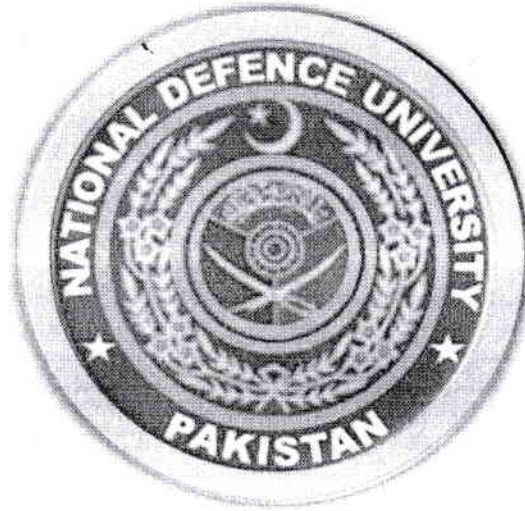


Standard Operating Procedure
Anti-Plagiarism of NDU



QUALITY ENHANCEMENT CELL
Version: 2.0

NATIONAL DEFENCE UNIVERSITY ISLAMABAD

This SOP contains 12 pages and has been prepared in line with the provisions of HEC Anti Plagiarism Policy Version 2.0 dated August 2023 and will remain enforced till amended, cancelled or suspended. It shall be revised /amended after approval of any changes in the HEC Anti Plagiarism Policy / guidelines or after the statutory bodies' decision concerning SOP, as and when considered necessary by the Competent Authority. No provision of this document shall supersede information / direction contained in HEC Anti Plagiarism Policy Version 2.0 / guidelines or other superior documents on the subject.



Record of Approvals

Ver	Approval Date	Effective Date	Approving Authority	Revision Details
1.0	16 May 2016	17 May 2016	President NDU	New devised
2.0	05 Sep 2024	25 Sep 2024	President NDU subsequently endorsed by 21 st Syndicate on 05 th Sep 2024	Revised



Abbreviations

EDS	Electronic Detection System
FCS	Faculty of Contemporary Studies
Fol	Following
Gen	General
HEC	Higher Education Commission
HoD	Head of Department
IPR	Intellectual Property Rights
NDU	National Defence University
PSC	Plagiarism Standing Committee
QEC	Quality Enhancement Cell
Req	Required
SOP	Standard Operating Procedures
SYK Lib	Sahibzada Yaqoob Khan Library
UAPSC	University Anti-Plagiarism Standing Committee



Anti-Plagiarism SOP of NDU

1. General

Plagiarism is defined as "Taking and using the thoughts, writings, and inventions of another person as one's own" and "The unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work". Unlike cases of **forgery**, **plagiarism** is concerned with the issue of false attribution. Within **academia**, plagiarism by students, professors, or researchers is considered **academic dishonesty** or **academic fraud** and offenders are subject to academic censure. In the academic world, **plagiarism by students** is a very serious academic offense which can result in punishments whereas by **professors and researchers**, who are required to act as role models for their students, plagiarism is a very serious offence, and is punishable by sanctions ranging from suspension to termination, along with the loss of credibility and integrity.

2. Different Forms of Plagiarism

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:

- a. Verbatim copying, near-verbatim copying, or purposely paraphrasing portions of another author's paper or unpublished report without citing the exact reference.
- b. 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.
- c. 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.
- d. 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.

3. Aim

The aim of this SOP is to apprise students and employees of NDU and constituent colleges about Plagiarism and how it can be avoided. It addresses a central problem regarding academic dishonesty and the processes involved in probing any complaint of plagiarism. It is also aimed at discouraging Plagiarism by regulating and authorizing punitive actions against those found guilty of the act of Plagiarism.



4. Principles of the Policy

The SOP is based on the following general principles:-

- a. Awareness for Preventing Plagiarism: Universities and faculty members should arrange regular capacity-building activities, within each calendar year, to create awareness about avoiding plagiarism in its various forms.
- b. Following Research Ethics: Universities, faculty, students, and staff should follow research ethics to avoid plagiarism in their academic and research contributions.
- c. Respecting Intellectual Contribution: Researchers/Scholars and Faculty members should acknowledge other researchers' intellectual work, as per the norms of their respective disciplines.
- d. Devising Process for Probing Plagiarism: Plagiarism is considered a serious matter, and there is a need to curb this menace through proper, detailed, and defined processes.

5. Applicability

This SOP applies to students and employees/staff of NDU and constituent colleges.

In this context, A “**Student**” is a person who, on the date of the submission of his/her paper/work, is a registered student at NDU or constituent colleges, recognized by the Higher Education Commission (HEC). “An employee” at NDU or constituent colleges may be declared so by regulations. A Faculty Member/Researcher may be working on a regular, contractual, visiting, ad hoc, or adjunct basis, or engaged online. All students and employees who are researching at NDU and constituent colleges and have placed their CVs or any other publication(s) on the institutional website, and are applying for any benefit, based on their published or presented works, which later prove to be plagiarized, will be liable to be punished, as per this SOP.

6. Responsibility

- a. All departments and Branches of NDU and constituent colleges must effectively communicate this SOP to their students and employees. It shall be ensured that they are fully aware that all authors are deemed to be individually and collectively responsible for the contents of dissertations, papers published by Journals / Publishers etc. **Hence, it shall be the responsibility of each author, including the coauthors, to ensure that papers submitted for publication should attain the highest ethical standards with respect to plagiarism.**
- b. QEC in collaboration with Research Ethics Committee must provide orientation to young scholars (*especially students at MS/M.Phil and PhD lvl*), embarking on ethical research activities, in a bid to spread awareness among them regarding the recognized manuals, such as the MLA Style Sheet, APA User Manual, and



other international scholarly norms of conducting, reporting, and sharing of research. Violations of Intellectual Property Rights (IPR), including Plagiarism, is a severe crime with legal ramifications. For details, please visit <https://publicationethics.org/guidance/Guidelines>.

Universities which do not follow the HEC Anti-Plagiarism Policy will get reported as non-compliant in the QA criteria for future rankings and funding.

7. Investigating Plagiarism Complaints.

For investigation of plagiarism cases, President NDU shall:-

- a. Consider an allegation of plagiarism by students, faculty, and others and constitute a **“University Anti-Plagiarism Standing Committee”** (UAPSC) with the following composition:
 - (1) HEC Nominee - The Quality Assurance Division, HEC will nominate a faculty member, well-conversant with the HEC Anti-plagiarism policy.
 - (2) Senior dean and two (02) senior professors from outside University/DAI.
 - (3) Three subject experts: one from the university/DAI, and two (02) from other universities to be nominated by the Academic Council and approved by Syndicate. The university should maintain a panel of experts, preferably from all major disciplines, duly approved by the Academic Council.
 - (4) Director QEC as a member/secretary
- b. QEC shall provide HEC guidelines¹ and SOPs for the functioning of the UAPSC, to all members of the Committee.
- c. All members of the UAPSC are to sign confidentiality and conflict of interest statements. If a conflict of interest occurs, the member(s) are to recuse themselves. During the investigation, the committee members will not 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 their names.
- d. The committee shall 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.
- e. NDU shall provide every opportunity to the UAPSC to use all foreseeable means to investigate the plagiarism claim.

¹ Guidelines, as given in HEC Anti Plagiarism Policy 2023 (<https://www.hec.gov.pk/english/services/faculty/Plagiarism/Documents/Plagiarism-Policy-Old.pdf>)



- f. The UAPSC will submit an investigation report to the Head of the institution within 60 days which will also be shared with the complainant. In case of disagreement, the complainant may file an appeal to the Syndicate within the next 30 days.²
- g. The head of the Institution or Registrar or Director QEC will notify the outcome/ decision to the complainant, accuser (s), and HEC.

8. Role of the UAPSC

The UAPSC shall conduct the investigation. Depending on the details of the complaint, the investigation may include the following steps:-

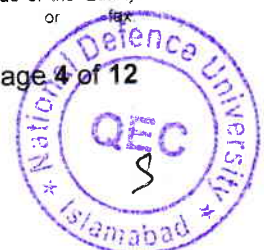
- a. Automated Check through Electronic Detection System (EDS) for content similarity or its extent by the Subject expert(s).
- b. Hard copies/Manually generated content can be scanned and converted to a searchable format.
- c. Determine the magnitude and quantum of significant material plagiarized.
- d. Solicit comments from the publishers and other relevant quarters.
- e. Contact relevant witnesses to gather and record statements when necessary.
- f. If needed, interview the present and/or past employers/supervisors/collaborators or any other persons of interest related to the author(s).
- g. Consult with the legal counsel of the concerned University on all related matters throughout the inquiry process.
- h. Take any other necessary step(s), if deemed fit to take.

9. Who Shall Check the Plagiarism

Following shall be responsible for free of cost Plagiarism checking at various levels:

- a. For theses, the plagiarism shall be checked by the supervisor concerned and printed certificate duly signed by the supervisor shall be attached with the thesis. Supervisors may use the already provided Turnitin Accounts for this purpose.
- b. For Research Papers (IRP/GRP) of NSWC, the plagiarism shall be checked by respective DSs/ DS research/ GSO-1(trg) of respective Divs/ Sponsor research, ISSRA.
- c. For Research articles / Publications, the plagiarism shall be checked by the editors of respective Magazine / Journal who shall ask All authors to sign a declaration that the material presented in the creative work is not plagiarized.
- d. Researchers shall be required to attach Original Authorship Certificate (mentioned below) duly signed. No theses shall be processed in the absence of the certificate:

² For second appeal, the complainant/accused in plagiarism case(s) can submit appeal before the Chairperson HEC/ Head of the Quality Assurance Division in writing through application in hard form or email or fax
(<https://www.hec.gov.pk/english/services/faculty/Plagiarism/Documents/Plagiarism-Policy-Old.pdf>)



ORIGINAL AUTHORSHIP CERTIFICATE

I confirm that this is my own work and the use of all material from other sources has been properly and fully acknowledged. Furthermore, the copies submitted are exactly the same which have been processed through 'Turnitin' for Plagiarism checking.

I am fully aware of the consequences of any breach to this declaration and research ethics, which may result in cancellation of the Degree.

Signatures _____

Name _____

Registration No _____

Date _____

- e. Exams Branch shall only check the Plagiarism at the time of processing the theses for appointment of External Examiners and at the time of receipt of hard copies.
- f. Exams Branch shall not conduct the Plagiarism check unless requested in writing by specific department/branch. The results shall also be forwarded to the same.
- g. SYK library shall not check plagiarism for any researcher (FCS student/ FSS participant) under any circumstances.

10. Interpretation of the Originality Report

Following procedure shall be followed to interpret the originality report obtained from the Turnitin, software:

- a. Similarity index of the originality report is showing matches of submitted work with internet content. It is not verdict that document with high similarity index is plagiarized.
- b. Similarity index is based on percentage of matched text out of total number of words in the document.
- c. Instructor/Faculty member has to verify each and every similarity index for potential clue of plagiarism.
- d. If similarities in the document are significant then scholar/student may be guided accordingly or case may be reported on the basis of that evidence.



- e. The similarities in the document may contain matches with author's previous work; it may be ignored if it is the same work.
- f. Bibliography and quoted material may be excluded after verifying. It is important to note that too much quoted material is not desired as per policy.
- g. Common phrases and proper nouns also appear as similarities in the report, therefore every instructor/faculty member should ignore matches returned from them.
- h. Originality report will show similarities from three major sources: internet, periodicals and student repository. Similarities returned from student repository may be ignored if it is author's own same work. Similarities from Student repository helps in detecting collusion in the documents.
- i. The graphs, tables, formulae and other pictorial material is not matched through the service therefore, it will only offer similarities with only text.
- j. The instructor/faculty member supervising students/scholars can give verdict of plagiarism after interpreting report. The report will be used as evidence of the report.

11. Ethics of Using Turnitin

For Instructors

- a. Instructors shall create classes and enroll students in these classes.
- b. Students/Scholars should be informed that their work will be checked through anti-plagiarism service, therefore, they must follow proper documenting style in writing report/paper/thesis.
- c. References/bibliography and table of contents must be removed from document which is submitted. If these are included then similarity index of the document will be increased.
- d. Instructor may allow students to view their reports.
- e. Instructor will maintain the privacy and will not disclose any report to anyone except the concerned person and to the concerned authorities, if required.
- f. If Scholar/Student is involved in checking of papers and of theses of any other person, then Instructor shall report to University authorities about that with valid proof.
- g. Originality/Similarity reports generated by the Turnitin provide clues in form of text matches. Proverbs, Universal Truths, phrases etc.
- h. Scholars/Students must make sure that document they are submitting is in proper documenting style (i.e. IEEE, Chiacago, MLA, APA etc.) and is free of plagiarism.



- i. If the report has similarity index $\leq 19\%$, then benefit of doubt may be given to the author but, in case, any single source has similarity index $\geq 5\%$ without citation then it needs to be revised.
- j. If similarities of a report are from author's own (previous) work then these may be ignored only if the material has been cited by the author.
- k. As documents which are checked through this service are not yet published and no benefit is acquired, therefore, no punishment or penalty is recommended. It is advised that similarities at greater level may be taken care of in the light of the HEC plagiarism policy.

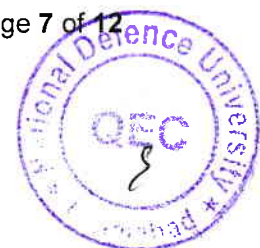
12. Reporting

To inform about alleged plagiarism, a complaint is to be made in writing through post, fax, email, or other means to the chairperson Plagiarism Standing Committee (PSC), under intimation Quality Enhancement Cell, with following information:

- a. "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.
- b. 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.
- c. Copies of both papers if possible.
- d. Any other information that would help in efficiently and effectively resolving the claim.
- e. Name, designation, address, e-mail address and telephone number of the complainant.

13. Penalties for Plagiarism

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. Therefore, the punishments for Plagiarism have been divided into two separate categories:



- a. **Penalties for Teachers, Researchers and Staff.** 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, 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:
- (1) **Major Penalties.** 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 a major penalty (any of the following or all) may be prescribed:
 - (a) Dismissal from service.
 - (b) The offender may be "Black Listed" and may NOT be eligible for employment in any academic / research organization.
 - (c) 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 President, NDU.
 - (2) **Moderate Penalties.** 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 may be prescribed:
 - (a) Demotion to the next lower grade.
 - (b) 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 President, NDU.
 - (3) **Minor Penalties.** 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 following:
 - (a) Warning.
 - (b) Freezing of all research grant.
 - (c) The promotions/annual increments of the offender may be stopped, for a specified period.
 - (d) Debar the offender from sponsorship of research funding, travel grant(s), supervision of Ph.D. students, scholarship(s), fellowship(s) or any other funded programme for a period as deemed appropriate by the "Plagiarism Standing Committee".



- b. **Penalties for Students.** 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 recommend to the President, NDU to take any one or a combination of the following disciplinary action(s) against the student(s) found guilty of the offence:
- (1) In case of thesis the responsibility of plagiarism will be of the student and not of the supervisor or members of the Supervisory Committee.
 - (2) The offender may be expelled/ rusticated from the University and from joining any other educational institution for a period as deemed appropriate by the "UAPSC". A notice may be circulated among all academic institutions and research organization to this effect.
 - (3) The offender may be relegated to a lower class.
 - (4) The offender may be given a failure grade in the subject.
 - (5) The offender may be fined an amount as deemed appropriate.
 - (6) The offender may be given a written warning if the offence is minor and is committed for the first time.
 - (7) The degree of a student may be withdrawn if AT ANY TIME it is proven that he or she has presented Plagiarized work in his / her MS, MPhil or PhD dissertation if the extent of plagiarism comes under the category of major penalty.
 - (8) The notification of the plagiarism by the author(s) may be published in the print media or may be publicized on different websites at the discretion of the President, NDU.
 - (9) Debar the offender from sponsorship of research funding, travel grant(s), scholarship(s), fellowship(s) or any other funded programme for a period as deemed appropriate by the "Plagiarism Standing Committee".
 - (10) Any other penalty deemed fit by the "UAPSC".
- c. **Additional Actions Required.** In addition to the above punishments, the following additional common actions shall be taken if the offence of Plagiarism is established:
- (1) 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.
 - (2) The author(s) will be asked to write formal letter(s) 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 "Plagiarism Standing Committee.

- (3) If the paper is submitted but not published yet, the paper will be rejected 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.

- d. **Co-Authors/Declarations.** If a co-author has listed a plagiarized paper in his/her resume and applied for a benefit forthwith, any co-author is deemed to be equally responsible for any plagiarism committed in a published paper presented to or published in a journal or presented at a conference.

14. Appeal

As the penalties are severe, the affected person(s) will have the right to appeal to the President, NDU for a review of the findings or may submit a mercy petition within 30 days from the date of notification. Such appeals / petitions will be disposed off within 60 days of receipt, by following the laid down procedures regarding such appeals.

15. How to Avoid Plagiarism

Following good practice guidelines will help you to avoid plagiarism:

- a. **Use of Quotations.** Remember that if you use the exact words in your source these should appear in quotation marks and be referenced by the book or article and the page on which the quote appears. Never use direct quotation from any source unless quotation marks are used and full references are given.
- b. **Try to use quotations sparingly.** Use them only when the author has expressed something so well and so succinctly that you feel that the words cannot be bettered. If you do this you will probably reduce the number of your quotations and be aware of when you are quoting.
- c. **Making Notes.** During notes taking it is possible subconsciously to use the language of your source. Try to be aware of this when you are making notes. To avoid it, try not to make notes as you read, but read first, consider what the author has said, and then make notes. If you do this you will copy less of the text.
- d. **Paraphrasing.** Remember here to attribute the broad ideas or content to the author in question. You will probably carry over some of their language, but as long as you are making it clear which sources you are using, and not attempting to pass it off as your own work then this should not arouse suspicion of plagiarism.



- e. The more sources you look at, the less likely it is that you will seem to be repeating without acknowledgement the content of one of them. And if you take care when you are taking notes (see above) you will also reduce the chance of unacknowledged paraphrasing.
- f. **Cite all sources used.** You should cite all the sources you have used. Always cite any web sources used. If they have contributed to the completion of your assignment, they are required to be listed just as much as printed books or articles.
- g. It is not good practice to pad out a bibliography with lots of titles which you have not read. Try to keep to those which you have actually consulted. A short list of well-used sources is much better than a long list of sources which you have never looked at.
- h. **How do I know when to include a reference in my work?** When you are writing an essay or completing a similar kind of assignment it is not always necessary to include a reference to everything you say. If that were so, your work would be more references than substance. When you give a reference is partly a matter of judgment, and conventions will vary from one discipline to another.
- i. **Your Lecturer's Views.** It is a common assumption that your lecturer wants you to repeat his or her views in your assignment, especially if these have been published in a book or article. Try to remember that this is not the case. All lecturers want you to use the sources suggested in the reading list (including their own if relevant), but they want you to use them constructively to answer the question, or complete the assignment. They do not want you simply to repeat the views contained in their own works.
- j. **The Textbook.** If a lecturer recommends a textbook, then obviously he or she wants you to read it. But, as above, they do not want you to copy it out when completing an assignment. Once again, the idea is to use the information constructively. You want to show that you have understood the issues and concepts involved, but in order to show that you have understood them, there has to be clear input from you. This cannot be there if you simply copy out the text of the textbook, however good this is. If it helps you to avoid doing this – remember that your lecturer will have read the textbook and will therefore be very likely to spot direct copying.
- k. **Collusion.** To avoid suspicion of collusion you are advised to do the following:-



- (1) Do not have discussions and sharing of ideas before you start/ complete the assignment.
- (2) Do not ask to look at anyone else's assignment and do not show yours to anyone else if they ask to see it.
- (3) Remember that if sequence, style and content are very similar between two pieces of work it will lead the lecturer to wonder whether there has been collusion.
- (4) Remember that there are now electronic devices available to test for linguistic similarity between two pieces of work.

16. Penalty for Wrong Reporting / False Allegation

If the case of Plagiarism is not proved and it is confirmed that a false allegation was lodged, the Plagiarism Standing Committee shall inform the President, NDU about it and recommend disciplinary action against the complainant.


17. Conclusions

In this SOP, it has been tried to identify how students may plagiarize without being fully aware that they are doing so and some indications of how lecturers might recognize that the work is not your own. There are now various and increasingly sophisticated electronic aids to assist lecturers who may be in doubt about the originality of work submitted. These include programmes which look at linguistic similarities etc.

18. Essentially however clever web-packages or essay purchase schemes may be, there will be software which is able to detect it – and in such a case it is hard to imagine any acceptable explanation. Regrettably, however, plagiarism does occur. There are penalties for teachers, researchers and students, who plagiarize for which relevant regulations and procedures will be used to investigate the suspicion of plagiarism and if plagiarism is held to have taken place, various penalties can be imposed, up to requiring a student's withdrawal from the University.

19. There is only one simple piece of advice here for all - **Do Not Do This.**

20. This issues with the approval of the President NDU and shall come into force with immediate effect after its circulation.


Dir QEC
(Dr Farrukh Idrees)

