

## GUIDELINES FOR STUDENTS

**The College believes that students as adults, are responsible for their conduct on the College premises and off-campus, and in this fiduciary relationship, any conduct that has or may have serious consequences or adverse impact on the College's interests or reputation, will be avoided by its students.**

### **ACADEMIC RESEARCH & PROJECTS**

The College values academic integrity and is committed to its principles, which extends to the conduct of research and scholarship. The guidelines below are expected to be followed to ensure ethics and collegiality in academic pursuits and other activities.

#### **A. These require that a student:**

- Acknowledges and cites use of the ideas, results, material or words of others.
- Acknowledges all contributors to a given piece of work.
- Makes sure that all data or results are obtained by ethical means and reported accurately.
- Treats all other students in an ethical manner, respecting their academic space and integrity and right to pursue their educational goals without interference.

#### **B. While undertaking research for any purpose to refrain from:**

- a) **Plagiarism:** The use of material, ideas, figures, code or data as one's own, without appropriately acknowledging the original source. This may involve submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself, which include:
- Reproducing, in whole or part, text/sentences from a report, book, project, publication or the internet.
  - **Self-plagiarism** which constitutes copying verbatim from one's own earlier published work in a journal or conference proceedings previously published data, illustrations, figures, images etc. without appropriate citations.
  - Taking material or incorporating material from internet graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non-textual material from other sources into one's class reports, presentations, manuscripts, research papers or project without acknowledgement.
  - Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.
  - Paraphrasing or changing an author's words or style without citation.
  - Before submitting a project to the department, the student is responsible for checking the project for plagiarism using software that is available on the web.
  - In addition, the student should undertake that she is aware of the academic guidelines of the College, has checked the document for plagiarism.

S/d  
Principal

21 August 2019