

KINNAIRD COLLEGE FOR WOMEN



KINNAIRD COLLEGE FOR WOMEN PLAGIARISM POLICY

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PREAMBLE

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 at Kinnaird College for Women, with international standards and quality. The HEC reinforces and provides the use of Turnitin, for checking plagiarism.

Higher Education Commission (HEC) has formulated a comprehensive policy on plagiarism which is available on their website and is mandatory for all Pakistani universities and degree awarding institutions to comply with it and ensure their respective faculty members, researchers and research staff follow it. Kinnaird College for Women adopts the HEC policy in its true spirit (Annexure I)

The following policy is a comprehensive set of rules to be followed by all programs and publications of 'Kinnaird College for Women'. These are devised in order to address 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.

SCOPE

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

As the HEC policy makes no mention of its application on undergraduate students, thus the policy applicable for undergraduate students is also included here along with the policy for postgraduate students. It has therefore become necessary to devise a Plagiarism Policy to deal with undergraduate students. The plagiarism in publications will be dealt with in the light of HEC Plagiarism Policy.

THESIS/ RESEARCH REPORTS (Postgraduate/Undergraduate Level)

All Thesis/ Research Reports are to be submitted to the Office of Research for Turnitin (Plagiarism/ Similarity Index Check). There is provision of only **THREE ATTEMPTS (First Submission + Two Attempts)** for bringing the work within HEC's prescribed limit of below 19% similarity index. Failing to do so will result in either the case being forwarded to the Plagiarism Standing Committee or delay of thesis / Research Report defense for six months. In case of re-defense of theses, it will be processed through Turnitin again at the time of resubmission. The revised copy will be sent to the office of research for **Turnitin** Originality report.

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A focal person of each department will work as a liaison between student and 'Office of Research'. A student has to submit a hard copy and soft copy to the Focal Person, to be passed on to the Office of Research'.

COURSE ASSIGNMENTS, PROJECTS, REPORTS, TERM PAPERS etc (Postgraduate/Undergraduate Level):-

All course assignments, project reports, term papers, etc. will also be run through Turnitin (Plagiarism/Similarity Index check) 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% similarity index. Failing to do so will result in Minor, Moderate or Major Penalty.

The Turnitin Originality reports of all course assignments, project reports, term papers, etc. should be presented by instructor, during meetings with member of academic review committee held under QEC.

PENALTIES

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

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.

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.

*Note: No other penalty will be applicable in Plagiarism cases, except the ones mentioned above for all course assignments, project reports, term papers, etc.

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2. Major Penalty (applicable to Thesis/ Research Reports at all levels)

A major penalty is for plagiarism cases, concerning Thesis/Research Reports at all levels. This penalty is applicable when a student/researcher has availed THREE ATTEMPTS (First Submission + Two 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 or delay in thesis/ Research Report defense for six months.

PLAGIARISM STANDING COMMITTEE

To implement the anti-plagiarism policy, Kinnaird College for Women has constituted a '**Plagiarism Standing Committee**' (PSC) (Notification attached) for investigation of Plagiarism cases and issues as per HEC requirements.

Following are the members of Plagiarism Standing Committee of Kinnaird College for Women, Lahore:

1. Prof Dr Rukhsana David (Chair)
2. Prof Dr Nikhat Khan (Member)
3. Dr Ghazala Yaqub (Member)
4. Dr Shahnaz Chaudhary (Member)
5. Subject Specialist (Member) (a subject specialist in that particular field will be coopted as per case)
6. Head Girl of Kinnaird College (only if a student is being investigated upon)

One Technical Person may be involved (if required to run the anti-plagiarism software)

Plagiarism Standing Committee (Departmental Level)

Each department will form a Plagiarism Standing Committee (PSC) to deal with respective undergraduate/ postgraduate plagiarism cases in course assignments, project reports, term papers etc. The committee will comprise: a. HOD (Chairman) b. 01 Faculty Member c. The reporting person (mostly the class teacher) d. 01 Student member designated by the HOD).

Research Papers submission by Faculty/students

Conference Papers

a) If a researcher (Faculty Member/Student) plans to contribute a paper in any conference (national/international) and requires NOC, her/his paper will be processed through Turnitin by ORIC before her/his

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case is processed further. The Similarity Index of Conference paper should be less than 13% to be eligible.

- b) Using one's personal Turnitin Account for processing personal work, is not encouraged.
- c) Using any other Turnitin Account (in Pakistan or Abroad) for processing personal work, is not acceptable.
- d) In any such instance where anyone processes her/his work before submission to Kinnaird, access to the Turnitin account (login & password), used for processing should be provided to office of research or the submission will be out rightly rejected.

GENERAL GUIDELINES

For Instructors/Focal Persons

- a) Turnitin account has been generated for each teacher/course instructor. The following acts can lead to termination of Turnitin account and disciplinary action
 - i. Manipulating/Tampering Turnitin reports
 - ii. Sharing account details with others
- 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. Kinnaird would like to consolidate a healthy culture of academic authenticity in education. These guidelines are a road map towards that goal and are established to bring more clarity, about HEC Plagiarism policy, to instructors and students/researchers. It also addresses many plagiarism-related issues encountered at Kinnaird.

For Students/ Researchers

In order to be considered eligible to appear for the final thesis or research report defense as degree requirement Kinnaird allows similarity index below 19% prescribed by HEC.

- a) Using one's personal Turnitin Account for processing personal work is not encouraged.
- b) Using any other Turnitin Account (in Pakistan or Abroad) for processing personal work, intended for submission to Kinnaird, is not acceptable.
- c) In any such instance where anyone processes her/his work before submission to Kinnaird College for Women, access to the Turnitin account (login & password), used for processing should be provided to

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ORIC or the submission will be outrightly rejected.

d) 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.

e) All Thesis/Research Report/Paper submitted to 'Office of Research'

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)

ANTI-PLAGIARISM DECLARATION FORM FOR STUDENTS

Students are required to attach a signed anti plagiarism declaration form (signed by student, supervisor and HOD) in their research reports and thesis.

Anti-Plagiarism Declaration

"I/we certify that this is my/our own research work. The work has not, in whole or in part, been presented elsewhere for assessment. Where material has been used from other sources, it has been properly acknowledged. If this statement is untrue and I am found guilty of plagiarism, the punitive actions against me should be taken as per Kinnaird Anti Plagiarism Policy.

Name/s of the student/s

Registration No:

Program:

Signature:

Signature of Supervisor:

Signature of HOD: