NUML Plagiarism Policy

2015

(Anti-plagiarism Unit)
Quality Enhancement Cell
National University of Modern
Languages, Main Campus,
Islamabad , Pakistan

Introduction

National University of Modern Languages (NUML) is committed to establishing and sustaining a transparent, as well as creative, academic environment, for quality, meaningful and original output to the academia. NUML shares its vision of academic integrity and authenticity with the Higher Education Commission (HEC), which has formulated policy guidelines on Plagiarism. This policy broadly documents possible steps to combat plagiarism in academia, thus reinforcing and promoting the culture of academic integrity and originality. These steps are taken to ensure compliance of research work and publications produced in Pakistan, with international standards and quality. The HEC reinforces and provides the use of **Turnitin**, for checking plagiarism.

In order to address the issues, as observed in application of HEC's policy and use of Turnitin at NUML, the following policy is a comprehensive set of rules to be implemented by all programs and publications of NUML. These are devised in order to address the issues raised by instructors and students/researchers alike. The effort is targeted at a more effective and carefully managed system of implementing use of Turnitin for ensuring transparency and authenticity.

Definition of Plagiarism

According to the Concise Oxford Dictionary, Plagiarism is 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following: "Verbatim copying, near-verbatim copying, or purposely paraphrasing portions of another author's paper or unpublished report without citing the exact reference.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" (HEC-plagiarism policy)

"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." (HEC-plagiarism policy)

"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." [1]

<div align="right">Source: (HEC plagiarism policy .pp 2-3)</div>

Scope

This policy applies to all written works, produced for credit/publication, at and for NUML, at all Graduate and Postgraduate levels, in all the programs.

1. Programs/Areas

The general guidelines of the Plagiarism policy in different programs/areas at NUML are as follows:

1.1. **M.S/M.Phil/Ph.D**

a) All theses are to be sent to **Quality Enhancement Cell (QEC) in Anti-plagiarism unit** for *Turnitin Originality Report* through office of concerned Deans / in case of regional campuses the theses will be sent through regional directors.

b) There is a provision of only **Two ATTEMPTS (First Submission + one Revision Attempt)** for achieving below 19% of similarity index. Failing to do so will result in the case being forwarded BASAR and to the Plagiarism Standing Committee of the university (PSC)(See 3)

3rd Attempt of "Turnitin" – by BASR

BASAR Meeting was held on 17-18 October, 2016. Followings decisions were taken regarding 3rd Attempt.

- QEC-NUML used to provide three "Turnitin" attempts to the students in the past. But In BASR meeting it is decided that the students will be allowed only two attempts. Permission for the third attempt will be given only if BASR allows.

- QEC-NUML will process only two attempts and the applications for the third attempt will be placed by concerned Dean/Regional Directors/HoD's in the BASR meetings.

- This policy is implemented with immediate effect. The amendment is issued with the approval of the Rector.

c) A thesis submission to QEC (from concerned Deans/ Regional campuses RDs) should consist of the following:
   1. A Filled Thesis Submission Proforma (see Annexure -1)
      (available at the offices of concerned Deans & QEC)
   2. A **Hardcopy of Full Thesis** (spiral-bound)
   3. A **Soft Copy of Thesis**- Excluding Initial Pages, Bibliography, Appendices and (preferably) Endnotes/Footnotes. (via email or CD).

The whole Thesis must be
1. **in a Single MS Word File, PDF or Html (as required by Turnitin)**
2. **under 20MB in size (as required by Turnitin)**
3. **under 400 Pages (Preferably) (as required by Turnitin)**

d) All course assignments, project reports, term papers, etc. will be run through **Turnitin** by **Instructors ONLY**. There is a provision of only **TWO ATTEMPTS (First Submission + One Attempt)** for achieving below 19% of similarity index. Failing to do so will result in Minor, Moderate or Major Penalty.(See 2.1, 2.2, and 2.3)

e) The **Turnitin** Originality reports of all course assignments, project reports, term papers, etc. should be appended by instructor, with the course result/evaluation, submitted to concern Deans offices.

f) Results of students will be withheld whose **Turnitin Originality reports** are not attached with the course assessment sheet/award list.

g) In cases of **re-defence of a Thesis**, it will be processed through **Turnitin** again at the time of resubmission. The revised copy will be sent to QEC through the office of concerned Deans / RDs of regional campuses for a revised/new **Turnitin Originality report**.

h) *In case an author produces an MS/M.Phil/Ph.D Thesis, **based on his/her own thesis(of any level)** which has also been processed through Turnitin earlier, **access to the Turnitin account used must be provided (username and password)** to QEC for verification.*

1.2. Masters and Bachelors Programs

a) All theses and Final Seminar papers are to be run through *Turnitin* by **QEC**. The focal person of each department/*campus* will work as a liaison between students and **QEC**.

b) A student has to submit a hard copy and soft copy to the Focal Person, to be passed on to **QEC**.

c) There is a provision of only **Two ATTEMPTS (First Submission + Revision Attempt)** for achieving below 19% of similarity index. Failing to do so will result in the case being forwarded to BASR.

d) All course assignments, project reports, term papers, etc. should be run through *Turnitin* by relevant **Instructors ONLY**. There is a provision of only **TWO ATTEMPTS (First Submission + One Attempt)** for bringing the work within limit of below 19% of similarity index. Failing to do so will result in Failing to do so will result in Minor, Moderate or Major Penalty.(See 2.1, 2.2, and 2.3)

e) The *Turnitin* Originality reports of all course assignments, project reports, term papers, etc. should be appended with the result/evaluation submitted to Department/Examination section. Results of students will be withheld whose *Turnitin Originality reports* are not attached with the course assessment sheet/award list.

2. Penalties For student

The penalties for plagiarism cases will be applicable after a student/researcher has availed NUML's prescribed number of attempts, for improving his/her work. The penalties for such cases fall into the following three categories.

2.1. Minor Penalties (applicable to all course assignments, project reports, term papers, etc.)

A minor penalty will be applied if a student's work is found to be copied (up to 50%), even after he/she has availed the TWO ATTEMPTS for improving it. This will result in an award of Zero Marks in the work (course assignments, project reports, term papers, etc.). The course instructor has to inform HoD/Dean and Examination Branch (in writing) about such cases, with evidences appended. The instructor must make a red entry in award list and counsel the student as well.

2.2. Moderate Penalties (applicable to all works other than Thesis)

A moderate penalty will be applied if a student's work is found to be copied (more than 50%), even after he/she has availed the **TWO ATTEMPTS (First Submission + One Attempt)** for improving it. This presupposes that the student would have received a minor penalty, of an award of zero marks, already. Moreover, a warning letter will be issued to the student, with a copy sent to parents/guardian.

2.3. Major Penalty (applicable to Thesis at all levels)

A major penalty is for plagiarism cases, concerning Thesis at all levels. This penalty is applicable when a student/researcher has availed **Two ATTEMPTS (First Submission + one Attempts)** for improving his/her work and failed to do so, according to HEC's prescribed standards. This entails the case to be put forward to Plagiarism Standing Committee (PSC) for further disciplinary action.

*Note: *No other penalty will be applicable in Plagiarism cases, except the ones mentioned above.*

3. Plagiarism Standing Committee (PSC)

NUML plagiarism standing committee will be approached in cases where a teacher/researcher/ student (undergraduate, graduate and Post-graduate) fails to comply with similarity index, of below 19%, in Thesis writing/research paper. Moreover, it will also deal with any complaint against intellectual theft, plagiarism and copy right violation by students or teachers.

a) Scope of PSC at NUML(Internal) in case of Teacher:

NUML PSC will handle cases of major plagiarism inside the university of all departments and will decide the penalties as per HEC guidelines. The Chairperson of NUML Internal PSC will report to Competent Authority.

The following members will constitute a PSC at NUML (for Teachers/ Students):
   i.   DG/ (permanent member) or a nominated Senior faculty member (Chairperson)
   ii. Director, QEC (Permanent Member)
   iii. One Internal Subject Expert (member)
   iv. 2x Senior Faculty Member of any other department (member)
   v.   One External Subject Expert (Optional)

Note: (i. In case of Dean/HoD are complainant/ accused then they will not be committee member. Then any other senior faculty member from the concerned department will be nominated in lieu of them.

b) <u>Scope of PSC at NUML(Internal) in case of Student</u>: NUML PSC will handle cases of major plagiarism inside the university of all departments and will decide the penalties as per HEC guidelines. The Chairperson of NUML Internal PSC will report to Competent Authority.

The following members will constitute a PSC at NUML (for Teachers/ Students):
  i.   DG/ (permanent member) or a nominated Senior faculty member (Chairperson)
  ii.   Director, QEC (Permanent Member)
  iii. One Internal Subject Expert (member)
  iv.   2x Senior Faculty Member of any other department (member)
  v.   One External Subject Expert (Optional)
  vi.   1x Senior Student (member)

c) <u>Scope of PSC at NUML (External)</u> : NUML External PSC will handle case of major plagiarism (reported from HEC or other University) and decide the penalties as per HEC guidelines. The Chairperson of NUML Internal PSC will report to Competent Authority.

The following members will constitute a PSC at university Level dealing with HEC (for Teachers/ students):
  i.   DG/ (permanent member) or a nominated Senior faculty member (Chairperson)
  ii.   Director, QEC (Permanent Member)
  iii. One Internal Subject Specialist (member)
  iv.   2x Senior Faculty Member from NUML (member)
  v.   One External Subject Specialist (Optional)
  vi.   HEC Nominee

Note: (In case of Dean/HoD are complainant/ accused then they will not be committee member. Then any other senior faculty member from the concerned department will be nominated in lieu of them)
If a review request against PSC decision is lodged by the accused, then it will be handled by permanent members of PSC, which are:
  i.   Rector/Nominee
  ii.   Director QEC
  iii. Senior Faculty Member from each faculty nominated by the Competent Authority

c) Standard operating Procedures for PSC University Level (Internal)

    i. Cases reported at university level will be handle by University Internal PSC.

    ii. Chairperson nominated by Rector/DG will call a meeting after getting prior approval from the Competent Authority within 3 working days of reporting and run an initial plagiarism test to verify if the complaint is genuine; in which case following steps will be pursued:

    iii. Committee members will be notified for a meeting by the chairperson.

    iv. Meeting will be held within a week of reporting of case.

    v. The report of initial plagiarism test to be shared by committee members.

    vi. Minutes of the meeting will be recorded by secretary.

    vii. Committee members will submit their written statements to PSC chairperson within 10 working days. External subject expert will be responsible to submit his/her statement to the chairperson in the stipulated time period.

    vii. Chairperson will take final recommendation based on statements of members and communicate it within 15 working days to the Competent Authority.

d) University Level(External, HEC Involvement)

SoPs attached as Annexure A i (retrieved from http://www.hec.gov.pk/english/services/faculty/Documents/Plagiarism/Time%20bound%20SOPs%20for%20Plagiarism%20Cases.pdf Accessed on 26.2.18)

4. General Guidelines

6.1 Nomination of Foal person (Departments & Campuses)

Head of respective departments and RDs of campuses can nominate one Faculty Member as a focal person for dealing and managing the Turnitin process related tasks of department and campuses and through official letter inform to Anti-Plagiarism QEC.

6.2 SOPs for Departmental and Campuses focal person for Anti-plagiarism & Turnitin

1. Due to the nature of plagiarism and the time constraints involved, departments need to ensure that students and supervisors are responsible to submit the research theses in proper research academic writing style with no earlier plagiarism check through any account.

2. Each departmental focal persons is requested to submit all theses at one time. For this purpose it is recommended that a deadline be given for submission to all students.

3. Please provide list of student writing research theses. Please submit all theses with complete list of students' name with sessions (Morning - Evening).

4. Our shared goal is to provide a fair and consistent approach to managing cases of alleged plagiarism and ensuring that the penalties for plagiarism are clear and readily understandable by faculty and students.

5. QEC NUML has designed a new Proforma for all theses Turnitin verification. This Proforma is mandatory for all disciplines. (See Annexure -1)

6. Before sending theses for Turnitin verification, please ensure that the hard copy and soft copy are same and no content is missing in both, then submit to QEC Anti-Plagiarism unit for verification. At any stage of an investigation into alleged plagiarism, relevant focal person of department is responsible for consistency in soft copy and hard copy sent to QEC.

7. Turnitin account on official email address is mandatory for all focal persons.

8. For any assistance focal person may visit QEC Anti-Plagiarism unit, or call at Ext 2245, for online assistance please email at numl.aps@gmail.com also please visit this blog. http://numlaps.blogspot.com/

6.3 For Students/ Researchers

a) **Using one's personal or anyone else's Turnitin Account** for processing personal work, intended for submission to NUML (Research Publication/ Thesis), and is not acceptable**.**

b) In any such instance where anyone processes her/his work before submission to NUML, **access to the *Turnitin* account (login & password)**, used for processing should **be provided to QEC or the submission shall be rejected.**

c) In case of a higher **Similarity Index** (more than 19%), the researcher should work towards improving his/her work, in consultation with Subject instructor/ Supervisor.

d) All Thesis/Paper submitted to **Anti-plagiarism unit QEC** must
   i. Be in a single MS Word (doc) file (a work separated in multiple files will not be accepted)
   ii. Use a citation style (MLA, APA, Chicago, etc.) consistently
   iii. Not have Footnotes in the soft copy submitted for Turnitin Originality Report (as these usually render higher percentage in *Turnitin* Similarity index) **(this can be excluded just from the soft copy, not from the accompanying Hard copy)**

6.4 For Instructors/Focal Persons

a) The following acts can lead to termination of Turnitin account and disciplinary action
   i. Manipulating/Tempering Turnitin reports
   ii. Sharing account details with others
   iii. Willful, as well as repeated, violation of NUML Plagiarism Policy.
   iv. Concealing Turnitin account details, to avoid verification of an early submission

b) **Separate chapters (***of Thesis***) / Segments (***of* course assignments, project reports, term papers, etc.**)** should not be run through *Turnitin*, as it may hamper the final percentage, once the work is complete.

7. Penalties for Teachers /Researcher/ staff

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 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.

a. When an act of plagiarism, as described earlier in (page 2-3) 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

any disciplinary action(s) against the teacher, researcher and / or staff found guilty of the offence.

At NUML we would like to consolidate a healthy culture of academic authenticity into education. These guidelines are a road map towards that goal. These are established to bring more clarity, about HEC Plagiarism policy, to instructors and students/researchers. It also addresses many indigenous plagiarism-related issues at NUML. The implementation of this policy will facilitate the training of individuals into a tradition of effective and standard writing. It is an effort to facilitate students/faculty members in producing original and authentic academic work. It is expected that, both students and faculty members understand, value and honor principles of academic integrity and honestly in education.

Annexure -1

Proforma for Submission of Thesis for
Turnitin Verification & Word Count

1. Full Name (as on Thesis/Dissertation):

    _____

2. Gender: ☐ Male ☐ Female

3. Email:

    _____

    _____

4. Supervisor's Name:

    _____

5. Supervisor's Email:

    _____

6. Registration No:

    _____

7. Have you had this Thesis (full or any part) run through Turnitin before? ☐
    Yes ☐ No
    (*In case of YES the following details are compulsorily needed, as per NUML's*

    Plagiarism Policy) **a. Turnitin Login (Used): b. Password:**

8. Thesis/Dissertation Title:

    _____

    _____

Compulsory Information:-

Sr#	Detail	First Submission	2nd Submission & Revision 1	3rd Submission & Revision 2

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1	Word Count			
2	Number of pages on 1st draft, 2nd draft and 3rd draft			
3	Date on which Soft copy sent to Turnitin account			
4	1st Attempt report ID			
5	2nd Attempt report ID			

Note

Kindly ensure that:
1. All chapters of your thesis are in **ONE MS WORD** document (There should not be separate files of a different chapters, and submitting multiple soft copies of the same Thesis should be avoided).
2. The Bibliography / Endnotes is/are excluded from your soft copy (submitted for Turnitin verification)
3. A Hard Copy should accompany every Soft Copy you submit for Turnitin verification (be it the first time or revision(s))
4. There is no over-writing or cutting on this form and it is filled legibly.
5. Word count should be as per University guidelines (verified by relevant Dean)

_____   _____   _____

Supervisor's Signature   Candidate's Signature   Dean (   )

Date: _____   _____

                                                                                           Sender's Signature

PROFORMA FOR TURNITIN VERIFICATION

Department: _____

Date: _____

(For Supervisor)

I, _____ have checked the thesis (both Hard & Soft copy) of
my supervisee _____. Content of both copies are the same.

_____
Supervisor's Signature

Supervisor Name:--------------------
Email Address: -----------------------
Contact #:--------------------------------

(For Focal Person)

The Content of Hard and soft copy of thesis are same and submitted for Plagiarism
checking.

_____

Focal Person's Signature

Focal Person Name: --------------------

Department: -----------------------

Contact #:--------------------------------