



ALHAMD ISLAMIC UNIVERSITY

ALHAMD RESEARCH CENTRE (ARC)

www.aiu.edu.pk | www.alhamd.pk

Ref No: AIU/ADMIN/ 10336 /06-21

Dated: 29-06-2021

NOTIFICATION

Plagiarism Policy and Procedure

Policy

1. The competent authority vide decision of Agenda Point No. 11 of its 8th BASR meeting held on 26 June, 2021, is pleased to approve the adoption and implementation of HEC's Plagiarism Policy in Alhamd Islamic University As per HEC Plagiarism Policy letter no. G-P/QAD/HEC/2016/783, dated 22, September, 2016 all cases are to be dealt by the Plagiarism Standing Committee (PSC) as per the with following HEC policy documents:
 - a. Plagiarism Policy
 - b. Little Book of Plagiarism
 - c. SOPs for dealing with Plagiarism
 - d. SOPs for Appeals
 - e. Turnitin Guidelines
 - f. Checklist for Plagiarism CasesLink: <https://www.hec.gov.pk/english/services/faculty/Plagiarism/Pages/default.aspx>
2. Plagiarism Standing Committee (PSC)
 - a. AIU Plagiarism Standing Committee (PSC) will be approached in cases where a teacher/researcher/student (undergraduate, graduate and Post-graduate) fails to comply with similarity index, of below 19%, in Thesis writing/research paper. Moreover, it will also deal with any complaint against intellectual theft, plagiarism and copy right violation by teacher or student.
 - b. AIU PSC will handle cases of major plagiarism inside the university of all departments and will decide the penalties as per HEC guidelines. The HOD/Chairperson of AIU PSC will report to Competent Authority.
 - c. The following members will constitute a PSC at AIU:
 1. Dean (Chairperson)
 2. Head of Department (Member)
 3. Director, QEC (Member)
 4. Director ORIC (Member)
 5. One Internal Subject Expert (Member)
 6. One External Subject Expert (Member)
 7. 2 x Senior Faculty Member of any other department
 - d. In case of Dean/HoD are complainant/accused then they will not be committee member. Then any other senior faculty member from the concerned department will be nominated in lieu of them.
 - e. However, if any case is delayed one month than the ORIC/ARC may take case itself.



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Procedure

1. For the completion FYP/MS/MPhil/PhD thesis report, students are required to fulfill following requirements:
 - a. A Proposal/Thesis Request Form is to be filled along with its required documents.
 - b. A CD is to be prepared by the students containing a full MS Word file of thesis from title page till references.
 - c. A payment receipt of Rs. 1,000/-.
2. Students are required to submit all of these to their concerned DRC/HOD.
3. HOD/Program Coordinator is supposed to send the Proposal/Thesis/Project Request Form and CD to the PSC and PSC than submit the case to Director QEC.
4. In response to this, the QEC will generate the plagiarism report in due time. In case of satisfactory plagiarism report, Director QEC will issue the Certificate of Originality.
5. The HOD/Program Coordinator has to collect the form from the QEC at his earliest, which afterwards can be awarded to the student and submit one copy at ARC.
6. However, if any case is delayed one month than the ORIC/ARC may take case itself.


Deputy Director ORIC
Alhamd Islamic University


Registrar
Alhamd Islamic University