



## Policies & Procedures Manual

### UIT University

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|---------------------------------------------------------------------------------|------------------------------------------|
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| <b>Approved by:</b> | Engr. Prof. Dr. Vali Uddin  | Vice Chancellor              |           | 5/9/25     |

**Note:** The policy is effective immediately upon approval and supersedes all previous versions. It will remain in force until revised or replaced by an updated policy issued by the university authority.

# UIT University Anti-Plagiarism Policy

## 1. Introduction

In adherence to the guidelines set forth by the Higher Education Commission (HEC) of Pakistan in its Anti-Plagiarism Policy 2023, UIT University commits to fostering a culture of academic integrity and ethical research. This policy establishes a framework to prevent and address plagiarism within the university. By adopting the HEC Anti-Plagiarism Policy 2023, UIT University aims to uphold the principles of originality, intellectual honesty, and respect for intellectual property.

## 2. Adoption of the HEC Anti-Plagiarism Policy

UIT University formally adopts the Anti-Plagiarism Policy 2023 issued by the Higher Education Commission of Pakistan. All provisions, principles, definitions, responsibilities, and procedures outlined in the HEC policy are binding for all students, faculty members, researchers, and staff of UIT University.

## 3. Responsibilities of UIT University

To ensure the effective implementation of the HEC Anti-Plagiarism Policy, UIT University commits to fulfilling the following responsibilities:

### 3.1 Awareness and Training:

- 3.1.1 Conduct regular capacity-building activities for students, faculty, and staff to raise awareness about plagiarism and ethical research practices.
- 3.1.2 Provide training on the use of citation and referencing techniques aligned with international standards (e.g., APA, MLA).

### 3.2 Detection and Prevention:

- 3.2.1 Ensure the use of Electronic Detection Systems (EDS), such as Turnitin, to identify potential cases of plagiarism in academic submissions.
- 3.2.2 Set up mechanisms to interpret similarity indices and provide feedback to students and researchers on improving their work.

### 3.3 Institutional Framework:

- 3.3.1 Establish a University Anti-Plagiarism Standing Committee (UAPSC) comprising senior faculty members, subject experts, and a representative from the Quality Enhancement Cell (QEC), as per the composition outlined in the HEC policy.
- 3.3.2 Designate the Director of QEC as the member/secretary of the UAPSC to oversee the implementation of the anti-plagiarism framework.

### 3.4 Complaint and Investigation Mechanism:

- 3.4.1 Facilitate a fair, transparent, and confidential process for investigating plagiarism complaints.
- 3.4.2 Ensure that all complaints are resolved within the specified timelines, as detailed in the HEC policy.

### 3.5 Penalties and Disciplinary Actions:

- 3.5.1 Implement penalties proportionate to the severity of the offense, as categorized in the HEC policy (minor, moderate, and major).
- 3.5.2 Ensure that all penalties and actions are duly communicated to the relevant stakeholders.

### 3.6 Annual Review:

- 3.6.1 Regularly review and update the anti-plagiarism framework in line with the evolving guidelines of the HEC and international best practices.

### 3.7 Reporting:

- 3.7.1 Submit compliance reports regarding the implementation of the anti-plagiarism policy to the HEC as part of the university's Quality Assurance processes.

## 4. Scope and Applicability

4.1 This policy applies to all students, faculty members, researchers, and staff associated with UIT University, including:

- 4.1.1 Undergraduate, graduate, and postgraduate students;
- 4.1.2 Faculty members, whether on regular, contractual, visiting, ad hoc, or adjunct appointments;
- 4.1.3 Research collaborators and co-authors of publications affiliated with UIT University.

## 5. Definitions and Procedures

All terms, definitions, and procedures outlined in the HEC Anti-Plagiarism Policy 2023 shall apply. Key highlights include:

### 5.1 Definition of Plagiarism:

- 5.1.1 Any use of another individual's ideas, words, or work without proper acknowledgment.
- 5.1.2 This includes self-plagiarism, mosaic plagiarism, contract cheating, and misuse of AI tools such as ChatGPT.

### 5.2 Complaint Mechanism:

- 5.2.1 Complaints may be lodged with the Vice Chancellor, Director QEC, or relevant department heads.
- 5.2.2 For cases involving the Vice Chancellor, complaints shall be forwarded to the HEC National Plagiarism Standing Committee (NPSC).

### 5.3 Investigation:

- 5.3.1 The UAPSC will conduct investigations within 60 days and submit findings to the Vice Chancellor.
- 5.3.2 Appeals against decisions of the UAPSC shall be made to the BOG or the HEC, as applicable.

### 5.4 Penalties:



- 5.4.1 Penalties vary depending on the severity and intent of the offense, ranging from formal warnings and mandatory training to expulsion or dismissal.

## 6. Appeals and False Accusations

- 6.1 Appeals against UAPSC decisions must be filed within 30 calendar days of notification, including weekends and holidays, unless specified otherwise in the university's regulations.
- 6.2 Spurious or malicious accusations of plagiarism will result in disciplinary action against the accuser, as per the guidelines provided in the HEC policy.

## 7. Monitoring and Metrics

The Quality Enhancement Cell (QEC) shall oversee the implementation and monitoring of this policy. Specific metrics such as the number of plagiarism complaints filed, time taken for resolution, and feedback from stakeholders will be tracked. Additionally, annual reports detailing the outcomes of plagiarism investigations, training sessions conducted, and compliance levels across departments will be compiled and submitted to the university administration.

## 8. Final Provisions

- 8.1 UIT University reserves the right to modify this policy in response to updates from the HEC or changes in institutional needs.
- 8.2 This policy is effective immediately upon approval and supersedes any prior policies on plagiarism.
- 8.3 The Quality Enhancement Cell (QEC) shall oversee the implementation and monitoring of this policy.



## 9. Standard Operating Procedures (SoPs)

| Activity                                                             | Details                                                                                      | Responsible Party              | Timeline                |
|----------------------------------------------------------------------|----------------------------------------------------------------------------------------------|--------------------------------|-------------------------|
| Awareness and Training                                               | Conduct workshops and provide training on plagiarism and ethical research practices.         | Director QEC, Department Heads | Biannually              |
| Distribute user guides on citation, referencing, and using Turnitin. | Director QEC                                                                                 | Before each semester           |                         |
| Submission and Detection                                             | Ensure academic submissions include Turnitin plagiarism reports.                             | Faculty, Supervisors           | At submission deadlines |
| Interpret similarity indices and provide feedback.                   | Faculty, Supervisors                                                                         | Within 7 working days          |                         |
| Complaint Lodging                                                    | Lodge plagiarism complaints with the Vice Chancellor, Director QEC, or Department Head.      | Complainant                    | As needed               |
| Forward complaints involving the Vice Chancellor to HEC's NPSC.      | Director QEC                                                                                 | Within 3 working days          |                         |
| Investigation                                                        | UAPSC reviews complaints and conducts investigations.                                        | UAPSC                          | Within 60 days          |
| Submit investigation findings to the Vice Chancellor.                | UAPSC                                                                                        | After investigation            |                         |
| Appeals Process                                                      | Allow appeals of UAPSC decisions to the BOG.                                                 | Complainant                    | Within 30 calendar days |
| Penalties                                                            | Apply penalties based on HEC categories: minor, moderate, or major offenses.                 | UAPSC, Vice Chancellor         | As per investigation    |
| Monitoring and Review                                                | Track metrics (complaints resolved, training sessions) and submit compliance reports to HEC. | Quality Enhancement Cell (QEC) | Annually                |
| Review and update the framework in line with HEC guidelines.         | Director QEC                                                                                 | Annually                       |                         |

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## 10. Working Instructions (WIs)

### 10.1 Turnitin Usage

| Step                                       | Details                                          | Responsible Party | Timeline                |
|--------------------------------------------|--------------------------------------------------|-------------------|-------------------------|
| Access Turnitin.                           | Use university-provided credentials.             | Students, Faculty | As needed               |
| Submit work for plagiarism check.          | Ensure proper exclusions (bibliography, quotes). | Students, Faculty | At submission deadlines |
| Share Turnitin report with the supervisor. | Save and forward the report for review.          | Students, Faculty | At submission deadlines |

### 10.2 Plagiarism Reporting

| Step                           | Details                                                              | Responsible Party | Timeline              |
|--------------------------------|----------------------------------------------------------------------|-------------------|-----------------------|
| Complete plagiarism complaint. | Fill out complaint form and attach evidence (e.g., Turnitin report). | Complainant       | As needed             |
| Submit complaint.              | Send the form via email or in person to the authority.               | Complainant       | As needed             |
| Log complaint.                 | Assign case number and acknowledge receipt to complainant.           | UAPSC Secretary   | Within 3 working days |

### 10.3 Complaint Investigation

| Step                         | Details                                                              | Responsible Party | Timeline              |
|------------------------------|----------------------------------------------------------------------|-------------------|-----------------------|
| Notify the accused party.    | Send notification and provide at least 7 days' notice for a meeting. | UAPSC Secretary   | Within 3 working days |
| Cross-check evidence.        | Verify Turnitin reports and supporting documents.                    | UAPSC Members     | During investigation  |
| Conduct interviews.          | Interview complainant and accused; record findings.                  | UAPSC Members     | During investigation  |
| Submit investigation report. | Draft and send findings to the Vice Chancellor.                      | UAPSC Members     | Within 60 days        |

### 10.4 Feedback and Improvement

| Step                                    | Details                                            | Responsible Party    | Timeline              |
|-----------------------------------------|----------------------------------------------------|----------------------|-----------------------|
| Provide feedback on plagiarism issues.  | Offer guidance on reducing similarity.             | Faculty, Supervisors | Within 7 working days |
| Maintain records of habitual offenders. | Target individuals for capacity-building sessions. | Director QEC         | Continuous            |

## 10.5 Reporting and Documentation

| Step                              | Details                                      | Responsible Party | Timeline      |
|-----------------------------------|----------------------------------------------|-------------------|---------------|
| Use standard report formats.      | Document investigation outcomes.             | UAPSC Secretary   | For each case |
| Retain complaint records.         | Store all case records for five years.       | UAPSC Secretary   | Continuous    |
| Compile annual compliance report. | Submit to university administration and HEC. | Director QEC      | Annually      |

## 11. ANNEXURES

### 11.1 Annexure – 1

#### HEC's Antiplagiarism Policy

<https://www.hec.gov.pk/english/policies/Documents/Plagiarism-Policy.pdf>

### 11.2 Annexure – 2

#### HEC's Little Book of Plagiarism

<https://www.hec.gov.pk/english/services/faculty/Documents/Plagiarism/Little%20Book%20of%20Plagiarism.pdf>

### 11.3 Annexure – 3

#### HEC's Time-bound Standard Operating Procedures for Plagiarism Cases

<https://www.hec.gov.pk/english/services/faculty/Documents/Plagiarism/Time%20bound%20SOPs%20for%20Plagiarism%20Cases.pdf>

### 11.4 Annexure – 4

#### HEC's Checklist for the Plagiarism Standing Committee

<https://www.hec.gov.pk/english/services/faculty/Documents/Plagiarism/Check%20List%20for%20University%20PSC%20December%202010%2c%202015%29.pdf>

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