

NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY
SCHOOL OF ART DESIGN AND ARCHITECTURE

PLAGIARISM POLICY

STUDENTS and FACULTY

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The manuscript has been prepared based on plagiarism policy prepared by HEC (P.G) available at NUST website and modified version of "Little Book of Plagiarism" recommended by HEC in the same document. The document prepared is amended and additions are made according to SADA teaching methodology.



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ACADEMIC PLAGIARISM

1. INTRODUCTION:

Plagiarism is a serious concern in academic and research institutes. It is a practice of taking someone else's work or ideas and passing them off as one's own. Recently, SADA has experienced numerous cases of plagiarism, therefore a comprehensive policy has been drafted to create awareness among students and faculty regarding plagiarism and how to avoid this offence for a smooth academic system.

Since the HEC has advocated a strict enforcement of the plagiarism policy, it is necessary to adhere to the rules of producing original and authentic works. Moreover, the work of the students is open to critique and anyone who feels that a piece of work is plagiarized can submit an application to NUST or HEC against the proclaimed offender.

Plagiarism needs to be addressed from the foundation year onwards since early action and awareness will serve as a deterrent to would-be offenders. Once a matter has been reported and approved by the head of the institute, investigation into a matter of plagiarism is to be undertaken by the members of the "Plagiarism Standing Committee", as described in the HEC policy.

2. DEFINING THE PLAGIARISM:

"The practice of taking someone else's work or ideas and passing them off as one's own"
(Oxford dictionary)

"The action or practice of plagiarizing; the wrongful appropriation or purloining, and publication as one's own, of the ideas, or the expression of ideas (literary, artistic, musical, mechanical, etc.) of another"
(Scholarly Article by Irving Hexham)

"Plagiarism is a specific form of cheating which is almost wholly found in respect of course assignments completed by students independently."
(Little book of plagiarism -Publication of Metropolitan University modified version)

3. AIMS AND OBJECTIVE: INSTRUCTION IN THE PROJECT HANDOUT

The objective of this policy is to apprise students and teaching faculty about plagiarism and how it can be avoided. It is also aimed at discouraging plagiarism by regulating and authorizing punitive actions against those found guilty of the act of plagiarism. The instruction to avoid plagiarism should be prominently highlighted in the project handout given to the students.

4. PLAGIARISM POLICY FOR STUDENTS:

Students are expected to conduct themselves with utmost academic integrity, fundamental to their future practice as a professional. In NUST, plagiarism is highly discouraged and penalized as students are expected to cultivate their own intellectual capabilities to produce original and market-worthy content to further them in academic and professional fields.

If a student is found guilty of plagiarism, he/she will be issued an official warning by the concerned authority responsible for overseeing such practices (for example, Exam Department), duly signed by the Principal, HOD, and the concerned instructor. This will be made part of the official academic record of the student to prevent future offences.

However, if further attempts are made by the student, an investigation committee will be formed to oversee the matter with due diligence and reach a conclusive decision based on the severity of the offense, past academic performance of the student and personal input from the teaching faculty.

The policy has been made in the light of regulations made by HEC and available at NUST website with amendments and addition according to the institute teaching system.

4.1. TEXT, REPORT, ESSAYS AND SIMILAR

- 4.1.1. *Verbatim Plagiarism*: Copying text of someone else work without citing the exact reference;
- 4.1.2. *Paraphrasing plagiarism*: Paraphrasing portions or sentences of another author or source without citing the exact reference, reusing someone else idea into your own words;
- 4.1.3. Submitting another person's work as one's own.
- 4.1.4. *Self-plagiarism*: Re-use of significant portions of one's own copyrighted work without citing the original source.
- 4.1.5. Copying portions of another source or from report by citing but not clearly differentiating what text has been copied.

4.2. ARCHITECTURAL DESIGN

- 4.2.1. Copying someone else's design and claiming it as their own. Lack of proper and complete design process to show the evolution from Concept to Final Product indicates towards plagiarism in Design.
- 4.2.2. Copying digital model/ computer file/ program (for example sketch-up, Rhino etc.) and reproducing the design as one's own.
- 4.2.3. Copying Picture, images, graphics, and sketches and claiming it as one's own.

- 4.2.4. The students must ensure that the design work is completely original and does not violate another person's work or idea.
- 4.2.5. All submitted sheets are to have a small white box (approximately measuring 1.5" x 1.5") on the Lower Right Corner for stamping of the sheet.
- 4.2.6. THESIS STUDENTS: A copy of the reports will be submitted to the Exam branch at least (-----) weeks before the final jury. The exam branch will be further uploading the text in Turnitin software to generate a similar report. The report is then to be forwarded to the concern faculty

4.3. **INDUSTRIAL DESIGN**

- 4.3.1. Copying a logo or brand name of an existing design or company
- 4.3.2. Copying an existing design without a due developmental process
- 4.3.3. Lifting and editing a 3-dimensional digital model to show as one's own work
- 4.3.4. Copying and using someone's original, non-stock images and graphics without due credit

The following aspects of the outputs of the Industrial Design program at SADA needs to be considered for the plagiarism policy:

- Trademarks/Logos
- Designs intended to be patented

The students must ensure that the design work is completely original and does not violate another person's work or idea.

Criteria for design novelty and infringement of an existing design, as specified by Intellectual Property Organization (IPO) Pakistan needs to be considered and the following sections of Chapter 3 of the *Registered Designs Ordinance 2000* address these (see annexure B):

- Infringement
- Exemption of innocent infringer from liability for damages

Considering the above sections from the *Registered Designs Ordinance 2000*, it can be recommended that anyone violating the fundamental requirements of originality and novelty will have their case investigated and the designs rejected at the minimum or further penalized as per the HEC policy.

GRADUATION PROJECTS:

In cases of the final Graduation Projects, it is advised that the proper development process is scrutinized, and the outcome or final design should follow a logical development and not have jumps without justification. Any of the projects reported for plagiarized designs will need to be assessed and screened by a committee comprised

of at least 3 faculty members and ascertain whether the FINAL design was intentionally plagiarized without a due design process or was infringed innocently.

The guidelines as defined in Annexure C (Plagiarism), Final Year Project Guidelines 2017 should be considered when submitting a final graduation project. All submitted sheets are to have a small box on the Lower Right corner box (approximately measuring 1.5" x 1.5") for stamping of the sheet by the Exam Department. The final written reports are to be submitted to the exam branch for generation of an accurate plagiarism report, which is then attached with each of the bound copies in the prescribed format.

5. RESPONSIBILITY OF EXAM BRACH TO GET STUDENTS AND TEACHERS AWARE ABOUT PLAGIARISM POLICY

It is the responsibility of Exam branch to share plagiarism policy with students and teachers and ensure that they are fully aware of the aim, objective, definition and punishment against plagiarism.

Faculty is directed to instruct the students to avoid plagiarism in every project and assignment and needs to verbally and in writing convey it to the class.

The department is responsible for arranging Plagiarism Awareness Workshops where student's attendance should be mandatory. The Workshop should focus on creating awareness about plagiarism, ways to avoid it, resources available at student's disposal and role of libraries as the vital source of information.

6. REPORTING AND RECORDING

The Faculty is responsible for reporting any plagiarism case they may have detected in their respective courses. The case is to be forwarded to the Plagiarism committee for analysis and investigation so a conclusive decision can be made regarding the severity of the penalty against the student. **A form** attached in annexure (A) is to be submitted by the concerned faculty, reporting the case to the exam branch. This is to maintain a record of registered cases at Exam branch to keep track of number of attempts made by the student. Depending upon the intensity of the plagiarism act, the committee if required can submit a report to the exam branch.

6.1 PLAGIARISM COMMITTEE COMPOSITION:

Plagiarism committee will be established by Exam branch consisting of:

- a. DC Exam
- b. HOD
- c. Sponsor Faculty
- d. Two additional Faculty

6.2 RESPONSIBILITY OF HOD

- To preside and chair the meeting

6.3 RESPONSIBILITY OF SPONSOR FACULTY

- To check the previous record of the student and formulate and submit the report and with evidence to Exam Branch.

6.3 RESPONSIBILITY OF EXAM BRANCH

- To receive report from the sponsored faculty
- To check the student previous record
- To establish a committee appropriate to the particular case
- To arrange a meeting between committee members for analysis and decision.
- To inform students about the decision and penalty decided by the committee.

6.4 STEPS FOR REPORTING, RECORDING AND FINAL DECISION/ PENALTY

1. Sponsor faculty to submit complain report to the Exam branch
2. Exam branch to establish a committee appropriate to particular case.
Composition of committee will be:
 - a) DC. Exam
 - b) HOD
 - c) Sponsor Faculty
 - d) Two Faculty Members
- 3 Investigation and Analysis to be done by Committee in the light of the report submitted by the Exam branch
- 4 Decision in to be made by the committee in relation to setting penalty against student.
- 5 Form (A) to be filled and submitted by committee to the Exam branch
- 6 Exam branch to inform the student about the final decision and fixation of the penalty against the offence.

7. PENALTIES FOR PLAGIARISM

When an act of plagiarism has been carried out by the student, the plagiarism committee depending upon the severity of the offence will recommend any one or combination of the following disciplinary action against the student. In case of Final year thesis students, any act of the plagiarism will ONLY reflect upon the academic behavior and conduct of the student and not on his/her Thesis Advisor/Supervisor.

- 7.1. The offender may be given a written warning if the offence is minor and is committed for the first time,
- 7.2. The offender is awarded 50 % marks deduction,
- 7.3. The offender is awarded zero,
- 7.4. The offender may be fined an amount as deemed appropriate,
- 7.5. The offender may be given a failure grade in the subject,
- 7.6. The offender may be relegated to a lower class,
- 7.7. Any other penalty deemed fit by the "Plagiarism Standing Committee".

NOTE: Students have every right to present their side of case to the committee and defend their stance during investigation.

8. GUIDELINE FOR STUDENTS- HOW TO AVOID PLAGIARISM

- 8.1. PARAPHRASE: It is common for students to come across information that is perfect for their research. In such scenarios, read out the data aloud and try putting it in your own words, finally citing the source you have acquired the information from.
- 8.2. QUOTING: When quoting a source/author/journal, make sure you quote it exactly the way it is to avoid plagiarism allegation. DO NOT more than 40 words in one go as students are encouraged to paraphrase to the best of their capabilities.
- 8.3. CITE: Citing is the most efficient and effective method to avoid plagiarism. There are several document formatting guidelines available (APA, MLA, Harvard, Chicago etc.) the students should familiarize themselves with and sue them accordingly. There are several software within referencing tool such as Word DOC that the students can utilize to avoid plagiarism and give due intellectual credit.
- 8.4. TAKING NOTES: Make extensive and thorough notes, clearly keeping track of the original sources. Make a habit of noting down authors name, book/ journal/ article title, page number, webpage name etc. so you can always refer to it. Create your own bibliography using software such as **Zotero or MS Word**.
- 8.5. CAPTION: Properly caption graphics, sounds, animations, videos and any supporting material that you have used.

9. ELECTRONIC DETECTION

There are various software for detecting the text at the occurrence of plagiarism. Thesis students are supposed to submit their thesis report at Turnitin format. For other years, students are encouraged to explore open-source software available online to avoid plagiarism.

- Turnitin
- Google Tin-eye

10. REFERENCES:

- HEC Website policy:
 - <http://hec.gov.pk/english/services/faculty/Plagiarism/Pages/default.aspx>
 - <http://hec.gov.pk/english/services/faculty/Documents/Plagiarism/Plagiarism%20Policy.pdf>
- NUST Policy on Plagiarism:
 - <http://www.nust.edu.pk/QA/Publications/Pages/Plagiarism.aspx>
- Little book of plagiarism
 - <http://hec.gov.pk/english/services/faculty/Documents/Plagiarism/Little%20Book%20of%20Plagiarism.pdf>
- Academic plagiarism defined by Hexham
 - <http://people.ucalgary.ca/~hexham/content/articles/plague-of-plagiarism.html>

ANNEXURE A
PLAGIARISM POLICY FORM

NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY
SCHOOL OF ART DESIGN AND ARCHITECTURE

PLAGIARISM RECORD FORM

Student Name:

CMS ID:

Discipline:

Semester:

Course ID/ Course Name:

Instructor:

Assignment/ Project Name:

Date:

Description of Offense:

Final Decision:

Description of Penalty:

Faculty Signature

Student Signature

ANNEXURE B

Criteria for design novelty and infringement of an existing design, as specified by Intellectual Property Organization (IPO) Pakistan needs to be considered and the following sections of the *Registered Designs Ordinance 2000* address these:

INFRINGEMENT

- If any person infringes a registered proprietor's right, the registered proprietor may bring a suit against him for the recovery of damages and for an injunction against the continuation of the infringement: Provided that, for the purposes of grant of a temporary injunction, the registered proprietor must show that he has a prima facie case and that his design is valid and that it has been infringed by the defendant.
- When the Court makes a decree in a suit under this Ordinance, it shall send a copy of the decree to the Registrar who shall cause an entry thereof to be made in the register.

EXEMPTION OF INNOCENT INFRINGER FROM LIABILITY FOR DAMAGES

In proceedings for the infringement of right in a registered design, damages shall not be awarded against a defendant who proves that at the date of the infringement he was not aware, and had no reasonable ground for supposing, that the design was registered and a person shall not be deemed to have been aware or to have had reasonable grounds for supposing as aforesaid by reason only of the marking of an article with word "registered" or any abbreviation thereof, or any word or words expressing or implying :that the design applied to the article has been registered, unless the number of the design accompanied the word or words or the abbreviation in question. Provided that nothing in this section shall affect the power of the Court to grant injunction in any proceedings for infringement of copyright in a registered design.

Source: CHAPTER III - EFFECT OF REGISTRATION, ETC. Registered Designs Ordinance, 2000. (The Patent Office, Karachi.)

ANNEXURE C

FINAL YEAR PROJECT GUIDELINES

The following policy pertaining to plagiarism, as devised in the Final Year Project Guidelines 2017, also needs consideration:

PLAGIARISM

Each project must be the original work of student groups. At the end of each semester, students will be required to present their project proposal and implementation outcomes as per the provided deliverables guidelines and the original work undertaken throughout each semester.

In the project report, for instance, if students have taken ideas or referencing other work as part of the proposed project, then, it must be cited, and reference should be clearly specified. Same is the case while implementing the proposed solution. For instance, if students are developing project using 3rd party tools and libraries, it must be referenced, and relevant comments and notes must be highlighted and will not be regarded as part of the original work of student groups. Hence, it is extremely important to note that it is the responsibility of students to ensure they are not plagiarizing knowingly or unknowingly.

In order to prevent plagiarism related issues, students are encouraged to get familiar with plagiarism specified in [2] and general referencing guidelines specified in [8].

In order to prevent plagiarism related issues during implementation, students are strongly encouraged to get familiar with software plagiarism specified in [9].

If students are found plagiarizing either in project proposal report or in the project implementation solution/code, immediate strict action will be taken as per the university policy.

(Source: PLAGIARISM, Final Year Project Guidelines FYP_Guidelines_02_11_2017_v1.4)