chapter 2 Code of Ethics

Lovely Professional University strives to achieve academic excellence by providing highest quality education and by contributing to original and impactful research to solve industrial and societal problems. Therefore, academic integrity and research ethics of the highest level are expected from each and every member of LPU community including students, faculty, and staff. Academic integrity implies adherence to certain values and moral conduct in academics. Research ethics are commonly developed practices for creating awareness among researchers related to principles ensuring the scrutiny of research projects and accountability of people as responsible members of academic community to serve the society well. This policy shall be applicable to all students, faculty and other staff of the Lovely Professional University engaged in the research related activities.

This policy covers the followings:

1. Research Ethics
2. Anti-Plagiarism policy

### 2.1 Research Ethics – General Guidelines

- All faculty members are expected to adhere to core values like honesty, integrity and sincerity and conduct their research in such manner that the reliability and trust of the university should not be compromised or get affected.
- Researcher should keep and preserve raw data of research activity/project for a minimum period of five years with the university, unless requirement of longer period stipulated by the university or any concerned body for the purpose of specific work.
- The research aims of any study should benefit both society and industry and should cause no social harm.
- Researchers should make sure that an appropriate research method is selected on the basis of informed professional expertise.
- Researchers should endeavor to ensure factual accuracy and avoid falsification, fabrication, distortion, suppression or misinterpretation of data.
- Researchers should be able to extrapolate the consequences of research engagement for all participants and attempt to alleviate potential disadvantages of participation for any individual or category of person.
- Researchers should ensure that reporting and dissemination are carried out in a responsible manner.
- Researchers should ensure that methodology and findings are open for discussion and peer review.
- Researchers should ensure that any indebtedness to previous research as a source of knowledge, data, concepts and methodology should be fully acknowledged in all outputs.
- Due credit should be given to all the authors depending upon their contribution in the research work. If a student or a faculty/staff has worked in a project, and any publication of that project is published, then his/her name should be mentioned in the

authorship in the acknowledgement section of the manuscript depending on the quantum of their contribution.

- Authorship order should be decided in the early stage of a work. All authors must read the completed papers and must be willing to take complete responsibility of the data, interpretations and conclusions presented in the paper.
- The most significant contributor will be the first author of the manuscript. For all papers coming out of Masters degree or a Ph.D. thesis, the first author should preferably be Masters or Ph.D. student and the corresponding author should be supervisor.
- Honorary authorship is not permitted.
- The guidelines of the concerned journal should be followed for including name of all contributors in the paper.
- Particulars of the affiliation of the university should be mentioned as follows in all publications..... (specify Name), ..... (specify designation) at .....(specify the name of the University)
- Students should publish their approved thesis or dissertation work with the consent of the supervisor, unless otherwise stipulated by the university.
- All potentially patentable inventions shall be disclosed to the university.
- All faculty/staff members shall specify affiliation/association with the university in all their research activities.
- All faculty/staff members shall update the affiliation or association with this university on various research platforms like research gate, google scholar, publons etc.

To ensure academic integrity and research ethics, two panels one at School level and another at University level are formulated. The Panel Composition is given below.

## **School Academic Integrity Panel (SAIP)**

Chairman: HoS

Member Secretary: Research Coordinator

Member: Senior academician from outside the School, to be nominated by the head of School with minimum 10 publications in Scopus indexed journal (Q1, Q2 and Q3).

Member: A person well versed with anti-plagiarism tools

## **University Academic Integrity Panel (UAIP)**

Chairman: ED, R & I

Co-Chairperson: HD, DRD

Member Secretary: DRD nominee

Member: HoF, concerned faculty

Member: One Senior academician nominated by chairman of UAIP of University from outside the University

Member: A person well versed with anti-plagiarism tools

The Chairman of SAIP and UAIP shall not be the same. The quorum for the meetings shall be 3 out of all panel members of SAIP and UAIP.

## **Creating awareness on academic integrity and research ethics**

LPU from time to time shall conduct training programs to create awareness as per notification by UGC on promotion of Academic Integrity and prevention of plagiarism in higher educational institutions Regulations 2018-19.

## **2.2 Anti-plagiarism Policy**

Plagiarism is one of the most serious violations of academic integrity and ethics. Anyone engaged in plagiarism threatens the values and beliefs of the academic integrity of the university and undermines his/her individual credibility in the community of research scholars. Plagiarism in any form is not permissible in the university and is a serious misconduct which is subject to strict disciplinary action against the person found guilty. The university has a zero tolerance policy on plagiarism.

Plagiarism is using, presenting or publishing work of another person as your own without proper citation or acknowledgement. Using words or ideas of others without proper reference or citation is plagiarism. It is very important to give credit, where it is due, to the other person by acknowledging the source of that information.

All published and unpublished material, materials downloaded from internet, copied from lecture handouts or any other source whether in manuscript, printed or electronic form, is covered by this definition. 'Collusion' is another form of plagiarism involving the unauthorised collaboration of students or other individuals in any piece of work. Following and such other acts as prescribed by the University from time to time shall be considered as the act of plagiarism:

- Writing someone else's work as your own.
- Paraphrasing or copying ideas from someone else's work without giving due credit
- Stealing unpublished raw data and publishing it without giving due credit.
- Failing to put the words/idea/ information within quotes "..."
- Giving incorrect information about the source of the quoted material.
- Changing words but copying the sentence structure of a source without giving credit.
- Copying many ideas or words from a source that it makes up the majority of your work irrespective of whether you have given credit or not.
- Writing or reusing one's own specific words, images etc from previously published texts is known as self-plagiarism.
- Images are also a form of scientific data and ideally need to be presented as such. Manipulating an image related to your research and publishing the same, therefore, will clearly fall under the ambit of research misconduct which comes under plagiarism.
- If a previously published image is included in the manuscript or any publication material, you need to get explicit permission from the copyright holder (which might be either a

person, a journal, or a publisher) and needs to be cited clearly. Some images come under the category of “creative commons.” Under the “creative commons,” the images can be used free of charge, but with proper attribution.

- In case of images/information of any person, the authors should certify that they have obtained all appropriate consent forms. In the form, the individual/legal guardian should give consent for images and other personal informations to be reported. The individual/guardian should be informed that names and initials will not be published and due efforts will be made to conceal individuals identity, but anonymity cannot be guaranteed.
- The practice of presenting same research findings in more than one conferences (encore abstracts) except (i) the congress permits it; (ii) copyright requirements are respected; (iii) prior presentations are disclosed; and (iv) repeated presentation is to reach a different audience

## **Scope**

This policy applies to all the written/unwritten and published/unpublished works produced at and for LPU. The written works include academic and research publications / IPR (research papers, books, articles, assignments, project reports, thesis (Masters, M. Phil. And Ph.D.), research reports, patent, copyright, design registration etc. The unpublished works also include experimental data. The plagiarism policy applies to all LPU community including students, faculty and staff. The HOS/COS/HOD/COD/Research Coordinator shall also be responsible to disseminate the information about plagiarism.

## **Reporting of cases of plagiarism**

- It shall be the responsibility of the supervisor/corresponding author to check the paper/thesis etc. for plagiarism.
- The document should be subjected to appropriate plagiarism software prescribed by the university (e.g. Turnitin) and the supervisor should check the content manually too.
- If plagiarism is detected, the Head of the department will send his/her report based on software results and thorough study to School Academic Integrity Panel (SAIP), in the format prescribed in this policy as annexure 2.1

## **Dealing with Cases of Plagiarism**

- Cases of Plagiarism will be investigated and dealt with by the School academic integrity committee (SAIP).
- The SAIP shall also be responsible to monitor the quality of published and un-published work including thesis.
- Proceedings of the SAIP shall be recorded and submitted to University Academic Integrity Panel (UAIP) by the Member Secretary and one copy maintained in the office of the Division of Research and Development (DRD) after signed by the Members and the Chairperson.
- The SAIP will dispose the case of plagiarisms reported to it within 30 Days of the reporting of the case to it and after affording reasonable opportunity to the concerned

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student or faculty or staff as the case may be and shall submit its findings and recommend such disciplinary action as may be deemed fit in the specific case, to the UAIP.

- UAIP shall discuss the matter and final decision shall be communicated with in next 30 days.

## For Penalties, SAIP and UAIP can Refer UGC Gazettee.

Level	Similarities	Penalties in case of plagiarism in submission of thesis and dissertations	Penalties in case of plagiarism in academic and research publications / IPR
Level 0	Upto 10%	Minor Similarities, no penalty.	Minor Similarities, no penalty.
Level 1	10% to 40%	Submit a revised thesis and dissertations within stipulated time period not exceeding 6 months.	Leave points, bonus points and incentives will be withdrawn if plagiarism is reported.
Level 2	40% to 60%	debarred from submitting a revised thesis and dissertations for a period of one year	withdraw manuscript, Shall be denied a right to one annual increment, Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of two years.
Level 3	Above 60%	registration for that programme shall be cancelled	Withdraw manuscript, Shall be denied a right to two annual increments, Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of three years.

In case of repeated plagiarism, University shall take disciplinary action against faculty/staff/students including suspension or termination / withdrawal of degree.

## 2.3 Guidelines Related to Similarity Index for Availing Grant Benefits

- 10% is the maximum allowed value for similarity index for research publications, using Turnitin software for plagiarism detection. The publications having similarity index less than or equal to 10% are eligible for grant benefits as per URDI (University Research and Development Initiatives) policy.
- Publications having similarity index above 10% are not eligible for grant benefits.
- While performing the plagiarism check for similarity index, all quoted work reproduced with all necessary permission and/or attribution, all references, bibliography, table of content, preface and acknowledgements, all generic terms, laws, standard symbols and standards equations should be followed as per UGC guidelines.

- Plagiarism check is to be performed for fourteen consecutive words and less than fourteen matching words will not be considered as plagiarism.

## **2.4 Appeal**

In case of grievance, the accused shall appeal to School Academic Integrity Panel. Upon receipt of such a complaint or allegation the School Academic Integrity Panel shall investigate the matter and submit its recommendations to the University Academic Integrity Panel for final decision. Terms and Conditions: Where any doubt arises as to the interpretation of this policy, it shall be referred to the Division of Research and Development for a final decision.



## Annexure 2.1

### Format for Reporting Plagiarism Cases to SAIP and DRD, along with the Supporting Documents

School Name:

Name of the accused:

UID/Registration Number

Designation:

Paper/Thesis title:

Course Title (NA in case of research publication):

Course code (NA in case of research publication):

Similarity % using software:

(Mention the name of the software used)

Details of the case:

Detected by:

Remarks of the detector with signature:

Remarks of the accused with signature:

Remarks of the HOS with signature:

Remarks from SAIP panel:

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