

ZIAUDDIN UNIVERSITY

POLICIES

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INTRODUCTION:

The University, as mentioned in its mission and vision, support and endorse academic integrity including policy and guidelines on promoting good practice and preventing misconduct. It is to be clearly mentioned that the Ziauddin University has zero tolerance for plagiarism.

PURPOSE

The purpose of this policy is to set out the university's commitment to Research Integrity in an effort to foster an environment of Academic Integrity and to prevent dishonesty. The University has the duty to uphold highest standards in research and investigate allegations of research misconduct which incurred potential risks to the University in terms of reputation. Any breaches of regulatory or statutory requirements will be dealt with in accordance with the University Policy on Research Integrity.

The University assumes as a basic and minimum standard of conduct in academic matters that faculty, staff, researchers, technologists and students be honest with reference to:

- Response to Plagiarism and other forms of research in a unswerving manner
- The role and responsibilities of faculty, staff, researchers and students in upholding the values of academic integrity and simultaneously uphold any other discipline specific guidance.
- The importance of acknowledgement practice.

SCOPE:

This policy implies to all the faculty members, staff, researchers, technologists and students.

ZIAUDDIN UNIVERSITY

PLAGIARISM POLICY 2020

1. Applications:

The University policy and procedure, adheres to the guidelines provided by HEC of Pakistan, applies to all situations considered as an act of Academic misconduct (section 1 provides details of what may constitute research misconduct) liable to disciplinary action.

Section 1:

Any deviation from ethical principles and accepted practices of the academic community is termed academic Misconduct;

1.1 Plagiarism by a researcher is academic misconduct. Plagiarism is defined as the use of another person's words or works, designs and ideas not in line with appropriate acknowledgment practice and is considered a breach of the values of academic integrity.

1.2 Academic misconduct also includes:

- Fabrication
- Falsification
- Disingenuous ascription of authorship
- Undisclosed duplication of publication

2. Procedures for Alleged Misconduct:

2.1 The University will take steps to detect plagiarism and other forms of academic misconduct.

- i. This may include electronic plagiarism detection software (e.g Turnitin)
- ii. Finding and reporting of Research misconduct by the University through assessment tasks, designed by the University to support Academic Integrity and minimize opportunities for plagiarism and other forms of academic misconduct.

2.2 The University will take the action non-reports of all allegations of academic research misconduct to ensure that:

- i. Fair treatment of faculty, researchers, staff and students and provision of support by the University in the implementation of these procedures and the complainant are not put at a disadvantage
- ii. In all matters the values of Research Integrity will be upheld.

3. Prevention of Plagiarism and other Forms of Research Misconduct:

These may include manual searches of resources, as well as the use of electronic text matching software (e.g. Turnitin) to compare work submitted for assessment against electronic text on the publicly accessible internet, in published works. Turnitin where used, must be used in accordance with the procedures set out by HEC.

4. Confidentially and Protection:

- 4.1 The University reputation and standards are protected
- 4.2 Procedures of enquiry for all allegations would be in accordance with the research misconduct policy.

5. Roles and Responsibilities:

- 5.1 The University has a responsibility to promote Academic integrity and ensure availability of resources to faculties, researchers, staff and students to develop skills required in all academic endeavors to uphold the values of academic integrity in line with Ziauddin University policy.
- 5.2 The orientation material of all faculties and departments should include information about plagiarism and good academic practice like citation techniques etc. All guidance should be accessible to all faculties, researchers, staff and students in the department.
- 5.3 All University faculties, researchers, staff and students must know and comply with legal restriction and obligations (Intellectual property right and copy right) related to academic research integrity.
- 5.4 Research Supervisors are responsible to advise to graduate students of institutional guidelines for the conduct of research related to plagiarism, authorship and acknowledgement Intellectual property rights.
- 5.5 Students are equally responsible for upholding the value of research and academic integrity of the University.
- 5.6 This University must have license for Turnitin software or other similarity indexing software and use of the available software by individual faculties or Academic units to determine the similarity index, as long as the term with the codes are met. If plagiarism is detected through the use of software system, the university procedure for management of alleged misconduct, research misconduct policy will be invoked as appropriate.

6. Definition of Research:

It can be defined as violation or deviation from set ethical and professional scientific research procedures. The example included is merely illustrative of the kinds of infractions that may occur but is not limited:

- a) Plagiarism
 - b) Property right
 - c) Furnishing false information intentionally
 - d) Falsification
 - e) Fabrication
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- i. **Plagiarism:** Making use of others ideas or intellectual property or work without permission or without giving appropriate citation reference.
 - ii. **Fabrication:** Developing false data or other research related documentation
 - iii. **Falsification:** Manipulation of data or result, this includes misinterpretation of:
 - Data
 - Duplication of publication
 - Involvement such as authorship contribution of work or denial of authorship
 - Breach of responsible code of conduct or research whether intentionally or unintentionally by negligence
 - Failing to address allegations of responsible conduct.

7. Collaborative Works/MOUs with other Universities

In case of collaboration with other Universities and Institutes the Ziauddin University will ensure the agreement of and compliance of standards and procedures of responsible conduct of research.

In such cases University is only empowered to conduct investigations of activities of its own.

8. Procedure for Resolving Matters of Academic Dishonesty:

Research misconduct investigations will be conducted by the Ziauddin University Investigation Committee on Academic Integrity in accordance to the principles of fairness, confidentiality without detriment and proper assessment of allegation following procedures of preliminary enquiry and formal investigation, fair representation as per ZU policy. The University will ensure steps to identify plagiarism and other forms of research misconduct. These may include searches of resources, as well as the use of electronic text matching software (e.g. Turnitin) to determine similarity index against electronic text on the publicly accessible internet, in published works. Turnitin, where used, must be in accordance with the guidelines set out by HEC.

9. Penalty for Research Misconduct:

In case a researcher is found guilty of misconduct, the Ziauddin University Investigation Committee shall impose a penalty as appropriate following Procedure of Managing alleged Research Misconduct policy taking into account the nature of the misconduct. All other terms and conditions of procedures of inquiry, record keeping will be in accordance to ZU policy.

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:

9.1. 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:

- i. A major penalty of dismissal from service needs to be prescribed, along with
- ii. The offender may be "Black Listed" and may NOT be eligible for employment in any academic / research organization,
- iii. 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 / Rector / Head of the organization.

9.2. 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:

- i. Demotion to the next lower grade,
- ii. 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 / Rector / Head of the organization.

9.3. 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 followings:

- i. Warning
- ii. Freezing of all research grants,
- iii. The promotions/annual increments of the offender may be stopped, for a specified period
- iv. 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".

10. Additional Action Required:

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

If the plagiarized paper 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.

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 punishments as deemed fit may be recommended by the "Research Misconduct Standing Committee".

If the paper is submitted but not published yet, the paper will be withdrawn by the Editor-in-Chief or the Program Chair without further revisions and without any further plagiarism investigation conducted.

However, **Warning** may be issued to the author/ co-author.

11. Appeal:

As the penalties are severe, the affected person(s) will have the right to appeal to the Vice Chancellor / Rector / Head of the Organization for a review of the findings or may submit a petition within 30 days.

12. Applicability:

The policy is applicable to students, teachers, researchers and staff of all departments, college, institutes centers of Ziauddin University who are involved in writing or publishing their work.

13. Reporting:

To inform of alleged plagiarism, a complaint is to be made by email, post, fax or other means to the head of department of Ziauddin University. In lodging a complaint of alleged plagiarism following information is to be provided:

13.1 "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.

13.2 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.

13.3 Copies of both papers if possible.

13.4 Any other information that would help ' respective Universitiesto efficiently resolve the claim.

- Name, designation, organization, address, e-mail address and telephone number of the complainant.

14. Investigation:

Upon receipt of an allegation of Plagiarism, the Ziauddin University Quality Assurance department will request the respective Vice Chancellor / Rector / Head of the Organization to carry out an investigation. The complaints received through HEC or directly to the University will be clean up for investigation according to the procedures presented and the number. Ziauddin University will initiate the process by:

14.1 Constitute a "Plagiarism Standing Committee" consisting of 3 senior faculty members, a subject specialist in that particular field is to be co-opted. 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.

14.2 Provide a guideline, prepared by HEC for the functioning of the "Plagiarism Standing Committee" to all members of the Committee.

14.3 Provide clear terms of reference to the "Plagiarism Standing Committee" for their investigation.

14.4 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.

14.5 Provide opportunity 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.

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

15. Plagiarism Standing:

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:

- i. Manual and / or automated tests for content similarity.
- ii. Determination of the extent and quantum of significant material plagiarized.
- iii. 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.
- iv. Consultation with legal counsel.
- v. Consult / contact witnesses and record statements there-of if so required.
- vi. Consult / contact present and / or past employers of the authors.

The "**Plagiarism Standing Committee**" will submit its report with clear cut findings and recommendations to the Vice Chancellor / Rector / Head of the Organization within a specified period not exceeding sixty days. The Vice Chancellor / Rector / Head of the Organization 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 this policy or to forward the report to HEC or his / her parent organization for further action if outside their purview / jurisdiction.