# Anti-Plagiarism Policy of Noakhali Science and Technology University

## 1. Name:

The name of this policy would be 'Anti-Plagiarism Policy of Noakhali Science and Technology University'.

## 2. Purpose:

The policy document aims to establish a framework consisting of policy directions and guidelines for deterring, detecting, and dealing with plagiarism across all faculties of the Noakhali Science and Technology University (NSTU). To ensure the university's academic integrity, faculty members, students, researchers, and staff must be discouraged from practicing plagiarism. Along with this, the specific purposes are-

a) To maintain high standards, honesty, and authenticity in academia by determining, detecting, and preventing plagiarism.

b) To promote academic integrity, foster research ethics and develop critical thinking among all the members of NSTU.

c) To create a supportive, trustworthy, and academically robust environment that values integrity, originality, and responsible scholarly practices.

d) To raise awareness about ethical behavior in academia, promoting a sense of responsibility, honesty, and fairness among all members of the university.

e) To safeguard the university's reputation by demonstrating a commitment to maintaining high academic standards and credibility.

## 3. Applicability

This policy is applicable for faculty members, students, researchers, and staff of NSTU, in the forms of a thesis, dissertation, monograph, project proposal, project report, assignments, research article, book chapter, book review, and books mandatory to check plagiarism before submission/publishing.

## 4. Definition of Plagiarism

Use of someone else's work, ideas, words, images, opinions, discoveries, artwork, music, recordings, data, or computer-generated work (including circuitry, computer programs or

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software, websites, or other electronic resources), whether published or not, as your own without properly acknowledging the sources with or without the consent of source/author is called plagiarism. In other words, plagiarism is an act of fraud and a serious academic offense.

## 5. Forms of Plagiarism

a) Direct replication of one's work without duly acknowledging the original source.

b) Reproducing, transcribing, or translating work from one language to another without acknowledging the source.

c) Paraphrasing of your own work or that of another without appropriately acknowledging the source.

d) Directly quoting another person's language, data, illustration, table etc., without proper acknowledgment.

e) Presenting a jointly produced work (in whole or in part) as one's own independent work.

f) Presenting the works of students with or without their consent as one's own.

g) Making use of professionals or professional agencies in producing one's work or submitting works which have been written on one's behalf.

h) Fabrication, data manipulation, and falsification of research works.

i) Unauthorized use of sources or materials not allowed by the instructor.

j) Submitting academic/ research-related materials that has been previously submitted in whole or in substantial part in another course or in any other university without prior and expressed consent of the mentor/instructor/teacher/supervisor.

k) If a Master's, MPhil, or Ph.D. student publishes a significant portion of their thesis in a journal, book chapter, or conference proceedings during that tenure, the final thesis paper will not be considered self-plagiarized.

## 6. Acceptable level of Similarity Index (in percentage)

NSTU accepts an overall similarity index of 30% and a single source similarity index of 5% for all scholarly works.

## 7. Awareness Building and Responsibilities

Every member of the university community (students, faculty, staff, and administrators) must be aware of and comply with the Anti-Plagiarism Policy. The university will provide resources and support to ensure understanding and awareness of academic integrity standards.

*This Policy is adapted from the anti-plagiarism policies of RU, SUST, BRAC University, Oxford University, Harvard University, Green University, and the University of Rwanda.

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### 7.1. Faculty Members' Responsibilities

Faculties, Departments, and Institutes are expected to provide guidance and create an atmosphere of awareness among students. Faculty members are responsible for promoting academic integrity at the beginning and throughout their courses and research works. They must:

(a) Clearly communicate the university's Anti-Plagiarism Policy to students at the beginning of each course.

(b) Provide clear guidelines and training about correct citation techniques.

(c) Notify that students are required to submit their papers electronically and plagiarism detection software will be applied.

(d) Notify students of what actions will be taken in response to academic misconduct and what penalties apply.

(e) Report suspected cases of plagiarism to the appropriate university authorities.

Faculty may also take a signed "anti-plagiarism" undertaking from the students similar to the outlined below.

***Student Statement:***

*I have read the University's Anti-Plagiarism Policy and I understand the consequences of a breach of this policy.*

*I verify that the other person's work contained herein is fully referenced and properly attributed.*

Students Signature_____ Date _____

### 7.2. Student Responsibilities

Students are expected to adhere to the Anti-Plagiarism Policy and take responsibility for their academic work.

### 8. Reporting

- All persons at NSTU have a responsibility to report plagiarism.

- When possible, concern should be brought to the departmental/institutional head of the individual whose work is in question. The departmental/institutional head will report the allegations to Pro-Vice Chancellor or Vice Chancellor within three working days.

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- Alternatively, if there are reasons not to bring the matter to the departmental head, the concern should be brought to the Pro-Vice Chancellor or Vice Chancellor.

## 9. Investigation and Consequences of Plagiarism

- Upon receipt of a plagiarism allegation, the Pro-Vice Chancellor/ Vice Chancellor will establish an Initial Inquiry Committee to investigate. This committee shall include three individuals: one from within the unit in which the alleged offender works and two from outside that unit. The investigators should have no conflict of interest.

- The alleged offender shall receive notification of the allegations by the Pro-Vice Chancellor/ Vice Chancellor when the Initial Inquiry Committee is established.

- The Pro-Vice Chancellor/ Vice Chancellor will meet the committee to discuss the investigative procedures, which will vary according to the circumstances.

- The committee will submit a formal, written report upon completion of the investigation within seven working days to the Pro-Vice Chancellor/ Vice Chancellor.

- The Vice-Chancellor will respond to the findings in writing, confirming, modifying, or rejecting the findings of the committee. This formal notice will be sent to the appropriate parties.

  - If it is determined that plagiarism did take place, the Vice-Chancellor will decide upon the appropriate disciplinary action.

  - If it is determined that plagiarism did not take place, the matter will be dropped. Copies of the final report shall be sent to the appropriate parties, and the university shall keep the original report for its records. Subsequently, the university will make reasonable efforts to ensure that the reputation of the alleged offender has not been damaged or will make reasonable efforts to repair any damage to the reputation of the alleged offender.

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## 10. Appeal Process

Students accused of plagiarism have the right to appeal the decision through the established university appeal process. The appeals process ensures fairness and allows students to present their side of the case.

(i) The alleged offender has the right to appeal the findings to the Vice-Chancellor within five days of receiving formal notice of the findings.

(ii) The decision made by the Vice-Chancellor after the appeal is final and binding and shall be communicated in writing to all appropriate parties.

## 11. Authorship

To ensure authorship, only the Faculty Member, Course Instructor, Supervisor, Chairman, Director, and Dean of NSTU can check and certify the similarity report. Along with this, Central Library and Research Cell of the university can check the similarity.

## 12. Authorized body for the evaluation of plagiarism:

a) The Dean of the respective faculty and the Director of respective institute will check the MPhil/Ph.D. dissertations.

b) The Supervisor of the related course/theses/project of the respective Department/Institute will check the master's theses/dissertations with the university approved plagiarism checking software and certify that the acceptable level of similarity has been maintained before the submission of theses/dissertation.

c) The plagiarism test for master's to the submitted NSTU shall consider overall 30% and 5% single source similarities.

d) The published work from the ongoing Ph.D./MPhil/Master's thesis at the NSTU shall be excluded from the overall similarity test results.

e) The similarity test shall be applicable for all Ph.D./MPhil/Master's theses written in any language(s) supported by the plagiarism checking software(s) approved by the University.

## 13. Allocation of Plagiarism Checking Software ID:

All the faculty members of the NSTU, except teachers who are on study leave, will receive plagiarism checking software ID, including three officials of Central Library and one official of the Research Cell of the university.

### 14. Suspension of ID:

When one leaves the job or is on study leave, his/ her ID will be suspended by the administrator.

### 15. Administrator

One official of the Central Library will work as an Administrator to maintain liaison between NSTU and Turnitin regarding instructor ID creation, administrative support, and so on.

### 16. Misconduct

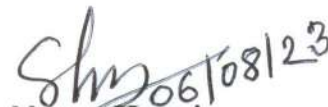If any misused is seen or doubted, the administrator will report it to the dean/authority of the concerned faculty regarding the use of plagiarism checking software.

### 17. Amendment and/or Withdrawal:

The authority of Noakhali Science and Technology University reserves all the right to amend/withdraw this policy at any time with the consent of the Vice Chancellor.

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**Shakhawat Hossain**
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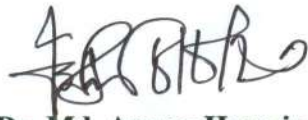Noakhali Science and Technology University

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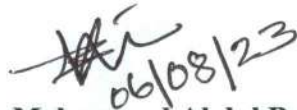Noakhali Science and Technology University

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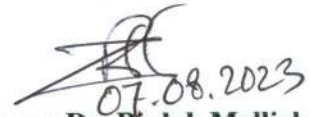
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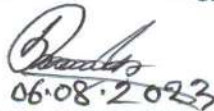Noakhali Science and Technology University

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