

SUBJECT: PLAGIARISM POLICY AT GIFT UNIVERSITY, GUJRANWALA

GIFT University is promoting higher education in Pakistan in a manner that provide credit, respect, recognition of research and scholarly publications, are now linked with such original works accomplished without replicating the efforts of other researchers. ***GIFT University is proud to certify that the Plagiarism Policy promulgated by HEC (Higher Education Commission) has been implemented with all its ingredients and elements at GIFT University for the completion of the research work being conducted at the University.***

Alongwith HEC's Policy on Plagiarism (attached herewith), GIFT University has enhanced the scope of its Plagiarism Policy for its in-house research work as well the theses being submitted as a necessary step for the grant of Degree at all levels in the University while providing the required freedom to work, research, investigate, examine and explore. GIFT University has been inspired from Harvard University and has adopted its Policy and implemented it at its campus with minor changes to let it settle in the Pakistani learning environment.

Salient features of the GIFT PLAGIARISM POLICY:

1. Plagiarism and Collaboration:

The University recognizes that the open exchange of ideas plays a vital role in the academic endeavor, as often it is only through discussion with others that one is fully able to process information or to crystallize an elusive concept. Therefore, students generally are encouraged to engage in conversations with their teachers and classmates about their courses, their research, and even their assignments. These kinds of discussions and debates in some ways represent the essence of life in an academic community. And yet, it is important for all scholars to acknowledge clearly when they have relied upon or incorporated the work of others. To ensure the proper use of sources while at the same time recognizing and preserving the importance of the academic dialogue, the Faculties at GIFT Universities have adopted the following policy:

It is expected that all homework assignments, projects, lab reports, papers, theses, and examinations and any other work submitted for academic credit will be the student's own. Students should always take great care to distinguish their own ideas and knowledge from information derived from sources. The term "sources" includes not only primary and secondary material published in print or online, but also information and opinions gained directly from other

people. Quotations must be placed properly within quotation marks and must be cited fully. In addition, all paraphrased material must be acknowledged completely. Whenever ideas or facts are derived from a student's reading and research or from a student's own writings, the sources must be indicated.

Students must also comply with the policy on collaboration established for each course, as set forth in the course syllabus or on the course website. Policies vary among the many fields and disciplines in the University, and may even vary for particular assignments within a course. Unless otherwise stated on the syllabus or website, when collaboration is permitted within a course student must acknowledge any collaboration and its extent in all submitted work; however, students need not acknowledge discussion with others of general approaches to the assignment or assistance with proofreading. If the syllabus or website does not include a policy on collaboration, students may assume that collaboration in the completion of assignments is permitted. Collaboration in the completion of examinations is always prohibited.

The responsibility for learning the proper forms of citation lies with the individual student. Students are expected to be familiar with the GIFT Guide to Using Sources. Students who are in any doubt about the preparation of academic work should consult their instructor and Resident Dean before the work is prepared or submitted.

Students who, for whatever reason, submit work either not their own or without clear attribution to its sources will be subject to disciplinary action, up to and including requirement to withdraw from the University. Students who have been found responsible for any violation of these standards will not be permitted to submit a Q evaluation of the course in which the infraction occurred.

2. Submission of the Same Work to More Than One Course

It is the expectation of every course that all work submitted for a course or for any other academic purpose will have been done solely for that course or for that purpose. If the same or similar work is to be submitted to any other course or used for any other academic purpose within the University, the prior written permission of the instructor must be obtained. If the same or similar work is to be submitted to more than one course or used for more than one academic purpose within the University during the same term, the prior written permission of all instructors involved must be obtained. A student who submits the same or similar work to more than one course or for more than one academic purpose within the University without such prior permission is subject to disciplinary action, up to and including requirement to withdraw from the University.

Students are urged to consult their Resident Dean or the instructors involved with questions concerning this important matter (see also "Plagiarism and Collaboration" above).

3. Tutoring Schools and Term Paper Companies

In keeping with the principle that all material submitted to a course should be the student's own work, any undergraduate who makes use of the services of a commercial tutoring school or term paper company is liable to disciplinary action. Students who sell lecture or reading notes, papers, or translations, or who are employed by a tutoring school or term paper company, are similarly liable and may be subject to disciplinary action, up to and including requirement to withdraw from the University. If a student wishes to accept compensation for private tutoring in GIFT courses, prior written permission of the Dean of the University is required.

4. Official Forms and Petitions

Students should understand that providing false or misleading information or signing any other person's name or initials on a study card, Plan of Study, change-of-course petition, registration form, or on any other official form or petition will make them subject to disciplinary action, up to and including requirement to withdraw.

Keeping in view the ever changing academic and educational research environment, GIFT University is always on the watch to facilitate its students and teachers for productive environment for research and at the same time, formulating the policies and procedures to curb the fraud and the cheaters in the field of research.

With best regards,



FAISAL MUNIR
(REGISTRAR)

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