Plagiarism

A Guideline prepared and compiled for students and teachers on Plagiarism by HEC

MUST adopted same policy for
BS/M.Sc. / M.S. / M.Phil. and Ph.D. Thesis
For all disciplines
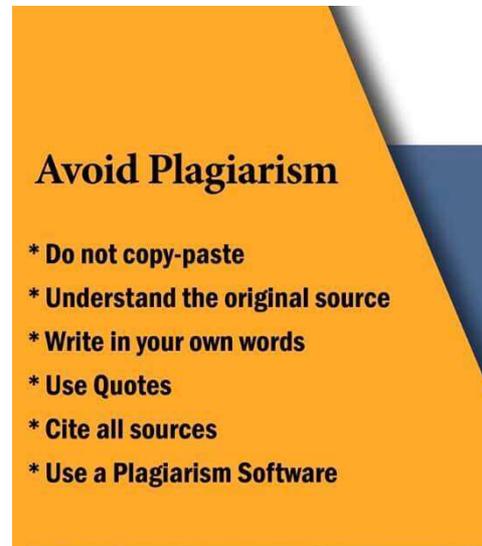

Updated, October 2019

Resource persons

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Plagiarism: How to improve your research credibility

Contents:
> **HEC plagiarism policy**
> **Little book of plagiarism**
> **Time bound SOPs for plagiarism cases**
> **How does HEC deals with plagiarism cases**
> **Guidelines on Turnitin**

Note: <u>The same document is also part of thesis manual uploaded on MUST website</u>

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October 2019

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What is plagiarism

According to the Oxford Dictionary **Plagiarism** is: "The practice of taking someone else's work or ideas and passing them off as one's own" In precise words, **plagiarism** is an act of fraud. It involves both stealing someone else's artwork and lying approximately it in a while. (**Duplichecker.com**)

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Plagiarism is the "wrongful appropriation" and "stealing and publication" of another author's "language, thoughts, ideas, or expressions" and the representation of them as one's own original work. Plagiarism is considered academic dishonesty and a breach of journalistic ethics.　　(**Wikipedia**)

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HEC Plagiarism Policy

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1. Preamble

In the wake of fundamental improvements being introduced in the system of Higher Education in Pakistan, the credit, respect, recognition of research and scholarly publications, career development and financial gains are now linked with such original works accomplished without replicating the efforts of other researchers. It has therefore become necessary that the menace of plagiarism is highlighted and curbed through exemplary punitive actions. On the other hand, we must also guard against bogus or false complaints in order to prevent victimization which may make researchers and scholars shy away from research simply because of the fear of prosecution. A Plagiarism Policy has therefore become necessary to create awareness, define various forms in which Plagiarism exhibits itself, present a methodology of investigation, cater for punitive action proportional to the extent of the offence and even address the issue of false or spurious complaints.

2. Definition

According to the Concise Oxford Dictionary, **Plagiarism** is defined as "**taking and using the thoughts, writings, and inventions of another person as one's own".** This, or various similar definitions found in recognized publications / documents, are very broad and can be used to create awareness about Plagiarism but are not practical enough to apply in order to ascertain guilt or innocence in specific cases. 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:

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

- 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.

- 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"[1].

- "The unacknowledged use of computer programs, mathematical / computer models / algorithms, computer software in all forms, macros, spreadsheets, web pages, databases, mathematical deviations and calculations, designs / models / displays of any sort, diagrams, graphs, tables, drawings, works of art of any sort, fine art pieces or artifacts, digital images, computer-aided design drawings, GIS files, photographs, maps, music / composition of any sort, posters, presentations and tracing."[2]

- "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."[1]

3. <u>Explanation</u> from Wikipedia, the free encyclopedia

Wikipedia, the free encyclopedia on the web describes and explains Plagiarism as "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 **<u>forgery</u>,** in which the authenticity of the writing, document, or some other kind of object itself is in question, plagiarism is concerned with the issue of false attribution. Within **<u>academia</u>,** plagiarism by students, professors, or researchers is considered

academic dishonesty or **academic fraud** and offenders are subject to academic censure. In **journalism**, plagiarism is considered a breach of journalistic ethics, and reporters caught plagiarizing typically face disciplinary measures ranging from suspension to termination. While plagiarism in scholarship and journalism has a centuries-old history, the development of the **Internet**, where articles appear as electronic text, has made the physical act of copying the work of others much easier. Plagiarism is different from **copyright infringement**. While both terms may apply to a particular act, they emphasize different aspects of the transgression. Copyright infringement is a violation of the rights of the copyright holder, which involves the loss of income and artistic control of the material when it is used without the copyright holder's consent. On the other hand, plagiarism is concerned with the unearned increment to the plagiarizing author's reputation. In the academic world, **plagiarism by students** is a very serious academic offense which can result in punishments such as a failing grade on the particular assignment (typically at the high school level), or a failing grade for the course (typically at the college or university level). For cases of repeated plagiarism, or for cases where a student has committed a severe type of plagiarism (e.g. copying an entire article and submitting it as his / her own work), a student may be suspended or expelled, and any academic degrees or awards may be revoked. **For 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. Charges of plagiarism against students, faculty members and staff are typically heard by internal disciplinary committees, which students and faculty members have agreed to be bound by." [3]

Wikipedia also describes **Self-plagiarism** as "the re-use of significant, identical, or nearly identical portions of one's own work without acknowledging that one is doing so or without citing the original work. Typically, high public-interest texts are not a subject of self-plagiarism; however, the authors should not violate copyright where applicable. "Public-interest texts" include such material as social, professional, and cultural opinions usually published in newspapers and magazines." [3]

4.   <u>**Aim:**</u> The aim of this policy is to apprise students, teachers, researchers and staff about Plagiarism and how it can be avoided. It is also aimed at discouraging Plagiarism by regulating and authorising punitive actions against those found guilty of the act of Plagiarism.

5.   <u>**Applicability:**</u>   The policy is applicable to students, teachers, researchers and staff of all institutions and organizations in Pakistan who are involved in writing or publishing their work. In this context a **"Student"** is a person who, on the date of submission of his / her paper / work is a registered student of any University or Degree Awarding Institution recognized by Higher Education Commission (HEC). **"Teachers and Researchers"** include faculty members or equivalent of the University / Organization or/of a constituent or affiliated college or researchers of an organization and such other persons as may be declared to be so by regulations. **"Staff"** is any employee of an organization involved in writing and publishing his / her work.

Any person listing his CV on the website or any current publication or applying for any benefit on the basis of published or presented work that is plagiarized will be liable to be punished as per prescribed rules.

6.   <u>**Responsibility of the Institutions & Organizations:**</u> All institutions and organizations are responsible to apprise their students, teachers, researchers and staff of the definition, implications and resulting punishments in case, after due investigation, they are found guilty of plagiarism. The institutions / organizations must acquaint their students, teachers, researchers and staff with this policy and ensure that they are fully aware that all authors are deemed to be individually and collectively responsible for the contents of papers published by Journals / Publishers etc. Hence, it is 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. To facilitate the institutions / organizations in creating awareness about Plagiarism, a modified version of "Little Book of Plagiarism", a publication of Leeds Metropolitan University is appended as "Annexure" to this policy. Any University or Degree Awarding Institution which does not adopt and implement this policy will have its degree derecognized by HEC.

7. **Reporting:** To inform HEC or respective Universities / Organizations of alleged plagiarism, a complaint is to be made by email, post, fax or other means to HEC Quality Assurance Division or respective Universities / Organizations. In case of lodging a complaint in the form of a letter, copy may be sent to HEC. The following information is to be provided:

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 HEC or respective Universities / Organizations to efficiently resolve the claim." [1]

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

Investigation:

8. Upon receipt of an allegation of Plagiarism, the HEC Quality Assurance Division will request the respective Vice Chancellor / Rector / Head of the Organization to carry out investigation. The complaints received through HEC or directly by a University / Organization will be dealt with by the Universities / Organizations according to the procedures given below. The Vice Chancellor / Rector / Head of the Organization will have the discretion of not taking any action on

anonymous complaints. For investigation of Plagiarism cases, the Vice Chancellor / Rector / Head of Organization will have an obligation to:

a) Constitute a "**Plagiarism Standing Committee**" consisting of 3 senior faculty members, a subject specialist in that particular field is to be co-opted, a senior student (only if a student is being investigated upon) and a nominee of the HEC.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.

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

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

d) 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.

e) 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.

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

9. 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:

a) Manual and / or automated tests for content similarity [1].

b) Determination of the extent and quantum of significant material plagiarized.

c) 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.

d) Consultation with legal counsel. [1]

e) Consult / contact witnesses and record statements there-of if so required.

f) Consult / contact present and / or past employers of the authors.

10. 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.

Penalties for Plagiarism

11. 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 home work 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, i.e those for "Teachers, Researchers and

Staff" and those for the "Students". The groups have already been defined in para 5 above.

(a) **Penalties for Teachers, Researchers and Staff:** When an act of plagiarism, as described earlier in paras 2 and 3, 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:

(i) **Major Penalty:**

In cases where <u>most</u> 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) a major penalty of **dismissal** from service *needs to* be prescribed, along with (b) the offender may be "Black Listed" and may NOT be eligible for employment in any academic / research organization, and (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 Vice-Chancellor / Rector / Head of the organization.

(ii) **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 (a) demotion to the next lower grade, (b) 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.

(iii) **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 following: (a) warning, (b) freezing of all research grants, (c) the promotions/annual increments of the offender may be stopped, for a specified period and (d) HEC or 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".

 (b) **Students:** When an act of plagiarism, as described earlier in paras 2 and 3, is found to have occurred, the "Plagiarism Standing Committee" in its recommendations, DEPENDING UPON THE SERIOUSNESS OF THE PROVEN OFFENCE, will advise the Vice Chancellor / Head of the Organization, to take any one or a combination of the following disciplinary action(s) against the student(s) found guilty of the offence:

(i) In the case of thesis the responsibility of plagiarism will be of the student and not of the supervisor or members of the Supervisory Committee.

(ii) The offender may be expelled/ rusticated from the University and from joining any institution of Higher Education in Pakistan for a period as deemed appropriate by the "Plagiarism Standing Committee". A notice may be circulated among all academic institutions and research organization to this effect.

(iii) The offender may be relegated to a lower class.

(iv) The offender may be given a failure grade in the subject.

(v) The offender may be fined an amount as deemed appropriate.

(vi) The offender may be given a written warning if the offence is minor and is committed for the first time.

(vii) 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 as conveyed in Para 11(a-1).

(viii) 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 Vice Chancellor / Rector / Head of the Organization.

(ix) HEC or the University / Organization may debar the offender from sponsorship of research funding, travel grant, scholarship, fellowship or any other funded program for a period as deemed appropriate by the "Plagiarism Standing Committee".

(x) Any other penalty deemed fit by the "Plagiarism Standing Committee".

(c)   Co-Authors/Declarations

1.   Provided that a co-author has listed a 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.

2.   All Journals in Pakistan must require ALL authors to sign a declaration that the material presented in the creative work is not plagiarized (Sample Attached)

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

a) 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.

b) 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 "Plagiarism Standing Committee.

c) 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.[1]

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

13. **Appeal**: As the penalties are severe, the affected person(s) will have the right to appeal to the Chairman HEC / Vice Chancellor / Rector / Head of the Organization 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.

14. **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 Vice Chancellor / Rector / Head of the Organization will inform the complainant's Organization and will recommend disciplinary action against the complainant, to be taken by his / her parent organization.

References

[1]   *"ACM (Association of Computing Machinery) Policy on Plagiarism"*
       (http://www.acm.org/pubs/plagiarism%20policy.html)

[2]   *"Academic Integrity Statement: Appendix1" (University of Southampton*
       Calendar 2006/7)
       (http://www.calendar.soton.ac.uk/sectionIV/part8a.html)

[3]   *"Plagiarism From Wikipedia, the free encyclopedia"*
       (http://en.wikipedia.org/wiki/plagiarism).

HIGHER EDUCATION COMMISSION OF PAKISTAN
(Monograph & Textbook Writing Scheme)

Monograph / Textbook Proposal Submission Undertaking*

Corresponding Author(s) name: _____

Corresponding Author(s) Address: _____

Title of Work: _____

The Higher Education Commission (Publisher) and the Monograph/Textbook Proposal Author (Authors if a multi-authored Work) agree as the following:

1. The Monograph/Book will contain the original Work of author(s).
2. It will not violate copyright or intellectual property right of any person or entity.
3. It will not contain previously published material in whole or in part for which permission from the concerned parties has not been secured.
4. The author(s) recognize that if any material submitted for consideration to the HEC is found to be plagiarized, then the HEC may bar the author(s) from participating in all HEC Programs and public notice to the fact maybe issued in print as well as electronic media. The HEC reserves the right to recover all amounts spent on evaluation/publication etc., and also may take any other action deemed necessary to serve as deterrence against plagiarism.
5. The author(s) shall indemnify and hold the Publisher harmless against loss or expenses arising from breach of any such warranties.
6. In consideration of the HEC's agreement to publish the Work, the author(s) hereby grants HEC a non-exclusive, royalty-free license to print, publish, reproduce or distribute the Work throughout the world by all means of expression, including electronic format. The author(s) further grants HEC the right to use the author's name in association with the Work in published form and in promotional materials.
7. The copyrights are duly reserved by Higher Education Commission of Pakistan.

All authors are requested to sign this form. If not signed by all authors, the corresponding author acknowledges that s/he is signing on behalf of all the authors and with their authorization. Faxed signatures and multiple forms are acceptable provided the corresponding author collates all the material and submits in one batch.

Author Signature: _____ Name: _____ Date: _____

Author Signature: _____ Name: _____ Date: _____

Author Signature: _____ Name: _____ Date: _____

Publisher Signature: _____ Name: _____ Date: _____

* Similar Schemes could be developed for authors or thesis etc

The little book of plagiarism
What it is and how to avoid it

This short booklet is designed to help students to understand more fully what
plagiarism is
and equally important
how to avoid it

CONTENTS

What is Plagiarism?

Everyone knows that plagiarism is something to be avoided, but not everyone is sure precisely what it is. This short booklet is designed to help students to understand more fully what plagiarism is, and equally important, how to avoid it.

Plagiarism is a specific form of cheating which is almost wholly found in respect of course assignments completed by students independently.

The University of Greenwich has a definition of plagiarism:

Plagiarism includes, but is not limited to:

1. using published work without referencing (the most common)
2. copying coursework essays
3. collaborating with any other person when the work is supposed to be individual
4. taking another person's computer file/program
5. submitting another person's work as one's own
6. the use of unacknowledged material published on the web
7. purchase of model assignments from whatever source
8. copying another student's results
9. falsifying results

Chambers Dictionary defines a plagiarist as a kind of thief – "one who steals the thoughts or writings of others and gives them out as his [sic] own". When this is also used for gain – in the University to gain credits for a module or modules – then an additional dimension of dishonesty is added.

As the examples above show, plagiarism can take many forms. There are grey areas e.g. when is discussion with fellow students good practice and when does it become collusion? There are also degrees of plagiarism, from, for example, copying the whole of the assignment, to copying only part of it; or paraphrasing much of a source rather than copying the actual words used.

The key element of a submitted assignment is that (unless it is assessed as a group project) it should be your own work entirely. How can you tell? Try testing yourself against this declaration:

"I certify that this is my own 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 I acknowledge that I will have committed an assessment offence.

The rest of this short booklet gives you more information on plagiarism and how to avoid it.

Why Shouldn't I plagiarise?

There are many reasons why students plagiaries, for example:
- not being fully aware of what plagiarism is
- short-term panic response when an assignment is due and time is short
- feeling a desperate need not to be seen as a failure and so copying to try to ensure "success"
- different academic traditions

> Sometimes, of course, plagiarism is a determined and deliberate attempt to gain the credits for the course without doing the work.

Whatever the reason, though, plagiarism is nevertheless cheating. It is not only cheating the University but, probably more importantly for your fellow students, it is cheating them. But there are more reasons that the negative ones (cheating others, unfairness, and possibly discovery and disciplinary action) for not plagiarizing. Essentially, plagiarism is also cheating yourself and letting yourself down.

The Students Union at the University of Greenwich is whole-heartedly against the practice of plagiarism. It is well aware of the injustice of some students sitting up all night, possibly after working during the day, to complete an assignment; while others decide simply to try to download the answers from the internet. One makes a massive effort; the other makes no effort at all.

Positive Reasons for Not Plagiarizing

Pride in Your Work

Students should be able to take pride in their work and in the achievements they have attained. There is considerable satisfaction in knowing that the work you have submitted is your own, and the marks obtained reflect your own effort. There can be little real satisfaction in knowing that your mark (however good) was because you were a good cheat, rather than a good student.

Real Level of Attainment

It is possible that someone might plagiarise widely and not be discovered throughout their University career. But they will not really have learned anything. The discovery that their apparent attainment does not match their real abilities will then become apparent

when they find a job. In the end this could lead to dismissal and the termination of a career.

UK Academic Traditions

It is important to recognise that plagiarism as described here is what is understood in UK Academic Institutions. Rules which may apply anywhere else are simply not relevant here. So, it is not valid to offer as a reason for plagiarism traditions which may operate elsewhere. Check the details of the next section to ensure that you are fully aware of what constitutes plagiarism in the UK so that you don't end up unwittingly being found to have plagiarised and therefore unable to be awarded any credits for your module or modules. If in doubt – ask your tutor before you submit the assignment!

Plagiarism in Practice – what is it?

Plagiarism takes many forms. Some of the more common are identified here.

Copying from a single source

This is where the student uses one of the following as the basis for the whole or a substantial part of the assignment
- a published book
- a published article
- the internet
- an essay from an essay bank
- a piece of work previously submitted by another student for the same or a similar assignment
- copying from a text which is about to be submitted for the same assignment (see also Collusion below)

Note that this list is comprised of both published and unpublished sources. The first three are published, the second three are not. Plagiarism therefore is not copying from published sources only. It can also arise from the copying of unpublished sources like essays.

Where substantial copying takes place the words, arrangement of material and ideas are those of the source, not the student, and the work rarely answers the questions set. Where plagiarism is of this nature and extent it is very difficult to see how it could have been accidental, (especially if the text were derived from an essay bank or previous submission) and therefore it is viewed very seriously indeed. This kind of plagiarism is also increasingly detectable with modern software.

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Unacceptable Excuses

A.   "The book/article was cited in the bibliography". No – a bibliography is a list of sources consulted not copied from.

B.   "The book was written by the lecturer and he/she would expect to find their work repeated in the assignment." No – lecturers would expect several sources to be

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Copying from several sources

This is similar to the above, except that more than one source is used. A student obtains (say) 4 sources of information, and copies a sentence or group of sentences from A, then one from B, one from C and one from D and so on.

This is an example of plagiarism where a student might genuinely have thought that they were not doing anything wrong. The sources used might well have been cited in the bibliography, the essay might answer the question set, the organisation of the material may well be the student's own. However, this is still plagiarism.

Why? The reason is that although the structure and composition is the student's own work, the words are not. Rules of academic presentation require that whenever a direct quote from a source is used, this should be cited.

In this type of plagiarism no quotations are given in the text and thus the work is being dishonest about who actually wrote what. Further, the student's only contribution is cutting and pasting, which is not what the assignment was designed to assess, and there is no demonstration by the student concerned of the required skills of analysis, interpretation, judgment or opinion.

Unacceptable Excuses

A. "The sources in question put it better than I could." No – you are expected to use the sources constructively and demonstrate that you have understood them and been able to use them effectively in the assignment.

B. "I did use several sources and cited them." No – you did not use several sources, you copied from them, and did not use inverted commas to show that it

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Paraphrasing

This is putting someone else's views into your own words, and this is one of the grey areas in plagiarism. To a certain extent any essay or assignment which relies on reading a series of texts as the basis of assignments will contain a significant amount of paraphrasing. There are two key things to remember in this case to ensure that it cannot be thought to be plagiarism:

- Do not use only one source

- Acknowledge all sources used
- Take care when taking notes.

Collusion

This can occur when students work together, and it is very important to distinguish when this is required, and when it has to end.

Some assignments require students to work together as part of a group project. Where the group as a whole gets the mark then it is joint work throughout and the group co-operation is part of what is being assessed.

Some group projects, though, require students to work together at the planning stage, but then to submit individual assignments. Here the co-operation has to end at the point where you begin to compile your own individual submission, which must be your own work from this stage onwards.

A grey area is when students discuss their work together. A line needs to be drawn between legitimate discussions of the current assignment with student colleagues, especially where you share a house, and collusion. Where students share a house they often also share the same resources – for example a common pool of books borrowed from the library.

The important thing to remember is that (except on group projects where the group as a whole gets the mark) whilst general discussion of the issues involved, or approaches to be taken, is acceptable, the final submission must be your own individual effort. Discussion before the assignment is undertaken is one thing, discussion, correction and improvement during it is quite another and might lead to the suspicion of copying.

Also, remember that if you allow a fellow student to copy your work you will be considered as guilty of collusion as the actual copyist, and will be subject to the same penalties under the University Regulations.

Reuse of programming code

In industry reuse of code is to be encouraged and both Web sites and books will provide numerous examples of code BUT you should realise that part of the purpose of doing a programming coursework is for you to develop your own skills. If most of your code comes from other sources then you will not be awarded a very high mark and also you will have learnt very little.

If however you choose to make use of other people's code then in order to avoid an accusation of plagiarism, you must annotate your listing identifying the lines of code which are not your own. You must clearly state their source e.g. name of author, page in the book that you have taken the code from, Web page address. Failing to reference work taken from other sources is a plagiarism offence and will be dealt with as such.

Note that you will be awarded more marks for the code you write yourself, than the code you use from others. Obviously if you copy the entire program from someone else (and reference the work) you will be awarded zero as you have not made a contribution to your coursework solution.

Use of Multimedia

It is your responsibility to credit all such material appropriately. You should be aware that copyright material must not be published (for example on a website) unless you have permission from the owner of the copyright.

Plagiarism – how do I avoid it?

The following good practice guidelines will help you to avoid plagiarism.

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.

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.

Making Notes

During note 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.

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.

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.

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.

If you only cite some, and the lecturer recognises an extract from another source which has not been included in the bibliography, then you can expect that he or she will look very closely at the assignment in question.

Absence of source citation can very easily be seen as an attempt to prevent the lecturer possibly comparing your assignment text with that of the actual text used to check for the degree of similarity. If there is considerable similarity (either direct copying or paraphrasing) and you have not cited the work in question, then you might have some difficulty in convincing your lecturer that this was not done to try to conceal the plagiarism which has been identified.

Also, 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.

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.

This example from an English history assignment gives a good indication of when you would and would not give a source reference. The sentence "The Battle of Hastings was fought in the south of England in 1066" would not need references to where you obtained the information, because it is very well known and is not contentious.

However, if you then wish to discuss the various opinions of historians on the conduct and outcome of that battle, then you should reference the source e.g. 'Spring considers that the Norman tactics were misguided but ultimately successful (Spring, 1998) while Summer has long argued that it was only the exhaustion of the Anglo-Saxon forces which permitted the Norman victory (Summer, 1992).' You might then continue; 'A more modern view has recently been expressed by Winter (2002) which regards both these views as too simplistic *and I want to consider her ideas in more detail here'*. Note here, the way that you have moved from simply stating what scholars might think about this battle, to how you are going to consider and deal with their views. In this part of the essay it will then be clear to what extent you have relied on the information and views in this particular source, and which views are your own.

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.

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.

Collusion

To avoid suspicion of collusion you are advised to do the following:
- have any discussions and sharing of ideas before you start completing the assignment
- do not ask to look at anyone else's assignment and do not show yours to anyone else if they ask to see it
- 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
- remember that there are now electronic devices available to test for linguistic similarity between two pieces of work.

Copying from the Web or purchasing essays

There is only one simple piece of advice here – **do not do this**. You may know some fellow student who has done so and "got away with it". However, remember, that such a student may not have similar "success" next time, and that even if he or she has been successful in passing off work which is not their own, it does not mean that you will be. Students who have been found to have downloaded or purchased work will not only automatically fail that module or modules, but will also seriously risk their career in the University being terminated by being required to withdraw from their course.

Conclusions

Plagiarism – identification

In this booklet we have tried to identify how students may plagiarise without being fully aware that they are doing so. In doing so we have also given you some indications of how lecturers might recognise that the work is not your own.

Electronic Detection

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 and others which can identify when essays have been bought from websites.

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.

Penalties

Regrettably, however, plagiarism and cheating does occur. The University does have penalties for students who plagiarise and it will use them. The 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 to withdraw from the University.

Normal CMS Penalties for Plagiarism

Type of offence	Penalty
First minor offence e.g. unreferenced material, joint submission	Coursework mark is set to zero
Authors who let others have copies of their work	Coursework mark is set to zero
Second offences will be referred to a panel	Referred to Assessment Offences Panel - student may be asked to leave the university.
If more than one offence occurs at the same time	All courses (not components) are set to zero
First major offence e.g. plagiarism bulk of a project	Referred to Assessment Offences Panel - student may be asked to leave the university.

We hope that this short booklet has assisted you both to identify what you should not do and helped you towards good practice which would avert the risk of plagiarism.

The Best Approach

The best approach is to ensure that you have not plagiarised in the first place. The advice contained in this booklet will help you to do this.

If you feel in doubt, look again at the declaration at the start of the booklet. If you think you have not quite met the requirements of this kind of declaration – look at your work again before you submit it, and make sure that it is wholly your own work. If you still feel in doubt – ask your tutor before you submit the assignment.

If you follow this advice should be able to avoid any risk of the work being thought of as plagiarised and you will be able to take pride in achievements which have been produced by your effort alone.

Glossary

Citing   Formally recognising in your text the source or sources from which you obtained the information. An example has already been given in this booklet on p. 7: 'Spring considers that the Norman tactics were misguided but ultimately successful (Spring, 1998) while Summer has long argued that it was only the exhaustion of the Anglo-Saxon forces which permitted the Norman victory (Summer, 1992).'

Citation   This is the act of quoting. It means the passage or words which you have directly taken from a source and reproduced in your text. The source of the quote should always be given with it.

Bibliography This is literally a list of books, but it now means a list of all the sources which you have used in completing the assignment, including electronic sources. Quote, Unquote gives examples of how you would list all major sources.

Reference   This is the detailed description of the item from which you have obtained a specific piece of information. So, in the fictitious example above, you would place in your bibliography the details of the work as Spring, A.B. (1998) The Norman Conquest: new approaches. Clarendon Press, Oxford.

Time bound Standard Operating Procedures
For
Plagiarism Cases

1. Cases received at HEC will be forwarded to QA Division.

2. DD (QA) will check that complaint is not anonymous and will verify the identity of the complainant.

3. HEC will run an initial plagiarism test to verify if the complaint is genuine, in which case the following steps will be pursued.

4. In a case if overwhelming evidence of plagiarism is found, even anonymous complaints will be considered to deal as per plagiarism policy with approval of the competent authority.

5. The case will be forwarded by HEC to the concerned University/Institution within one week for further investigation through the Plagiarism Standing Committee constituted by the University/Institution. The University will provide interim response/acknowledgement within 4 weeks.

6. Every letter regarding plagiarism cases will be copied to PS to Vice Chancellor, so that issue of Plagiarism may be taken up at the highest level.

7. In case the plagiarism complaint is against VC/Head of Institution, then investigation will be initiated by the HEC under intimation to the Chancellor office. The report will be submitted to the Chancellor office within 90 days for appropriate action.

8. Plagiarism Standing Committee will submit investigation report to the Head of the Institution within 90 days after receiving the case from HEC.

9. Plagiarism Policy is applicable to all employees whether they are regular or contractual employee of the University/Degree Awarding Institution.

10. In case of no response/acknowledgment from the University within 4 weeks, first reminder for update on the case will be sent by DD-QA (the dealing officer of the QAD) during the fifth week after sending the case to respective institution.

11. Head of the Institution/Registrar will notify the final outcome/decision to the HEC as per plagiarism policy.

12. After notification of the decision the alleged person has right to appeal against the decision of the Institution within 30 days.

13. Head of the institution has to finalize decision on the appeal to complete all formalities under E&D rules within 60 days after receiving the appeal and decision is required to be notified.

14. The Universities which are not following HEC Plagiarism Policy will get reflection of noncompliance of QA criteria in future rankings and funds as well.

In Case of Delay at the University End After Receiving the Case:

15. In case of failure at University end to conclude the case in 90 days, Letter from ED to VC requesting finalizing of case in 4 weeks.

16. In case of expiry of two weeks after final reminder, Chancellor of the University will be informed.

17. In case of no response, even after 4 weeks, the case will be placed on agenda of HEC Plagiarism Committee.

18. HEC Plagiarism Standing Committee may co-opt expert/s from outside the HEC as member of the Committee as and when required.

19. HEC Plagiarism Standing Committee can award all those punishments mentioned in the Plagiarism Policy, keeping in view the level of Plagiarism committed.

20. The decisions made by the HEC PSC and Independent Expert committees are required to be followed with the respective University within one month; in case of non-compliance again two week time will be given through reminder for compliance.

How does HEC deals with Plagiarism Cases-A process Note

There is a well thought out process to assess if Plagiarism has taken place or not. Such a decision cannot be made by any software such as Turnitin. Plagiarism detection Software are tools to assist experts so that they can determine if Plagiarism has taken place. At HEC when a complaint is received with supporting documents, HEC first undertakes a preliminary check using Turnitin. Subsequently the matter is internally assessed to determine if there is sufficient cause to refer the matter to the University. Only then is the matter referred to the concerned university, confidentially. HEC does NOT release plagiarism details to the media. This is primarily done by the accuser.

Once a matter is referred to the University, HEC expects that the matter will be dealt with professionally by an independent and neutral committee that includes subject experts. A requirement of the Plagiarism policy is that all processing be done in an expeditious manner. If the case is processed by the University as per Plagiarism policy then the decision is conveyed to the HEC. At this time the case is normally closed. If the decision of the university is blatantly wrong, e.g. in cases of verbatim copying, then the matter is referred to the HEC Plagiarism Committee whose decision is final.

HEC is aware that people may use the Plagiarism Policy as a tool to victimize other people and we therefore try our best to ensure that merit and transparency are the only consideration while applying the Plagiarism Policy. HEC is an organization that is open and professional and all complaints are dealt with in a purely professional manner.

How to Interpret Originality Report (Guidelines)

1. 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.

2. Similarity index is based on percentage of matched text out of total number of words in the document.

3. Instructor/Faculty member has to verify each and every similarity index for potential clue of plagiarism.

4. 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.

5. The similarities in the document may contain matches with author's previous work; it may be ignored if it is the same work.

6. 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.

7. Common phrases and proper nouns also appear as similarities in the report, therefore every instructor/faculty member should ignore matches returned from them.

8. 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.

9. The graphs, tables, formulae and other pictorial material is not matched through the service therefore, it will only offer similarities with only text.

10. 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.

Guidelines on 'Ethics of Using Turnitin' for Administrators

1. Universities/Institutions need to apprise students/faculty members about the HEC Plagiarism Policy and Turnitin service.

2. The Administrator needs to create accounts of all faculty members of his University/Institution.

3. The Administrator will maintain the privacy and will not disclose any report to anyone except the concerned person and to the concerned authorities, if required.

4. If Instructor/Scholar is involved in screening of papers and of theses of other authors then the Administrator shall report to the University authorities with evidence.

5. In case of any conflict the decision of Plagiarism Standing Committee according to Plagiarism Policy of HEC will be final.

Guidelines on 'Ethics of Using Turnitin' for Instructors

1. Instructors are required to create classes and enroll students in these classes.

2. 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.

3. 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.

4. Instructor may allow students to view their reports.

5. Instructor will maintain the privacy and will not disclose any report to anyone except the concerned person and to the concerned authorities, if required.

6. 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.

7. Originality/Similarity reports generated by the Turnitin provide clues in form of text matches. Proverbs, Universal Truths, phrases etc.

8. 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.

9. If the report has similarity index <=19%, then benefit of doubt may be given to the author but, in case, any single source has similarity index >=5% without citation then it needs to be revised.

10. 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.

11. 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.