KIET ANTI-PLAGIARISM POLICY

(Aligned with HEC Anti-Plagiarism Policy – Version 2.0, August 2023)
Effective from: Spring-2025
Approved by: [Academic Council / Board of Governors]

1. Introduction

Karachi Institute of Economics and Technology (KIET) acknowledges the HEC's Anti-Plagiarism Policy (2023) as the national standard and formally adopts it in full. In alignment with the HEC policy, KIET seeks to promote academic integrity, ensure originality of scholarly work, and prevent misconduct in research and publication.

Plagiarism is a serious academic offense that undermines the integrity of scholarly work and the values of research. The Institute, in its all programs, maintains a zero-tolerance policy towards all forms of plagiarism. This policy lays out comprehensive procedures for detection, investigation, and penalties, applicable to all academic stakeholders within KIET.

2. Policy Objectives

- Uphold originality in scholarly contributions.
- Provide clear processes for detecting and dealing with plagiarism.
- Educate students, faculty, and researchers about academic integrity.
- Protect the rights of original authors and the reputation of the institution.

3. Scope & Applicability

This policy applies to:

- All KIET students (undergraduate and graduate)
- Faculty (full-time, part-time, adjunct, visiting)
- Research scholars, authors, and staff
- Thesis, assignments, proposals, publications, presentations, software, and creative works

It is applicable across all constituent colleges of KIET, and shall apply regardless of mode (on-campus, online, collaborative, etc.).

4. Definition of Plagiarism

Plagiarism is the practice of using someone else's ideas, content, or creative output—in part or full—without appropriate credit or citation.

Acts of plagiarism include, but are not limited to:

- Copying text, figures, code, diagrams, data, figures or graphics without attribution.
- Paraphrasing without proper acknowledgment.
- Self-plagiarism: Reusing one's own previous work without disclosure.
- Using AI-generated content (e.g., from ChatGPT) without disclosure.
- Mosaic or patchwork plagiarism.
- Submitting third-party work (contract cheating).
- Data falsification or misappropriation.

5. Types of Plagiarism

Consistent with HEC's classification:

- Word-for-word copying
- Mosaic and paraphrase plagiarism

- Code plagiarism
- AI-based content misuse
- Contract cheating
- Image/media use without rights
- Translation without citation
- Manual rephrasing to avoid detection

6. Detection & Similarity Index Threshold

KIET uses **Turnitin** and **MOSS (for code)** for plagiarism detection. The following thresholds will apply:

Section	Acceptable Similarity
Overall Document	$\leq 19\%$
Any Single Source	$\leq 5\%$
Findings/Results Section	$\leq 9\%$

Note: All exclusions (quotes and small matches) except references must be set to "OFF" for official similarity reports.

7. Complaint Lodging & Investigation

- **Complaint initiation:** May be submitted by any student, faculty, or external party to the Director QEC.
- Anonymous complaints will not be entertained.
- Initial screening will be done by faculty/supervisor.
- For MS, PhD Programs, if evidence of plagiarism is found, the case will be referred to the Directorate of Advanced Studies and Research (DASR), who after completing review of the complaint, shall forward the case to KIET-UAPSC for formal investigation.
- Formal investigation will be carried out by the University Anti-Plagiarism Standing Committee (UAPSC).

UAPSC Composition (As per HEC) -- Annexure I & Annexure II:

- HEC nominee
- 2 external professors (approved by Academic Council)
- 1 internal subject expert
- 2 external subject experts
- Director QEC (Secretary)

8. Penalties for Plagiarism

Offense Level	Similarity Range	Penalty Examples
Minor	$\leq 25\%$	Warning, resubmission, Research Ethics course
Moderate	25–35%	Fail course, bar from funding/supervision
Major	>35%	Expulsion, dismissal, publication retraction

Multiple penalties may apply. Supervisors may also be held partially responsible after 2008 (per HEC guidelines).

Mr. Nasir Hussain
Assistant Registrar
KIET

9. Appeals

Appeals may be submitted to:

- **Director DASR** (for KIET's internal review)
- **Academic Council** (first appeal)
- **HEC's National Plagiarism Standing Committee (NPSC)** (final appeal)

10. Academic Integrity Education

KIET shall:

- Conduct mandatory orientation sessions on research ethics.
- Require Research Ethics certification for all graduate scholars.
- Promote awareness via QEC-led campaigns and workshops.

11. Malicious Accusations

Any false or spurious plagiarism claim shall result in disciplinary action against the complainant.

12. Documentation & Record Keeping

All plagiarism cases and penalties shall be recorded in:

- QEC confidential archives
- Student/faculty dossier
- Annual academic integrity report submitted to HEC

13. Additional Recommendations & Improvements

- Add plagiarism declaration forms to all student and faculty submissions. *Annexure-III*
- Require thesis similarity index printouts at time of final defense.
- Expand training to include use of AI tools responsibly.

14. Effective Date & Review

This policy shall be effective from **[insert date]** and will be reviewed biennially by KIET QEC and KIET DASR, in consultation with Academic Council and HEC updates.

Director QEC

Director DASR

President KIET

Forwarded to:

1). *Registrar KIET*
2). *Deans & Associate Deans of all dept*
3). *Manager ORIC*
4). *Webmaster*

Mr. Nasir Hussain
Assistant Registrar
KIET

Annex-II: Terms of Reference (ToR) for University Anti-Plagiarism Standing Committee (UAPSC)

1. Purpose

The University Anti-Plagiarism Standing Committee (UAPSC) is constituted to investigate and decide on allegations of plagiarism in academic work at KIET, in accordance with the HEC Anti-Plagiarism Policy and KIET's internal guidelines.

2. Composition

The Committee shall comprise:

- **HEC Nominee** (Chairperson)
- **Two external subject experts** (from recognized universities)
- **One internal subject expert**
- **Two external professors (non-KIET)**
- **Director QEC (Secretary, non-voting)**

Additional members may be co-opted on a case-by-case basis with approval of the President KIET.

3. Responsibilities

- Receive formal complaints of plagiarism.
- Review submitted evidence including similarity reports.
- Conduct hearings and call for written/verbal responses.
- Ensure due process, confidentiality, and neutrality.
- Recommend penalties based on severity and precedents.
- Submit formal findings to the Academic Council and record in KIET QEC archives.

4. Authority

The UAPSC is authorized to:

- Summon relevant faculty, students, or supervisors.
- Recommend retraction of publications.
- Impose academic penalties as per KIET and HEC policy.
- Refer cases to higher bodies if required.

5. Meeting Frequency

- As needed basis, within **10 working days** of receiving a formal complaint.

Mr. Nasir Hussain
Assistant Registrar
KIET

Annex-I: Notification of Formation of "University Anti-Plagiarism Standing Committee (UAPSC)"