



# **PLAGIARISM POLICY**

*FOR*

*STUDENTS & FACULTY*

<b>Prepared By</b>	Quality Enhancement Cell
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*QUALITY ENHANCEMENT CELL*

**JINNAH SINDH MEDICAL UNIVERSITY**

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## 1. Purpose

The purpose of this policy is provide a policy guidelines for matters related to plagiarism in the work produced by faculty and students of Jinnah Sindh Medical University, Karachi.

## 2. Scope

The scope of the policy includes:

1. All the work produced by the faculty or staff with affiliation from JSMU and/or its constituent colleges.
2. All the work produced by the students (undergraduate/postgraduate) enrolled in any of the constituent colleges/institute of the university.

## 3. Policy statement

1. JSMU follows HEC plagiarism policy in letter & spirit for thesis (MS/PhD), publication in any journal and for research grants. The policy is available at <https://www.hec.gov.pk/english/services/faculty/Documents/Plagiarism/Plagiarism%20Policy.pdf> accessed on 11<sup>th</sup> November, 2019.
2. Ignorance from the policy will not be treated as a way out for plagiarized work.
3. JSMU uses Similarity Index of Turnitin as a tool for plagiarism detection. However, the plagiarism may still be found in case the idea of someone is reproduced without proper acknowledgement.
4. The maximum limit of similarity index would be 19% overall and 5% from a single source for any research work intended for publication. thesis or grant proposals.
5. For assignments at undergraduate level, the instructors may opt to check the plagiarism. In that case, there are three levels identified.
  - a. Green Zone (similarity within 19%). Assignment accepted.
  - b. Yellow zone (similarity within 50%). Assignment returned for rectification and resubmission.
  - c. Red Zone (similarity above 50%). Assignment rejected and award of Zero Marks.
6. Faculty members may apply for Turnitin Account and should check their similarity index before submission for publication.

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7. Faculty members must not submit their work in the Repository of Turnitin without prior approval from research department.

#### 4. Definitions:

##### 6.1 Plagiarism: JSMU uses the following definition of plagiarism

- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not (see our section on "fair use" rules) <https://www.plagiarism.org/article/what-is-plagiarism>

**6.2 Similarity Index:** It is based on percentage of matched text out of total number of words in the document.

#### 5. Linked/Referenced Documents

1. HEC Plagiarism Policy
2. Plagiarism Standing Committee Terms of Reference (ToR)
3. Research Department SOPs for publication.

#### 6. Responsibilities:

Research department is responsible to implement this policy.

QEC is responsible to see the implementation of the policy as per HEC guidelines.

#### 7. Policy Implementation Procedure

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1. It is the responsibility of faculty, staff and student to check the plagiarism of the work before submission.
2. Once a case is reported of plagiarism, it will be forwarded to Plagiarism Standing Committee.
3. Plagiarism standing committee would investigate the case and decide it in the light of HEC plagiarism policy.
4. The decision of the committee would be sent to the QEC and the concerned official through registrar office.

## 8. Revision/Modification History & frequency

The policy will be reviewed every three years. However, the owner of the policy may request for a revision based on emerging needs and with the approval from competent authority.

Revision No.	Reviewed by	Date Reviewed Date/ Month/Year	Description of Change (if Any).

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<b>Approved By:</b>	Professor Dr Tariq Rafi	Vice Chancellor & Chairman Academic Council		