



LAHORE GARRISON UNIVERSITY

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LGU RESEARCH ETHICS POLICY

(Approved in 21st BASR meeting)



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NOTIFICATION LGU RESEARCH ETHICS POLICY

1. Introduction

Research ethics are crucial in various fields, including biological sciences, medicine, social sciences, computer sciences, information technology, psychology, and more. They help maintain public trust in research, ensure accountability, and promote responsible innovation. Research ethics are the moral principles and guidelines that govern the conduct of scientific research, ensuring that it is carried out in a responsible and respectful manner.

2. Principles and Purposes

The International Center for Academic Integrity (2022), <https://academicintegrity.org/>, defines Academic Integrity as "commitment, even in the face of adversity, to six fundamental values: **honesty, trust, fairness, respect, responsibility, and courage**. From these values flow principles of behavior that enable academic communities to translate ideals into action.

Thus, the main purpose of this Policy is to guide administrators / researchers on how to put these core values into practice in Lahore Garrison University, so that research communities can be protected by preventing academic / research misconduct.

The main goals of research ethics are to:

- a. Protect participants (human or animal) from harm, exploitation, or discomfort.
- b. Ensure informed consent and voluntary participation.
- c. Maintain privacy and confidentiality.
- d. Avoid bias and ensure objectivity.
- e. Promote transparency and accountability.
- f. Respect cultural and social sensitivities.
- g. Minimize environmental impact (in case of environmental or animal research).

Some key principles of research ethics include:

- a. Informed consent
- b. Respect for autonomy
- c. Non-maleficence (do no harm)
- d. Beneficence (maximize benefits)
- e. Justice (fair distribution of benefits and risks)
- f. Veracity (truthfulness)
- g. Respect for privacy and confidentiality

The main regulatory framework to prevent academic misconduct lies with the Anti-Plagiarism policy issued by the Higher Education Commission, Pakistan and it has been adopted by LGU WEF Fall 2023.

3. Academic Research Integrity

To inculcate a culture of academic integrity, LGU will:

- a. Develop/adopt/adapt and regularly publicize policies promoting academic integrity and dealing with allegations of academic misconduct.
- b. Develop procedures to prevent foreseeable risks to academic and research integrity.
- c. Strengthen the system governing the conduct of doctoral research.
- d. All governing bodies (Dir AS&R, QEC, ORIC & BASR) must ensure that the occurrence of academic misconduct and breaches are monitored, and action taken to document and address the underlying cause.
- e. Regularly educate and train students/faculty and admin staff about what constitutes academic or research misconduct and maintain good practices.
- f. Ensure the research supervisors should have no conflict of interest in personal, financial, or professional stakes
- g. Ensure that information to maintain academic integrity is available to all prospective and current students.
- h. Ensure that unauthorized access to private and sensitive information is detained /controlled.
- i. Regularly assess and ensure that academic and research integrity is maintained in accordance with developed policies and procedures.
- j. Acquire a license for similarity detection software and develop policies and procedures to ensure productive use. In this regard, some guidelines are provided in clause 4, 5 & 6 of this policy:

4. Ethics of Using Similarity Detection Software (For Administrators)

- a. LGU will apprise students/faculty members about the HEC Anti-Plagiarism Policy and Turnitin service.
- b. LGU will create accounts of all research supervisors.
- c. The Administrators shall maintain their privacy and shall not disclose any report to anyone except the concerned person or to the concerned authorities, if required.
- d. If the supervisor / scholar is involved in the screening of papers and theses of other authors, then the administrator shall report to the university authorities with evidence.

5. Ethics of Using Similarity Detection Software (For Supervisors)

- a. COPE (Committee on Publication Ethics) guidelines shall be followed for publication and theses.
- b. Supervisors are required to create classes and enroll students in them.
- c. Students/scholars should be informed that their work will be checked through anti-plagiarism services; therefore, they must follow proper documentation style in writing reports / papers / theses.
- d. References / bibliographies and tables of contents must be removed from the submitted documents.
- e. Supervisors may allow students to view reports. The Supervisor shall maintain privacy and will not disclose any report to anyone except the concerned person and to the concerned authorities, if required.
- f. If a scholar/student is involved in checking papers and theses of any other person, the instructor shall report to university authorities about that with valid proof.
- g. Originality/similarity reports generated by Turnitin provide clues in the form of text matches as well as proverbs, universal truths, phrases, etc. Scholars/students must ensure that the documents they are submitting are in proper documentation style (i.e., IEEE, Chicago, MLA, APA, etc.) and are free of plagiarism.
- h. If the report has a **similarity index of $\leq 19\%$** , then the benefit of doubt may be given to the author; however, if any **single source has a similarity index $\geq 5\%$** without citations then it needs to be revised.

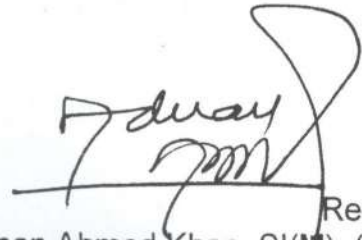
- i. If the similarities of a report are from the author's own (previous) work, then they may be ignored only if the material has been cited by the author.
- j. Documents that are checked through this service have not yet been published and no benefit is acquired; therefore, no punishment or penalty will be imposed.

6. Interpreting Originality Report

- a. The similarity index of the originality report showing matches of submitted work with internet content does not mean that the document is plagiarized.
- b. The similarity index is based on the percentage of matched text out of the total number of words in a document.
- c. Supervisor/faculty members must verify each similarity index to identify potential clue to plagiarism.
- d. If similarities in the document are significant, then the scholar/student will be guided, accordingly, or a case may be reported based on the evidence.
- e. The similarities in the document may contain matches with the author's previous work; they may be ignored if it is the same work.
- f. Bibliography and quoted material may be excluded after verification. It is important to note that too much quoted material is not desired as per the policy.
- g. Common phrases and proper nouns also appear as similarities in the report; therefore, every supervisor or faculty member should ignore the matches returned from them.
- h. The originality report will show similarities from three major sources: the Internet, periodicals, and student repositories. Similarities returned from the student repository may be ignored if they are the author's own work. Similarities from the student repository help in detecting collusions in the documents.
- i. The graphs, tables, formulae, and other pictorial materials are not matched through the service; therefore, they will only offer similarities with text.

- j. Supervisors supervising scholars can provide verdicts of plagiarism after interpreting reports.

This policy has been approved in 21st BASR meeting held on 12 Jun 2024 and supersedes all previous policies on the subject



Brig
Registrar

[Adnan Ahmed Khan, SI(M), (Retd)]



To: All Deans, All Directors, Treasurer, CoE, All Chairpersons & BASR Coordinator