



Plagiarism Policy

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Plagiarism Policy

Preamble

1. In the wake of fundamental improvements being introduced in the system of higher education in Pakistan, the credit, respect, recognition of research and scholarly publications, career development and financial gains are now linked with such original works accomplished without replicating the efforts of other researchers. It has therefore become necessary that the menace of plagiarism is highlighted and curbed through exemplary punitive actions. On the other hand we must also guard against bogus or false complaints in order to prevent victimization which may take researchers and scholars shy away from research simply because of the fear of prosecution. A plagiarism policy has therefore become necessary to create awareness, define various forms in which plagiarism exhibits itself, present a methodology of investigation, cater for punitive action proportional to the extent of the offence and even address the issue of false or spurious complaints.

Aim

2. The aim of this policy 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.

Applicability

3. The policy is applicable to students, teachers, researchers and staff of DIHE who are involved in writing or publishing their work. In this context a "student" is a person who, on the date of submission of his/her paper/work is a registered student of DIHE "Teachers and Researchers" include faculty members or equivalent of the DIHE and such other persons as may be declared to be so by regulations. "Staff" is any employee of DIHE involved in writing and publishing his/her work.

Any person listing his CV on the website or any current publication or applying for any benefit on the basis of published or presented work that is plagiarized will be liable to be punished as per prescribed rules.

Responsibility of DIHE

4. DIHE is responsible to appraise its students, teachers, researchers and staff of the definition, implications and resulting punishments in case, after due investigation, they are found guilty of plagiarism. The DIHE must acquaint their students, teachers, researchers and staff with this policy and ensure that they are fully aware that all authors are deemed to be individually and collectively responsible for the contents of papers published by journal/publishers etc. Hence, it is the responsibility of each author, including the co-authors, to ensure that papers submitted for publication should attain the highest ethical standards with respects to plagiarism. Any university or degree awarding institution which does not adopt and implement this policy will have its degree derecognized by HEC.

Reporting

5. To inform HEC or respective university/organizations of alleged plagiarism, a complaint is to be made by email, post, fax or other means to DIHE's Academic Committee. In case lodging a complaint in the form of a letter, copy may be sent to HEC's Quality Assurance Division.

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 online 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 online 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 DIHE to efficiently resolve the claim." [1]
- e) Name, designation, organization, address, e-mail address and telephone number of the complainant.

Investigation

6. Upon receipt of an allegation of plagiarism, the DIHE's Academic Committee will request the Director (DIHE) to carry out investigation. The complaints received through HEC or directly by a university/organization will be dealt with by the DIHE according to the procedures given below. The Director (DIHE) will have the discretion of not taking any action on anonymous complaints.

For investigation of plagiarism cases, the Director (DIHE) will have an obligation to:

- a) Constitute a "Plagiarism Standing Committee" consisting of three senior faculty members, a subject specialist in that particular field is to be co-opted, and if possible a nominee of the HEC. The seniority of the member 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) Provide a guideline, prepared by HEC for the functioning of the "Plagiarism Standing Committee", to all member of the committee.
- c) Provide clear terms of reference to the "Plagiarism Standing Committee" for their investigation.
- d) The members of the "Plagiarism Standing Committee" are to sign a confidentiality statement that during the investigation they will under no circumstances, disclose and 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.
- e) Provide opportunity to 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.

- f) Provide every opportunity to the "Plagiarism Standing Committee" to use all foreseeable means to investigate the plagiarism claim.

Operation Procedure for Plagiarism Standing Committee

- 7. The Plagiarism Standing Committee shall conduct the investigation depending on the detail of the claim, the investigation may include, but may not be limited to, any or all of the following steps:
 - a) Manual and/or automated tests for content similarity.
 - b) Determination of the extent and quantum of significant material plagiarized.
 - c) 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.
 - d) Soliciting Comments from the teacher in case of a student or group of students
 - e) Consultation with legal counsel.
 - f) Consult/contact witnesses and record statements there-of if so required.
 - g) Consult/contact present and/or past employers/university/college of the authors.

The Report of Plagiarism Standing Committee

8. The Plagiarism Standing Committee will submit its report with clear cut findings and recommendations to the Director (DIHE) within a specified period not exceeding sixty days. The Director (DIHE) will have the discretion to implement the recommend after approval through the statutory process and take punitive action against the offender as per penalties prescribed under this policy or to forward the report to HEC or his/her parent organization for further action if outside their purview/jurisdiction.

Penalties for Plagiarism

9. Plagiarism is an intellectual crime. As such the penalties for plagiarism should not only take into account the severity and recurrence of the offence. But the also the intellectual standing of the offender. This entails a gradual increase in punitive action with minimum punishment for a first time offence by a student who copies a homework assignment to a maximum punishment for a teacher/researcher/staff who attempts to present/publish, or actually presents/publishes plagiarized material; as his own, in a conference/journal. Therefore, the punishments for plagiarism have been divided into two separate categories, i.e. those for "teachers, researchers and staff" and those for the "students".

a) Penalties for Teachers, Researchers and Staff: When an act of plagiarism, as described earlier in paras 2 and 3, 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 a) any one or a combination of the following disciplinary action (s) against the teacher, researcher and/or staff found guilty of 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 Director (DIHE).

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 Director (DIHE).

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 PhD students, scholarship, fellowship or any other funded program for a period as deemed appropriate by the "Plagiarism Standing Committee".

b) Students: when an act of plagiarism, as described earlier in section 1 is found to have occurred, the plagiarism standing committee" in its recommendations, DEPENDING UPON THE SERIOUSNESS OF THE PROVEN OFFENCE, will advise the Director (DIHE), to take any one or a combination of the following disciplinary action(s) against the student(s) found guilty of the offence:

i) The offender may be expelled/rusticated from the DIHE 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.

ii) The offender may be relegated to a lower class.

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

iv) The offender may be fined an amount as deemed appropriate. The amount should not be less than Rs. 5,000/- and should not be more than Rs. 25,000/-.

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

vi) 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 BBA, MBA,BS, MS, MPhil or PhD academic work if the extent of plagiarism comes under the category of major penalty as conveyed in section 2. (a-i)

vii) 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 Director (DIHE).

viii) 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".

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

x) In the case of thesis/report/assignment the responsibility of plagiarism will be of the student and not of the supervisor/teacher or members of the Supervisory Committee.

c) Co-Authors/Declarations

- i) Provided that a co-author has listed a paper in his/her resume and applied for benefit forthwith, any co-author is deemed to be equally responsible for any plagiarism committed in a published paper presented to or published in a journal or presented at a conference.
- ii) All journals in Pakistan must require ALL authors to sign a declaration that the material presented in the creative work is not plagiarized

Additional Actions Required

10. In addition to the above punishment, the following additional common actions must be taken if the offence of Plagiarism is established:

- a) If the plagiarized paper/document is accessible on the web page its access will be removed. The paper itself will be kept in the database for future research or legal purposes.
- b) The author(s) will be asked to write a formal letter of apology to the authors of the original paper that was plagiarized, including an admission of plagiarism should the author(s) refuse to comply then additional punishment as deemed fit may be recommended by the "plagiarism standing committee".
- c) If the paper is submitted but not published yet, the paper will be rejected by the editor-in-chief or the program chair without further revision and without any further plagiarism investigation conducted. However, warning may be issued to the author/co-author.

Appeal

11. As the penalties are severe, the affected person(s) will have the right to appeal to the Director (DIHE) 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

12. If the case of plagiarism is not proved and it is confirmed that a false allegation was lodged, the Director (DIHE) and will recommend disciplinary action against the complainant, to be taken by his/her parent organization. If the complainant's belongs to the DIHE, the Director (DIHE) shall take the disciplinary action as appropriate.