



# Plagiarism Policy

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## **Preamble**

1. Higher Education Commission (HEC) has formulated a comprehensive policy on plagiarism which is available on HEC website. It is mandatory for all Pakistani universities to comply with it and educate their respective faculty members, researchers and research staff about the policy.
2. The HEC policy makes no mention of its application on undergraduate students. It has therefore become necessary to devise a Plagiarism Policy to deal with undergraduate students. It is stated below for the information of and compliance by all concerned.

## **Scope**

3. This policy pertains to the undergraduate coursework and does not include research publications or similar work. The plagiarism in publications will be dealt with in the light of HEC Plagiarism Policy.

## **Plagiarism Standing Committee**

4. Each department will form a Plagiarism Standing Committee (PSC) to deal with respective undergraduate plagiarism cases. 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)

## **Reporting**

5. The concerned course instructor will report all cases of plagiarism along with complete evidence, stating exactly the extent of Plagiarism to the PSC. The PSC will keep track of the plagiarists for future references.

## **Penalties**

6. The penalties are classified into categories depending upon the magnitude of offence: minor, moderate and major penalties. The course instructor has the power to execute minor and moderate penalties but the major penalty will be decided only by the PSC.
7. In the first semester, only minor and moderate penalties will be imposed. From second semester and onwards major penalties can also be awarded. In the first semester the focus will be on apprising students of the ethical and legal consequences of Plagiarism.

## **Minor Penalty**

8. Minor penalty will apply if the student is found guilty of copying of only a part (up to 50 %) of the core assignment / project in a course. In this case, the instructor will award zero marks in that assignment and PSC will be informed for record purposes. The instructor is to make a red entry in the folder of the student and must also counsel him or her.

## **Moderate Penalty**

9. A moderate penalty will apply:
  - a. If the copied content is more than 50% of the assignment/project, or
  - b. If the student has already received a minor penalty.
10. In case of a moderate offence, besides awarding the student zero marks in that assignment / project, the instructor will report the matter to the PSC. The HOD will issue a written warning to the student with a copy to his parents. In this case, the PSC will carry out counseling of the student.

## **Major Penalty:**

11. A major penalty will be awarded if the student has already received a moderate penalty. The instructor will refer the case to PSC with full details. The HOD will forward the case to SEECs Disciplinary Committee for appropriate disciplinary action.