



PLAGIARISM REGULATIONS

THE WOMEN UNIVERSITY MULTAN

PLAGIARISM REGULATIONS

Plagiarism is an intellectual crime which may be defined as "taking and using the thoughts, writings, and inventions of another person as one's own". This, or various similar definitions found in recognized publications / documents, are very broad and can be used to create awareness about Plagiarism but are not practical enough to apply in order to ascertain guilt or innocence in specific cases. In order to establish the violation of ethical norms, or academic or intellectual dishonesty resulting from Plagiarism and to take punitive actions in this regard, it is necessary that the variety of forms in which Plagiarism manifests itself are known. These include but are not limited to the following:

- Verbatim copying, near-verbatim copying or purposely paraphrasing portions of another author's paper or unpublished report without citing the exact reference.
- Copying elements of another author's paper, such as equations or illustrations that are not common knowledge, or copying or purposely paraphrasing sentences without citing the source.
- Verbatim copying portions of another author's paper or from reports by citing but not clearly differentiating what text has been copied (e.g., not applying quotation marks correctly) and /or not citing the source correctly.
- The unacknowledged use of computer programs, mathematical/ computer models/ algorithms, computer software in all forms, macros, spreadsheets, web pages, databases, mathematical deviations and calculations, designs / models / displays of any sort, diagrams, graphs,

tables, drawings, works of art of any sort, fine art pieces or artifacts, digital images, computer-aided design drawings, GIS files, photographs, maps, music / composition of any sort, posters, presentations and tracing.

- Self-plagiarism, that is, the verbatim or near-verbatim re-use of significant portions of one's own copyrighted work without citing the original source.

Aim & Applicability:

The aim of these Regulations is to apprise students, teachers, researchers and staff about Plagiarism and how it can be avoided. It is also aimed at discouraging Plagiarism by regulating and authorizing punitive actions against those found guilty of the act of Plagiarism.

These Regulations are applicable to students, teachers, researchers and staff of institution who are involved in writing or publishing their work. All authors of any publication are deemed to be individually and collectively responsible for the contents of papers published by Journals/Publishers etc. Hence, it is the responsibility of each author, including the coauthors, to ensure that papers submitted for publication should attain the highest ethical standards with respect to plagiarism.

Reporting:

Alleged plagiarism can be reported to University or HEC Quality Assurance Division directly by email, post, fax or other means. In case of lodging a complaint in the form of a letter, copy may be sent to HEC. The following information is to be provided:

- a) Citation of the original paper or document or idea which

was plagiarized, (paper title, author(s), publication title, month and year of publication if available and the journal, in which published, with details). If the original paper is unpublished (e.g., an institutional technical report, an on-line paper), the complainant is to provide as much information as possible to ensure authenticity of the claim.

- b) The citation of the alleged plagiarizing paper (paper title, author(s), publication title, month and year of publication if available and the journal with details in which published). If the paper is unpublished (e.g., an institutional technical report, an on-line paper), the complainant is to provide as much information as possible to ensure proper investigation.
- c) Copies of both papers if possible.
- d) Any other information that would help to efficiently resolve the claim.
- e) Name, designation, organization, address, e-mail address and telephone number of the complainant.

Investigation:

For investigation of Plagiarism cases

- a) A "Plagiarism Standing Committee" will be constituted consisting of 3 senior faculty members, a subject specialist in that particular field is to be co-opted, a senior student (only if a student is being investigated upon) and a nominee of the HEC. The seniority of the members of "Plagiarism Standing Committee" should be of a level keeping in view the seniority

of the individual being investigated upon and the nature and gravity of the offence.

- b) "Plagiarism Standing Committee" will be provided all foreseeable means to investigate the plagiarism claim.
- c) The members of the "Plagiarism Standing Committee" are to sign a confidentiality statement that during the investigation they will, under no circumstances, disclose any individual author's name, paper titles, referees, or any other personal or specific information concerning the plagiarism complaint under investigation, nor shall they reveal the names of the committee members.
- d) Opportunity will be provided to the author / authors under investigation to justify the originality of their concepts and research work. Similar opportunity will also be provided to the author whose paper is deemed to have been Plagiarized and / or the complainant, to justify the complaint.
- e) The Plagiarism Standing Committee shall then conduct the investigation. Depending on the details of the claim, the investigation may include, but may not be limited to, any or all of the following steps:
 - Manual and / or automated tests for content similarity.
 - Determination of the extent and quantum of significant material plagiarized.
 - Soliciting comments to the claim, from the Editor-in-Chief (of a journal) or Program Chair (of conference proceedings) and referees of either or

both papers.

- Consultation with legal counsel.
 - Consult / contact witnesses and record statements there-of if so required.
 - Consult / contact present and / or past employers of the authors.
- f) The "Plagiarism Standing Committee" will submit its report with clear cut findings and recommendations to the Vice Chancellor within a specified period not exceeding sixty days. The Vice Chancellor will have the discretion to implement the recommendations after approval through the statutory process and take punitive action against the offender as per penalties prescribed under these Regulations or to forward the report to HEC or his / her parent organization for further action if outside their purview / jurisdiction.

Penalties for Plagiarism

(a) Penalties for Teachers, Researchers and Staff:

When an act of plagiarism is found to have occurred, the "Plagiarism Standing Committee" in its recommendations, **DEPENDING UPON THE SERIOUSNESS OF THE PROVEN OFFENCE**, will advise the Competent Authority of the Organization, to take any one or a combination of the following disciplinary action(s) against the teacher, researcher and / or staff found guilty of the offence:

(i) Major Penalty:

In cases where most of the paper (or key results) have been exactly copied from any published work of other people without giving the reference to the original work, then (a) a major penalty of dismissal from service needs to be prescribed, along with (b) the offender may be "Black Listed" and may NOT be eligible for employment in any academic / research organization, and (c) the notification of "Black Listing" of the author(s) may be published in the print media or may be publicized on different websites at the discretion of the Vice-Chancellor.

(ii) Moderate Penalty:

In case where some paragraphs including some key results have been copied without citation, then a moderate penalty involving any one or both of the following needs to be imposed (a) demotion to the next lower grade, (b) the notification of "Black Listing" of the author(s) which may be published in the print media or may be publicized on different websites at the discretion of the Vice-Chancellor.

(iii) Minor Penalty:

In case a few paragraphs have been copied from an external source without giving reference of that work, then minor penalties need to be prescribed for a specified period involving any one or more of the following: (a) warning, (b) freezing of all research grants, (c) the promotions/annual increments of the offender may be stopped, for a specified period and (d) HEC or the University / Organization may debar the offender from

sponsorship of research funding, travel grant, supervision of Ph.D. students, scholarship, fellowship or any other funded program for a period as deemed appropriate by the "Plagiarism Standing Committee".

Penalties of Students:

When an act of plagiarism, is found to have occurred, the "Plagiarism Standing Committee" in its recommendations, depending upon the seriousness of the proven offence, will advise the Vice Chancellor to take any one or a combination of the following disciplinary action(s) against the student(s) found guilty of the offence:

(i) In the case of thesis the responsibility of plagiarism will be of the student and not of the supervisor or members of the Supervisory Committee.

(ii) The offender may be expelled/ rusticated from the University and from joining any institution of Higher Education in Pakistan for a period as deemed appropriate by the "Plagiarism Standing Committee". A notice may be circulated among all academic institutions and research organization to this effect.

(iii) The offender may be relegated to a lower class.

(iv) The offender may be given a failure grade in the subject.

(v) The offender may be fined an amount as deemed appropriate.

(vi) The offender may be given a written warning if the offence is minor and is committed for the first time.

(vii) The degree of a student may be withdrawn if AT ANY TIME it is proven that he or she has presented Plagiarized work in his / her MS, MPhil or PhD dissertation if the extent of plagiarism comes under the category of major penalty.

(viii) The notification of the plagiarism by the author(s) may be published in the print media or may be publicized on different websites at the discretion of the Vice Chancellor.

(ix) HEC or the University / Organization may debar the offender from sponsorship of research funding, travel grant, scholarship, fellowship or any other funded program for a period as deemed appropriate by the "Plagiarism Standing Committee".

(x) Any other penalty deemed fit by the "Plagiarism Standing Committee".

Appeal:

As the penalties are severe, the affected person(s) will have the right to appeal to the Chairman HEC/ Vice Chancellor for a review of the findings or may submit a mercy petition within 30 days from the date of notification. Such appeals / petitions will be disposed off within 60 days of receipt, by following the laid down procedures regarding such appeals.

Penalty for Wrong Reporting / False Allegation:

If the case of Plagiarism is not proved and it is confirmed that a false allegation was lodged, the Vice Chancellor will inform the complainant's Organization and will recommend disciplinary action against the complainant, to be taken by his / her parent organization.

Associated Documents

Appendix-I: How to Interpret Originality Report (Guidelines)

Appendix-II: 'Ethics of Using Turnitin'

Appendix-III: Standard Operating Procedures for Plagiarism Cases

Appendix-IV: Check List for the University PSC

Acknowledgement

HEC plagiarism Policy has been followed to prepare WUM's Plagiarism policy

Disclaimer:

How to Interpret Originality Report (Guidelines)

Similarity index of the originality report is showing matches of submitted work with internet content. It is not verdict that document with high similarity index is plagiarized.

1. Similarity index is based on percentage of matched text out of total number of words in the document.
2. Instructor/Faculty member has to verify each and every similarity index for potential clue of plagiarism.
3. If similarities in the document are significant then scholar/student may be guided accordingly or case may be reported on the basis of that evidence.
4. The similarities in the document may contain matches with author's previous work; it may be ignored if it is the same work.
5. Bibliography and quoted material may be excluded after verifying. It is important to note that too much quoted material is not desired as per policy.
6. Common phrases and proper nouns also appear as similarities in the report, therefore every instructor/faculty member should ignore matches returned from them.
7. Originality report will show similarities from three major sources: internet, periodicals and student repository. Similarities returned from student repository may be ignored if it is author's own same work. Similarities from Student repository helps in detecting collusion in the documents.

8. The graphs, tables, formulae and other pictorial material is not matched through the service therefore, it will only offer similarities with only text.
9. The instructor/faculty member supervising students/scholars can give verdict of plagiarism after interpreting report. The report will be used as evidence of the report.

Guidelines on 'Ethics of Using Turnitin' for Instructors

1. Instructors are required to create classes and enroll students in these classes.
2. Students/Scholars should be informed that their work will be checked through anti-plagiarism service, therefore, they must follow proper documenting style in writing report/paper/thesis.
3. References/bibliography and table of contents must be removed from document which is submitted. If these are included then similarity index of the document will be increased.
4. Instructor may allow students to view their reports.
5. Instructor will maintain the privacy and will not disclose any report to anyone except the concerned person and to the concerned authorities, if required.
6. If Scholar/Student is involved in checking of papers and of theses of any other person, then Instructor shall report to University authorities about that with valid proof.
7. Originality/Similarity reports generated by the Turnitin provide clues in form of text matches. Proverbs, Universal Truths, phrases etc.
8. Scholars/Students must make sure that document they are submitting is in proper documenting style (i.e. IEEE, Chiacago, MLA, APA etc.) and is free of plagiarism.
9. If the report has similarity index $\leq 19\%$, then benefit of doubt may be given to the author but, in case, any single source has similarity index $\geq 5\%$ without citation then it needs to be

revised.

10. If similarities of a report are from author's own (previous) work then these may be ignored only if the material has been cited by the author.
11. As documents which are checked through this service are not yet published and no benefit is acquired, therefore, no punishment or penalty is recommended. It is advised that similarities at greater level may be taken care of in the light of the HEC plagiarism policy.

Standard Operating Procedures for Plagiarism Cases

1. Cases received at HEC will be forwarded to QA Division.
2. DD (QA) will check that complaint is not anonymous and will verify the identity of the complainant.
3. HEC will run an initial plagiarism test to verify if the complaint is genuine, in which case the following steps will be pursued.
4. In a case if overwhelming evidence of plagiarism is found, even anonymous complaints will be considered to deal as per plagiarism policy with approval of the competent authority.
5. The case will be forwarded by HEC to the concerned University/Institution within one week for further investigation through the Plagiarism Standing Committee constituted by the University/Institution. The University will provide interim response/acknowledgement within 4 weeks.
6. Every letter regarding plagiarism cases will be copied to PS to Vice Chancellor, so that issue of Plagiarism may be taken up at the highest level.
7. In case the plagiarism complaint is against VC/Head of Institution, then investigation will be initiated by the HEC under intimation to the Chancellor office. The report will be submitted to the Chancellor office within 90 days for appropriate action.
8. Plagiarism Standing Committee will submit investigation report to the Head of the Institution within 90 days after receiving the case from HEC.
9. Plagiarism Policy is applicable to all employees whether they

are regular or contractual employee of the University/Degree Awarding Institution.

10. In case of no response/acknowledgment from the University within 4 weeks, first reminder for update on the case will be sent by DD-QA (the dealing officer of the QAD) during the fifth week after sending the case to respective institution.

11. Head of the Institution/Registrar will notify the final outcome/decision to the HEC as per plagiarism policy.

12. After notification of the decision the alleged person has right to appeal against the decision of the Institution within 30 days.

13. Head of the institution has to finalize decision on the appeal to complete all formalities under E&D rules within 60 days after receiving the appeal and decision is required to be notified.

14. The Universities which are not following HEC Plagiarism Policy will get reflection of noncompliance of QA criteria in future rankings and funds as well.

In Case of Delay at the University End After Receiving the Case:

15. In case of failure at University end to conclude the case in 90 days, Letter from ED to VC requesting finalizing of case in 4 weeks.

16. In case of expiry of two weeks after final reminder, Chancellor of the University will be informed.

17. In case of no response, even after 4 weeks, the case will be placed on agenda of HEC Plagiarism Committee.

18. HEC Plagiarism Standing Committee may co-opt expert/s from

outside the HEC as member of the Committee as and when required.

19. HEC Plagiarism Standing Committee can award all those punishments mentioned in the Plagiarism Policy, keeping in view the level of Plagiarism committed.

20. The decisions made by the HEC PSC and Independent Expert committees are required to be followed with the respective University within one month; in case of non-compliance again two week time will be given through reminder for compliance.

Check List for the University PSC

1.	The University PSC decision is forwarded to HEC PSC along with all relevant evidence.	Yes	No
2.	Whether the complainant was given the opportunity to justify/clarify his claim?	Yes	No
3.	Whether the accused was/were given opportunity/hearing to defend his/her/their case?	Yes	No
4.	Whether the opinion of the expert was sought and recorded?	Yes	No
5.	Whether the personal file of the accused was checked for taking any benefit on the basis of the alleged paper?	Yes	No
6.	Whether the Committee has found plagiarism in the reported paper/thesis etc?	Yes	No
7.	Whether any action has already been taken by the University on the recommendation of the University's PSC.	Yes	No

Member: _____

Member: _____

Name: _____

Name: _____

Member: _____

HEC Nominee: _____

Name: _____

Name: _____

Secretary of PSC: _____

Subject Expert: _____

Name: _____

Name: _____

Chairman of PSC: _____

Name: _____



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