



# HIGHER EDUCATION COMMISSION

H-9, Islamabad (Pakistan) Phone: (051) 90802750, Fax: (051) 90802753  
E-mail: ismaeel@hec.gov.pk

**Muhammad Ismail**  
Consultant (Quality Assurance Division)

Ref: G-P/QAD/HEC/2016/783  
Date: September 22, 2016

Subject: Implementation of Plagiarism Policy

*Dr. Ismail*  
*Dr. Talhouq*

*Copy to:*  
*President* | *ED Adm's*  
*Dr. Athlaq*  
*Mr. Moinkhan*

Dear Madam/Sir,

Higher Education Commission, Islamabad is entrusted by the Government of Pakistan to develop different Quality Assurance Criteria & Guidelines and ensure their proper implementation for raising quality of the graduates produced by the Universities and attaining compatibility of the qualifications with international standards. Plagiarism Policy is one of such initiatives which was developed and circulated in 2007 for implementation in the Universities through Statutory Bodies for eradicating plagiarism menace and developing quality research culture.

It has been observed that at times policy guidelines and the plagiarism procedures are not followed by the Universities for investigating complaints which are forwarded to them by the HEC or other stakeholders from time to time. Adherence to the plagiarism policy is expected to assure transparency, fairness and supporting Merit in the Higher Education Sector. Therefore, the Universities are expected to investigate the plagiarism reports through their Plagiarism Standing Committee (PSC) and take actions as per the recommendations of the PSCs.

Moreover, in case of non-adherence of plagiarism policy, the authors and relevant institutions are blacklisted through HEC PSC. Blacklisted faculty members are not entitled for Travel Grant, Research Grant, HEC approved Supervisor, Best teacher award etc. for the period mentioned.

Keeping above in view, following documents may be circulated among all stakeholders and responsibilities of Universities mentioned in the Policy be fulfilled in letter and spirit.

1. Plagiarism Policy
2. Little Book of Plagiarism
3. SOPs for dealing with Plagiarism Cases
4. SOPs for Appeals
5. Turnitin Guidelines for Administrator, Instructors and Students
6. Checklist for Plagiarism Cases

This is issued with the approval of the competent authority.

*Muhammad Ismail*  
**Muhammad Ismail**

**II the Vice Chancellors/Rectors**  
Public and Private Sector Universities in Pakistan

c:

E.S to Chairman, Higher Education Commission, H-9, Islamabad  
E.S to Executive Director, Higher Education Commission, H-9, Islamabad  
Higher Education Departments of all provinces.  
Regional Centres of HEC at Lahore, Peshawar, Quetta, Karachi.  
Office Copy