

AIR UNIVERSITY ANTI-PLAGIARISM POLICY – 2024



Formulation of Policy:	03 Nov. 2023
Revision Date:	01 Dec. 2024
Revision Number:	01
Due Date for next Revision of Policy:	01 Dec. 2025
Prepared by:	Office of Director Quality
Approved by:	Vice Chancellor Air University Islamabad
Document Control Number:	IBD/AU/QEC/Policy/01

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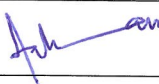
AIR UNIVERSITY ANTI PLAGIARISM POLICY - 2024

1. **Introduction**: Air University views plagiarism as a serious intellectual offense, subject to strict penalties as outlined in this policy. Developed with a focus on enhancing academic integrity and research quality, the policy aims to significantly improve overall academic standards. Its core principle is a zero-tolerance approach to plagiarism, while also providing a comprehensive understanding of what constitutes plagiarism and its consequences for the academic careers of students, faculty, and staff.

The policy covers key areas such as anti-plagiarism principles, types of plagiarism, clear procedures for lodging complaints, the composition of the University Anti-Plagiarism Standing Committee, and the grounds for penalties in cases where plagiarism is confirmed. Failure to comply with this policy can result in dismissal from the university, civil liabilities, or legal consequences. Air University is dedicated to safeguarding intellectual property rights, promoting transparency, and maintaining academic integrity across all research and academic work. This includes strict adherence to the permissible limits of the similarity index. The policy has been adapted in alignment with the HEC Anti-Plagiarism Policy 2023.

2. **Aim**: This policy aims to establish clear procedures and guidelines for preventing, detecting, and addressing plagiarism across all faculties at Air University, with the goal of ensuring academic integrity and high-quality research. It also outlines appropriate punitive actions when necessary. The primary goal is to uphold academic integrity across all research and scholarly work, ensuring full compliance with academic honesty standards.

3. **Scope**: The University's anti-plagiarism policy applies to all academic and research activities conducted by faculty members, staff and students/research scholars. This includes assignments, capstone projects, and research work at all levels — undergraduate, MS/MPhil/MBA, and PhD programs. The policy also extends to scholars, supervisors, and stakeholders involved in research at Air University, its campuses, affiliated colleges, and

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constituent units. It applies to those who have published works or resumes on official platforms and are seeking any form of recognition or benefit based on their publications or presentations.

4. **Plagiarism.** Plagiarism is the act of using phrases, sentences, paragraphs, or larger excerpts from published or unpublished verbatim and non-verbatim works, including collaborative efforts, without properly acknowledging the original source. It encompasses the following acts: -

- a. Presenting someone else's ideas or words as one's own.
- b. Using another person's work without proper citation and credit.
- c. Committing literary theft by copying intellectual property without acknowledgment.
- d. Claiming originality for an idea or product that is derived from existing scholarly sources.
- e. Submitting someone else's work as your own.
- f. Copying words or ideas from a source without giving appropriate credit.
- g. Failing to use quotation marks when directly quoting from a source.
- h. Providing incorrect or misleading information about the source of a quotation.
- i. Paraphrasing by changing words but retaining the original sentence structure without giving credit.
- j. Including significant portions of someone else's work in your own, whether credit is given or not.
- k. Copying media (especially images) from other websites to paste them into your work or websites.
- l. Making a video using footage from others' videos or copyrighted art and music as part of a soundtrack.
- m. Performing another person's copyrighted music (i.e., playing a cover) without permission.
- n. Composing a piece of music that is heavily borrowed from another composition.
- o. Indeed, some media can create challenging situations to determine if the copyrights of a work are being violated.
- p. Use of ChatGPT and similar machine-generated text.

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5. **Types of Plagiarism:** According to HEC guidelines, the following are the types of plagiarism: -

- a. **Students Collusion:** Working with other students on an assignment meant for individual assessment.
- b. **Word-for-Word Plagiarism:** Copying and pasting content without proper attribution/ reference. **Self-Plagiarism:** Reusing one's previously published or submitted work without proper attribution.
- c. **Mosaic Plagiarism:** Weaving phrases and text from several sources into one's work. Adjusting sentences without quotation marks or attribution.
- d. **Software-based Text Modification:** Taking content written by another person and running it through a software tool (text spinner, translation engine) to evade plagiarism detection.
- e. **Contract Cheating:** Engaging a third party (for a fee, for free or in-kind compensation) to complete an assignment and representing that as one's work, if proven.
- f. **Inadvertent Plagiarism:** Forgetting to properly cite or quote a source or unintentional paraphrasing or violation of stylistic norms.
- g. **Paraphrase Plagiarism:** Rephrasing a source's ideas without proper attribution.
- h. **Computer Code Plagiarism:** Copying or adapting source code without permission from, and attribution to, the original creator.
- i. **Data Plagiarism:** Falsifying or fabricating data or improperly appropriating someone else's work, putting a researcher, institution, or publisher's reputation in jeopardy.
- j. **Manual Text Modification:** Manipulating text with the intention of misleading the plagiarism detection software.
- k. **Source-based Plagiarism:** Providing inaccurate or incomplete information about sources which do not exist.

6. The following are the general guidelines of the plagiarism policy applicable to various programs and academic areas at Air University, including its affiliated colleges and constituent units, as relevant to the programs they offer: -

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- a. **MS/MPhil/MBA/PhD:** All theses /capstone projects are to be sent to Quality Enhancement Cell (QEC) for Turnitin Originality Report through Graduate Research Coordinators / in case of campuses the theses will be sent through respective HoDs. There is a provision of THREE attempts (First Submission + Two Revision Attempts) for achieving below 17% of similarity index. AI generated content should be $\leq 15\%$. Failing to do so will result in the case being forwarded to the University Anti-Plagiarism Standing Committee (UAPSC).
- b. **Bachelor's Programs:** All course assignments and Final Year Project (FYP) reports must be processed through Turnitin by the relevant Course Instructors only. Students are allowed THREE attempts (Initial Submission + Two Revisions Attempts) to ensure their work falls below the 17% similarity index. 'AI' generated content should be $\leq 15\%$. Failure to meet this requirement will result in a Minor, Moderate, or Major Penalty (refer to sections 7.1, 7.2, 7.3, 8.1, 8.2 and 8.3). Additionally, the Turnitin Originality Reports for all course assignments and FYP reports must be submitted along with the final results/evaluation to the Office of the Director Examinations. The results of students whose Turnitin Originality Reports are not attached to the course assessment sheet/award list will be withheld.
- c. **Penalties for Students:** When an act of plagiarism, as outlined above, is confirmed by the University Anti-Plagiarism Standing Committee (UAPSC), based on the severity of the offense, will recommend to the Competent/designated Authority of the Air University, Campuses, Affiliated Colleges and Constituent Units one or more of the following disciplinary actions to be taken against those found guilty. The cases would be referred

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to UAPSC by the Office of Director Quality.

7. Minor Penalty (applicable to all course assignments, Final Year Project reports, Internship Reports, Term Paper Writing and Research Proposals):

A minor penalty will be applied if a student's work is found to have a similarity index of 20–25% and is deemed unintentional, even after the three permitted attempts for improvement. This will result in the awarding of zero marks or 'F' Grade (whichever applicable) for the work (e.g., course assignments, final year project reports, term papers, etc.). The course instructor must inform the Office of the Director Examinations of such cases, with relevant evidence attached. For thesis or capstone proposals, the student may be required to revise the proposal. In the case of MS/MPhil/MBA and PhD students, a mandatory requirement to pass a non-graded 1 credit hour Research Ethics course, along with the applicable fee, may also be imposed.

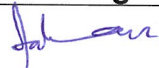
8. Moderate Penalties (Applicable to All Works Other Than Thesis): A moderate penalty will be applied if a student's work is found to contain deliberate plagiarism, covering a substantial portion of the paper, with a similarity index between 25% and 35% (excluding tables, figures, and references), and/or 20%–30% in the findings. This may also apply to cases of collusion, falsification, or presenting untested and unproven theories as established scientific facts ("junk science"). In such cases, the matter will be referred to a subject specialist from the department, specifically a senior faculty member of at least Associate Professor status, to review the reasons for the high similarity index and provide guidance to the student. The student will be given an opportunity to reduce the similarity index to within the allowed limits. A moderate penalty will be enforced if the student fails to do so after utilizing the three allowed attempts (first submission and two additional attempt after counselling by the subject specialist). This assumes that the student has already received a minor penalty, such as the awarding of zero marks or an 'F' grade. Additionally, a formal warning letter will be issued to the student, with a copy sent to their parents or guardian.

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9. **Major Penalties (Applicable to Thesis at All Levels)**: A major penalty applies to cases of plagiarism in theses at all academic levels including Capstone projects of MBA and MS. This penalty is enforced when a student or researcher has exhausted the three allowed attempts (first submission and two additional attempts, following guidance from a subject specialist as outlined in para 7.2 above) to improve their work but has failed to meet the required standards. In such cases, the matter is referred to the University Anti-Plagiarism Standing Committee (UAPSC) for further disciplinary action. Possible actions include expulsion from Air University, its campuses, affiliated colleges, and constituent units; suspension of studies for two semesters; and barricading the offender from enrolling in any institution of higher education in Pakistan for one year.

10. **Penalties for Faculty Members and Staff**: Air University regards plagiarism as a serious intellectual offense. Consequently, penalties for plagiarism by faculty members and staff—whether employed on a regular, contractual, visiting, adhoc, adjunct basis, or engaged online—must consider both the severity and recurrence of the offense, as well as the academic standing of the individual. These penalties apply to all faculty members and staff conducting research at Air University, its campuses, affiliated colleges, and constituent units and anyone who places their resume or publications on the official website, and subsequently seeks any benefit based on work that is later proven to be plagiarized, will be subject to disciplinary action in accordance with the prescribed rules in the policy.

11. **Minor Penalty**: A minor penalty will be applied if a faculty member's or researcher's work is found to have been unintentionally plagiarized and is not claimed for any academic or professional benefit, nor mentioned in their resume. The similarity index should be limited to 20-25% overall and/or no more than 10% in the findings. Additionally, the plagiarism should be concentrated in one part of the paper, should not materially affect the results, and should be due to an error, omission, or lapse in judgment. In such cases, a formal warning will be issued by the HR department and placed in the individual's dossier or

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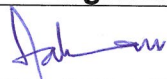
personal file on the recommendations of UAPSC.

12. **Moderate Penalties:** A moderate penalty will be applied if a faculty member's or researcher's work is found to be deliberately plagiarized, covering a substantial portion of the paper with a similarity index of 25–35% (excluding tables, figures, and references) and/or 20–30% in the findings. This penalty may also apply in cases of collusion, falsification, or presenting untested and unproven theories as scientific facts (often referred to as "junk science"). Under these conditions, the following penalties will be enforced:-

- a. Suspension of increments, promotions, and new appointments for two (02) years.
- b. Prohibition from supervising new students (both MPhil and PhD) for one (01) year; however, any students already under supervision will continue as supervisee of the faculty member.
- c. Ineligibility to seek or obtain funding for any national or international projects or grants for one (01) year.
- d. Ineligibility to participate in any joint projects for one (01) year.

13. **Major Penalties:** A major penalty will be applied if a faculty member's or researcher's work is found to be deliberate, constitutes a substantial portion of the publication, or involves duplicate publication claimed for credit more than once by the author(s). This penalty is applicable if the work has a similarity index between 35% and 50% and/or over 30% in the findings, if it is merely a translation of another work, or if it results from collusion or falsification. Additionally, it applies to works categorized as "junk science" (presenting untested and unproven theories as scientific facts) and to material that does not reference the original source. Possible actions on the recommendations of UAPSC include: -

- a. Removal from service at the current institution/university as a faculty or non-faculty employee.
- b. Dismissal from employment as a faculty or non-faculty member.

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- c. Withdrawal of any awards, grants, or benefits received based on the plagiarized content, including promotions.
- d. Debarring the offender from sponsorship of research funding, travel grants, scholarships, fellowships, or any other funded programs for two (02) years.
- e. In the case of a published work, the university will inform the publisher of the findings and request the immediate withdrawal of the plagiarized material.
- f. The offender may be prohibited from supervising new students (MPhil and PhD) for two (02) years; however, any students already under supervision will continue as supervisees of the offender(s).
- g. A notice may be circulated among all academic institutions and research organizations regarding the plagiarism findings

14. Additional Actions (to be taken by Office of Dean Graduate Studies and Office of Director Quality): -

- a. If the plagiarized publication is accessible on the webpage, its access will be retracted by Office of Dean Graduate Studies.
- b. The publication itself will be kept in the database for future research or legal purposes by Office of Director Quality.
- c. The author(s) will be asked to write a formal letter of apology to the authors of the original publication that was plagiarized by UPASC.
- d. If the publication is submitted but not published, the draft publication will be rejected. However, a written warning shall be served to the author/ co-authors by Office of Dean Graduate Studies.

15. Co-author(s)/Declarations: If the study or research work is co-authored with others, the supervisor must obtain a consent letter from all co-authors. In cases, where the research is co-supervised by faculty from another institution, their consent must also be obtained. Both the supervisor and co-supervisor must agree to the research work and provide their signatures on the consent form.

The primary responsibility for plagiarism in a publication lies with the Principal Authors (Corresponding Author/First Author). Any co-author(s) may be deemed partly responsible for plagiarism if the UAPSC investigation reveals that they were aware of the wrongdoing and chose to benefit from it, with their consent for publication duly taken. If the

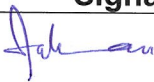
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published work is part of a thesis of a student and the co-author is not a supervisor, then justifications will be required in the form of no conflict of interest in publication. All authors/co-authors of a publication must sign a declaration that the material presented is not plagiarized and must exercise caution and diligence in associating themselves with any research work.

16. **Spurious/Malicious Accusations of Plagiarism:** If a plagiarism allegation is found to be unsubstantiated, and there is suspicion that the accusation was made with malicious intent, the Vice-Chancellor Air University may initiate disciplinary action against the accuser under the AU Statutes and the HRM&D/Student University Disciplinary Rules. Defamation laws may also apply in cases of reputational harm. If the accuser belongs to another organization, the head of that organization will be notified of the false allegation(s) and requested to take appropriate disciplinary action. The name(s) of the false accuser(s) will be communicated to the Higher Education Commission (HEC) by the Office of Director Quality and may be subject to blacklisting as specified on the HEC website for a fixed period. Additionally, false accusers will be ineligible for any grants or benefits from HEC. Throughout the process, the Office of Director Quality at Air University will keep HEC informed.

17. **Responsibility of Supervisor:** The principal responsibility of the Supervisor is to:-

- Teach students how to avoid plagiarism.
- Techniques of using appropriate reference sources
- Check student research work before submitting the final thesis to QEC.
- Suggest any changes if required before the submission of the final draft.
- Co-relate the final report by QEC with his/ her own report.
- Supervisors are expected to run any research manuscripts, whether their own or those of students under their supervision, through the University's approved detection tools, such as Turnitin, with support from the AU Library and departmental thesis review processes.

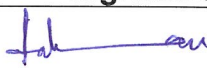
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18. **Responsibility of Academic Staff:** Faculty members and supervisors are strongly encouraged to leverage their subject expertise and understanding of students' skills and aptitudes to instill the highest ethical standards, particularly in discouraging plagiarism and academic dishonesty. They should utilize available detection and evaluation mechanisms to uphold these standards. When plagiarism is detected, academic staff must act promptly to ensure appropriate action is taken in a timely manner, including fair and just penalties where necessary. The foremost step in addressing plagiarism is providing clear guidance to students on how to reduce the similarity index, which should be done by the relevant faculty members. Plagiarism should not be automatically assumed based solely on a Turnitin originality report. A thorough review of the flagged material should be conducted before discussing concerns with the student.

19. **Responsibility of the Student:** The student should have a thorough understanding of how to write research, thesis, and dissertation. The student should ensure the following:-

- a. The student should be well-versed in the effects of plagiarism as well as the consequences of such activities.
- b. The student is to submit a manuscript to plagiarism detection mechanisms present in the QEC department available at Air University.
- c. Students must follow the AU criteria of similarity index which should not exceed 17% (2% margin is kept due to software limitation)
- d. It is the utmost important duty of any student to see that he/she does not attempt any unfair means / old data in the research work either during experimental data collection or data analysis or report writing or publication of research articles, research journals or presentation of scientific findings in conferences.
- e. Students must make sure that the document they are submitting is in proper documenting style (i.e., IEEE, Chicago, MLA, APA, etc.) And is free of plagiarism.

20. **Previously Published Research.** To avoid self-plagiarism, the mentor must give

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a certificate to the scholar if the scholar reuses previously published research data and publications. Permission and with full consent of the supervisor, the QEC department shall request the Turnitin administrator to delete/exclude published data. A formal letter/email shall be written by the supervisor to QEC to delete/exclude specific published research. The data must include the relevant email address and the ID of the document. Self-plagiarism upto a maximum of 5% will be allowed.

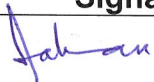
21. Checking of Similarity Index through Turnitin Software Air University Policy.

Although the HEC permits a similarity index of $\leq 19\%$, it has been observed that similarity indexes can fluctuate during repeated checks due to the continuous updating of Turnitin's database and system limitations, such as displaying 19.5% as 19%. Additionally, varying settings by supervisors can impact the results. To avoid potential issues for both supervisors and students, the acceptable similarity index threshold would be $\leq 17\%$. Supervisors must ensure that, before submitting any report, they provide a certificate verifying that the similarity index is $\leq 17\%$ to the Quality Enhancement Cell (QEC). Furthermore, supervisors should confirm that no single source exceeds a 5% similarity index, excluding the scholar's previously published work, which will be handled in accordance with the procedures outlined in paragraph 12.

22. In addition, AI-generated content must not exceed 15%. These measures are in place to ensure that students and scholars can publish their work confidently and without any doubts regarding originality.

23. **Procedure for Checking Plagiarism.** Following is the procedure for checking the similarity index at Air University by the QEC: -

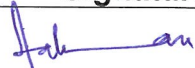
- a. The supervisor shall check the final document and forward the document to the program coordinator If a similarity report is $\leq 17\%$.
- b. All program coordinators forward the final document to QEC.
- c. The program coordinator must ensure the presence of only the following parts of the document that will be submitted to QEC.
 - I. Title page along with the name of the student

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- II. Title page along with student registration ID
 - III. Title page containing Thesis title.
 - IV. Abstract
 - V. Introduction to Conclusion
 - VI. Document text shall be in MS Word only.
- d. It is the prime responsibility of the program coordinator to ensure that the data shared by the student is in the correct format i.e., thesis title, spelling, name, and registration ID.
 - e. QEC shall generate the final report as per HEC advised standard form within 72 hours (03 working days). For clarity, Reports shall be submitted via email to the QEC team on Mondays and Wednesdays before 1300hrs. Reports submitted on Monday (before 1300hrs) will be checked and dispatched on Wednesday. Further, reports submitted on Wednesday will be checked and dispatched on Fridays.
 - f. The first page of the report shall be signed by the QEC person who has checked the report and finally signed & and stamped by the Director Quality.
 - I. No student is allowed to collect their report directly from QEC. The report shall be sent to the department program coordinator by mail.
 - II. All final documents (thesis, research paper, or article) once signed by Director QEC will be saved in the Turnitin repository so that no change shall be made to it in the future.

24. **Request for the Deletion of Submission in the Turnitin Repository.** Papers can be deleted from the Turnitin software that was mistakenly added to the repository. With the permission and full consent of the supervisor, the QEC department shall request the support center Turnitin to delete a submission from the repository. Once the paper ID has been deleted, Turnitin responds to the administrator. However, it is requested that all supervisors ensure the correct setting of the Turnitin software as per **Appendix 'A'** before checking any document. Similarly, the supervisor shall send the verification certificate as per **Appendix 'B'** to exclude any self-authored paper. Both processes will take 1- 2 weeks for the deletion/exclusion of submission.

25. **Request for Turnitin Account.** If any faculty member requires a Turnitin account for research purposes, he/she shall follow the formal procedure and request it through email to QEC through their HOD / Dean. An email shall contain the following credentials:-

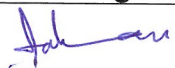
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- a. Name
- b. Designation
- c. Department
- d. University Email ID
- e. Consent of HOD/ Dean

(Due to the limited number of accounts, QEC provides accounts only to the supervisors and HoDs).

26. **Investigating Plagiarism Complaints.** For investigation of plagiarism cases, the VC Air University shall:-

- a. Consider an allegation of plagiarism by students, faculty, and others and constitute "University Anti-Plagiarism Standing Committee" (UAPSC) with the following composition: -
 - I. HEC Nominee to be nominated by the Quality Assurance Division of HEC.
 - II. Dean Graduate Studies and two (02) senior professors from outside University.
 - III. Three subject experts: one from Air University, and two (02) from other universities to be nominated by the Academic Council and approved by BoG. (A panel of experts will be maintained by Office of Director Quality, preferably from all major disciplines, duly approved by the Academic Council.
 - IV. Director Quality will act as a member/secretary
- b. Following will be the plagiarism complaints handling Standard Operating Procedure:-
 - I. The quorum of the committee will be comprised of four (04) members.
 - II. The seniority/rank of the University Anti-Plagiarism Standing Committee members should be equal to or greater than the accused, keeping in view the seniority/rank of the individual being investigated and the nature and gravity of the offense.
 - III. The opinion of the subject experts should be given due weightage.
 - IV. The decision shall be based on principle, not on the majority.
 - V. The Dean Graduate Studies will chair the UAPSC.
 - VI. The office of Director Quality will provide clear Terms of Reference (ToR)

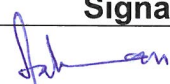
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to the UAPSC for the investigation.

- VII. A fair opportunity to the accused or author(s) under investigation to defend the originality of their concepts and research work will be provided.
- VIII. A similar opportunity will also be provided to the author(s) whose paper(s) is/are deemed to have been plagiarized and/or the complainant (if any), to testify to the veracity of the allegations in the plagiarism complaint.
- IX. Air University will facilitate the UAPSC to use all available means, including legal and other required provisions, to investigate the plagiarism case.
- X. All members of the UAPSC are to sign confidentiality and conflict of interest statements. If a conflict of interest occurs, the member(s) are to recuse themselves.
- XI. During the investigation, the committee members will not disclose any individual author's name, paper titles, referees, or any other personal or specific information concerning the plagiarism complaint under investigation, nor shall they reveal their names.
- XII. The findings of the respective committee would be placed before the BoG for Faculty and students for review and necessary action.
- XIII. In case of a plagiarism complaint against VC, the report will be submitted to the Chancellor of Air University. This would apply to both VC currently serving and those who are retired as VC if the allegation corresponds to their tenure(s) as VCs.
- XIV. The University Anti-Plagiarism Standing Committee will submit an investigation report to the VC within 60 days which will also be shared with the complainant. In case of disagreement, the complainant may file an appeal to the BoG within the next 30 days.
- XV. The Director Quality will notify the outcome/ decision to the complainant, accuser (s), and HEC. Terms of Reference (ToR) of UAPSC for the investigation are enclosed as **Appendix-C**.

27. **Role of the University Anti-Plagiarism Standing Committee**. The University Anti-Plagiarism Standing Committee shall conduct the investigation. Depending on the details of the complaint, the investigation may include the following steps:-

- a. Automated Check through Electronic Detection System (EDS) for content similarity or its extent by the Subject expert(s).
- b. Hard copies/Manually generated content can be scanned and converted to a

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searchable format.

- c. Determine the magnitude and quantum of significant material plagiarized.
- d. Solicit comments from the publishers and other relevant quarters.
- e. Contact relevant witnesses to gather and record statements when necessary.
- f. If needed, interview the present and/or past employers/supervisors/ collaborators or any other persons of interest related to the author(s).
- g. Consult with the legal counsel of the concerned University on all related matters throughout the inquiry process.
- h. Take any other necessary step(s), if deems fit to take.

28. **Submission of Findings by UAPSC.** The UAPSC will submit its findings and recommendations to the Vice- Chancellor within sixty (60) days. It should also be communicated to the publisher where applicable. Decisions made by the committee and approved by the BoG are to be implemented as soon as possible. Appeal against the decision of UAPSC will be made before the BoG within thirty (30) days of UAPSC decision.

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Guidelines for Using Turnitin Software to Check Similarity Index (For Supervisors)

Purpose:

To ensure uniformity and compliance with Air University's plagiarism policy while using Turnitin software for similarity index checks.

STEP-BY-STEP GUIDE

Document Preparation:

- (a) Ensure the document is in MS Word format only.
- (b) Include only the following sections:
 - (i) Title page (student name, ID, and thesis title).
 - (ii) Abstract.
 - (iii) Content from Introduction to Conclusion (omit appendices, references, etc.).

Accessing Turnitin:

- (a) Log in using the credentials provided by your department.
- (b) Select the appropriate class/assignment for the thesis submission.

Submission Settings:

- (a) Before uploading the document, ensure the following settings are applied:
- (b) Exclude Bibliography: Enable this setting to avoid matching references.
- (c) Exclude Quotes: Enable this setting to exclude directly quoted material (if properly cited).
- (d) Exclude Small Matches: Set to 5 words to filter out irrelevant matches.

Checking the Report:

- (a) Review the Overall Similarity Index: It must be $\leq 17\%$.
- (b) Verify individual source similarity: No single source should exceed 5% without citation.
- (c) Check for AI-Assisted Content: AI similarity must not exceed 15%.

Handling the Report:

- (a) If the similarity index exceeds the threshold, return the document to the student for revision.
- (b) Ensure all matches are reviewed, and inappropriate overlaps are addressed.

Submission to QEC:

- (a) Once the document meets the criteria, forward it to the program coordinator along with the Turnitin report.

Important Notes:

- (a) Always use the official Air University Turnitin account for submissions.
- (b) Do not include student credentials (e.g., registration number) in the Turnitin submission to avoid repository issues.
- (c) In case of repository errors, contact the Director Quality through email for assistance (dir.qec@au.edu.pk).

TO WHOM IT MAY CONERN

This is to certify that Mr./Ms. _____ bearing registration number _____, enrolled in the _____ program (Session: _____), under my supervision, has published the following article(s). These publications are an integral part of the thesis, and their findings have been incorporated into the chapter(s) titled

Title of Thesis:

It is hereby requested to exclude these publications from the similarity index in accordance with Air University's Anti-Plagiarism Policy 2024.

For any queries, I may be contacted at the following address:

List of Publication(s):

Dated:

(Name and Signature of the Thesis Supervisor):

Email Address:

Office Phone Number:

Mobile Number:

Terms Of References for UAPSC

1. Director QEC will check that the complaint is not anonymous and shall verify the identity of the complainant.
2. He/she shall run an initial plagiarism test to verify that the complaint is genuine.
3. Experts may be engaged (if required) and asked to provide their individual opinion on the case.
4. He/she shall prepare questions for the hearing opportunity to the complainant and accused.
5. The convenor of UAPSC shall complete the final report on the case.
6. The investigation process must be completed within 60 days.
7. The committee recommendations shall be notified by the Director QEC/Registrar/Rector/Vice Chancellor of the University.

AIR UNIVERSITY, ISLAMABAD
(Office of the Director Quality)

See distribution below: -

Revised Issuance of Air University Anti Plagiarism Policy 2024

1. Reference letter No. IBD/AU/944/1/QEC dated 6th Dec 2024, this is to communicate the reissuance of the **Air University Anti-Plagiarism Policy 2024**, which was previously distributed but inadvertently missed the standard formatting used for Air University's official policies. To rectify this anomaly, the updated policy document has been reformatted in accordance with Air University's established standards for official documentation.
2. All other provisions and conditions outlined in the previously issued policy remain unchanged. However, it is important to note that a typo was identified in the earlier version, where the section on "Investigating Plagiarism Complaints" was mistakenly duplicated. This has been corrected in the updated version. You are kindly requested to disseminate this updated version within your respective faculties and departments, ensuring its implementation, and to disregard the earlier version of the policy.

Encl: as stated

| 6 December 2024

IBD/AU/944/1/QEC


(Dr. Salman Hasan Khan)
Director Quality
Air University, Islamabad
Tel # : 0519153289

