NATIONAL TEXTILE UNIVERSITY FAISALABAD

Guidelines for Implementation of HEC's Plagiarism Policy at NTU

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1. Introduction

National Textile University is committed to establishing and sustaining a transparent, as well as creative, academic environment, for quality, meaningful and original output to the academia. NTU shares its vision of academic integrity and authenticity with the Higher Education Commission (HEC), which has formulated policy guidelines on Plagiarism. These guidelines 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 NTU with HEC Plagiarism Policy. 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 NTU, the following guidelines are a comprehensive set of rules to be implemented by all programs and researchers of NTU for compliance with HEC's policy. The effort is targeted at a more effective and carefully managed system of implementing use of Turnitin for ensuring transparency and authenticity.

QEC in collaboration with concerned departments will arrange frequent trainings, lectures and seminars for the awareness of students, teachers and researcher. Furthermore, HEC plagiarism policy along with these guidelines will be made available to students/researchers through NTU website as well as by placing a copy in all departments and research labs.

2. Scope

These guidelines apply to all written works, produced for credit/publication, at and for NTU. These may include:

- Class assignments
- Synopsis
- Thesis
- Research article (Journal/ conference)
- Research grant proposal/application

2.1 M.S/M.Phil/Ph.D

a) All theses are to be sent to Quality Enhancement Cell (QEC) through Office of Graduate Studies and Research (OGSR) for Turnitin Originality Report by concerned Supervisor and through concerned Director Programs. There is a provision of only TWO ATTEMPTS (First Submission + One Attempt) for bringing the work within HEC's prescribed limit of below

19% of similarity index and less than 5% from a single source. Failing to do so will result in the case being forwarded to the Plagiarism Standing Committee (PSC) (See 3)

b) A thesis submitted to OGSR should include a hard copy (spiral-bound) and a soft copy (CD), to be forwarded by OGSR to QEC. QEC will maintain a record of submitted CDs along with Turnitin report.

c) All course assignments, project reports etc. will be run through Turnitin by instructors ONLY. There is a provision of only TWO ATTEMPTS (First Submission + One Attempt) for bringing the work within HEC's prescribed limit of 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)

d) In cases of re-defense of theses, it will be processed through Turnitin again at the time of resubmission. The revised copy will be sent to QEC through the OGSR for Turnitin Originality report.

3.   Penalties

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

3.1   Minor Penalties (applicable to all course assignments, project reports, etc.)

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

3.2   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%). 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.

Document	To be checked by	Similarity Index (%)	Penalty	Remarks
Assignment	Teacher/ Supervisor	>19 <50	Minor penalty	Fail in the work
		>50	Moderate Penalty	Fail in the work and warning letter
Synopsis	Director GS (Faculty)	>19	Major Penalty	Forward to PSC
Thesis	QEC	>19	Major Penalty	Forward to PSC
Research Paper (conference)	OGSR	>19	Major Penalty	Forward to PSC
Research grant proposal	OGSR	>19	Major Penalty	Forward to PSC

3.3 Major Penalty (applicable to Thesis at all levels)

A major penalty is for plagiarism cases, concerning Thesis at all levels and research papers etc. This entails the case to be put forward to Plagiarism Standing Committee (PSC) for further disciplinary action.

4. Plagiarism Standing Committee (PSC)

A plagiarism standing committee at NTU will be approached in cases where a student/researcher fails to comply with HEC's directives about an acceptable similarity index as per HEC Policy.

There are two possible shapes of this committee:

4.1 M.S, M.Phil, Ph.D Programs

In case of M.S, M.Phil, Ph.D Thesis, the PSC will comprise:

a) Dean Academics (Chairperson)

b) Director QEC (Member)

c) Director Graduate Programs (Concerned faculty)

d) Dean concerned faculty (Member)

e) One senior faculty member (Member)

f) Director GSR (Secretary)

5. Conference Papers and Research Proposals

a) If a researcher (Faculty Member/Student) plans to contribute a paper in any conference (national/ international) and requires NOC or wishes to submit travel grant application, her/his paper (CD) will be processed through Turnitin by OGSR before her/his case is

processed further. The presenting/corresponding author needs to provide a consent letter from all other co-authors as well.

b) If a researcher (Faculty Member) plans to submit research proposal to any funding agency, her/his proposal (CD) will be processed through Turnitin by OGSR before her/his case is processed further. Researcher needs to provide two file on CD/USB: a copy of whole proposal and a file containing only scientific portion whose plagiarism needs to be checked.

c) Using one's personal Turnitin Account for processing personal work, is not encouraged.

d) Using any other Turnitin Account (in Pakistan or Abroad) for processing personal work, is not acceptable.

6. Research Papers

If a researcher (Faculty Member/Student) plans to submit a research paper in a journal, being corresponding author he is responsible to check plagiarism, take consent for publication from all the co-authors and acknowledge funding agency in the paper. It is recommended that research supervisor, PI or senior faculty member should act as corresponding author. In case of report of plagiarism, the case will be forwarded to PSC and will be processed as per HEC Plagiarism Policy.

7. General Guidelines

a) Using one's personal Turnitin Account for processing personal work, intended for submission to NTU, is not encouraged.

b) 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.

c) All Theses/Papers submitted to NTU (OGSR or concerned department) must:

1. Be in a single MS Word file (a work separated in multiple files will not be accepted)
2. Use a citation style (IEEE, etc.) consistently
3. 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)