

Academic Integrity Policy



QUALITY ENHANCEMENT CELL

Version: 1.0

NATIONAL DEFENCE UNIVERSITY ISLAMABAD

This policy contains 07 pages and it has been prepared in line with the provisions of NDU Academic Regulations/ NDU Statutes / HEC guidelines, and will remain enforced till amended, cancelled or suspended. It shall be revised / amended after approval of any changes in the Academic Regulations or HEC guidelines or after the statutory bodies” decision or as and when considered necessary by the Competent Authority. No provision of this document shall supersede information / direction contained in the Academic Regulations / NDU Statutes/ HEC guidelines or other superior documents on the subject.

Record of Approvals

Ver	Approval Date	Effective Date	Approving Authority	Revision Details
1.0	15 Apr 2026	15 Apr 2026	Competent Authority	Newly devised



Academic Integrity Policy

1. **Gen:** National Defence University (NDU) is committed to fostering a culture of integrity, fairness, and ethical conduct across all academic and research activities. This policy aims to ensure that teaching, learning, assessments, research, and publications adhere to the highest ethical standards, promoting transparency, accountability, and trust.
2. **Aim:** The aim of this policy is to establish a comprehensive framework that upholds academic integrity and fairness in all aspects of education and research at NDU. It seeks to create an environment where ethical behavior is encouraged, recognized, and enforced, ensuring credibility and trust in the university's academic standards.
3. **Scope¹:** This policy relates to academic activities and research undertakings within NDU, including but not limited to:
 - a. All coursework, assignments, projects, dissertations, and examinations submitted for academic evaluation.
 - b. Activities undertaken as preparation for an assessment, including drafts, research, and collaborative discussions.
 - c. Non-Assessed Academic tasks required as part of a unit in a course of study that may not carry formal grading, such as formative assessments, pre-placement activities, and co-curricular engagement.
 - d. Research and Publications work submitted for publication in academic journals, conference proceedings, or other scholarly platforms under NDU's name.
 - e. The creation, collection, use, and reporting of any research data, materials, or outcomes within NDU's academic and research framework.
4. **Applicability:** This policy applies to a broad range of individuals and entities associated with NDU, including:
 - a. **All Students:** Undergraduate, graduate, and research students enrolled at NDU, including those undertaking studies with constituent colleges.

¹ University of Canberra *Academic integrity policy*. <https://policies.canberra.edu.au/document/view-current.php?id=191>

Morris, E. J. (n.d.). *Understanding academic integrity: Strategies and interventions in higher education: An evidence synthesis*. Heriot-Watt University. https://lta.hw.ac.uk/wp-content/uploads/GUIDE-NO35_Understanding-academic-integrity_Strategies.pdf

James Cook University. (2020, October 26). *Coursework academic integrity policy*. <https://www.jcu.edu.au/policy/academic-governance/learning-and-teaching/coursework-academic-integrity-policy>



- b. **All Faculty, Staff and Researchers:** Academic, research, and administrative faculty/ staff/ researchers engaged in teaching, supervision, and assessment.
 - c. **Constituents Colleges:** All faculty/ staff/ researchers employed at Constituents Colleges or who provide academic, research, or support services to students, including research supervision and examination.
 - d. **Collaborative organizations:** Staff from collaborative organizations who deliver academic, research, or support services to students, including roles in research supervision and examination.
 - e. **External Participants in Learning Activities:** Individuals engaged in non-degree programs, short courses, micro-credentials, or professional training that include formative or summative assessments.
 - f. **Contracted Researchers and Academics:** Any person or organization employed, engaged, or contracted to perform academic, research, or examination-related work for NDU or Constituents Colleges.
5. **NDU's Academic Integrity Statements:** NDU is committed to:
- a. **Upholding Academic Excellence:** Ensuring the integrity of its qualifications, assessments, and research by maintaining the highest standards of academic rigor and ethical conduct.
 - b. **Fostering a Culture of Integrity:** Embedding academic integrity into the university's ethos through clear communication, education, support systems, preventive measures, and detection mechanisms.
 - c. **Fair and Transparent Processes:** Addressing breaches of academic integrity with seriousness, ensuring timely investigation, procedural fairness, and the application of appropriate sanctions where violations are confirmed.
 - d. **Encouraging Ethical Collaboration and Innovation:** Maintaining an environment where students, faculty, and researchers can engage in learning, teaching, and knowledge creation with integrity, transparency, and mutual respect for intellectual contributions.
 - e. **Responsible Use of Emerging Technologies:** Promoting the ethical and transparent use of digital tools, including generative artificial intelligence (GenAI), in academic work, ensuring compliance with research and assessment guidelines.

6. **Academic Integrity Values²:** Faculty, staff, students and researchers at NDU are expected to uphold the university's core academic integrity values³ in all aspects of learning, teaching, assessment, and research.

Sr	Values	Description
a.	Honesty	Faculty, staff, students and researchers must be truthful in their academic and research work, ensuring originality and properly acknowledging the contributions of others.
b.	Trust	NDU fosters an environment of trust where expectations, requirements, and academic standards are communicated clearly, openly, and consistently.
c.	Fairness	Academic processes, including assessments, research, and institutional policies, must be applied equitably and transparently to all members of the university.
d.	Respect	Faculty, staff, students and researchers must respect diverse perspectives, intellectual property, and the contributions of others in all academic and research activities.
e.	Responsibility	Every member of the NDU community is accountable for maintaining and promoting academic integrity, ensuring that ethical standards are upheld.
f.	Courage	Upholding academic integrity requires courage, even in challenging situations. Faculty, staff, students and researchers must adhere to ethical principles and take a stand against misconduct.

7. **Teaching and Learning Integrity:**

- a. **Academic Honesty:** Faculty, staff, students and researchers must uphold honesty in all academic work, ensuring that all assignments, reports, and examinations are free from plagiarism⁴ and misconduct⁵.
- b. **Fair Treatment:** All students shall receive equal learning opportunities without discrimination based on gender, ethnicity, religion, or socioeconomic background.

² Melbourne Institute of Technology. (2020, May). *Academic integrity statement*. <https://www.mit.edu.au/sites/default/files/docs/publications/2020-05AcademicIntegrityStatement.pdf>

University of Canberra *Academic integrity policy*. <https://policies.canberra.edu.au/document/view-current.php?id=191>

International Islamic University, Islamabad. (2024, January 1). *Policy compendium: Ethical standard policy & framework* (Sr. No: 1.1.22). IIUI. <https://www.iiu.edu.pk/wp-content/uploads/2024/01/Policy-Compendium-2020-2023-01012024.pdf>

³ Para 5.1 Principles and Purposes: The International Center for Academic Integrity (2022) definition of Academic Integrity; HEC *Graduate Education Policy* (HEC-GEP 2023). <https://www.hec.gov.pk/english/policies/Pages/GEP.aspx>

⁴ SOP- Anti-Plaqiarism of NDU in vogue.

⁵ NDU Academic Regulations, Regulations Governing Students Discipline (Chapter IV) and Regulations Relating To The Use Of Unfair-Means/Academic Dishonesty in The Examinations page (65-71)



- c. **Inclusive Curriculum:** Course materials and teaching methods shall promote critical thinking, ethical reasoning, and a diverse range of perspectives.

8. **Fairness in Assessment⁶:**

- a. **Transparent Assessment Criteria:** Assessment policies, grading rubrics, and marking schemes shall be clearly defined and communicated to students.
- b. **Standardized Examination Procedures:** The Examination Branch shall ensure fairness through monitored assessments, standardized grading practices, and moderation of results.
- c. **Academic Appeals Mechanism:** Students shall have the right to appeal unfair assessment decisions through a formal review process. As per NDU Academic Regulations there is no re-evaluation of answer books. Only re checking is allowed.
- d. **HEC/ QEC Feedback Surveys:** Students/ faculty shall participate in structured feedback mechanisms to assess faculty courses performance and course effectiveness, ensuring continuous improvement.

9. **Integrity in Research and Publications⁷:**

- a. **Ethical Research Conduct:** Researchers shall adhere to national and international ethical standards in data collection, authorship, and publication.
- b. **Plagiarism Policy:** All research work must comply with COPE⁸, NDU's anti-plagiarism policy, with Turnitin software used to verify originality.
- c. **Authorship Guidelines:** Research authorship shall be based on substantial contributions to the work, following ethical attribution practices.
- d. **Peer Review Mechanism:** Research publications shall undergo rigorous peer review to maintain academic credibility and integrity.

⁶ University of Wollongong. (2024, August 21). *Academic integrity policy*. <https://policies.uow.edu.au/document/view-current.php?id=26&version=1>

⁷ Aga Khan University. (2015, January 27). *Student Academic Integrity Policy (Policy No. 017)*. Office of the Registrar, https://www.aku.edu/mcea/medicine/Documents/017_Student%20Academic%20Integrity%20Policy.pdf

University of Wollongong. (2024, August 21). *Academic integrity policy*. <https://policies.uow.edu.au/document/view-current.php?id=26&version=1>

⁸ COPE (Committee on Publication Ethics) guidelines shall be followed for publication and theses. HEC GEP 2023 <https://www.hec.gov.pk/english/policies/Pages/GEP.aspx>



10. **Breaches of Academic Integrity:**

a. **Coursework:** Faculty, staff, students and researchers may:

- (1) Use any method to cheat during exams.
- (2) Plagiarize or copy the work product or ideas of others, in any way, without adequate citation
- (3) This includes assignments done by other students themselves for a different and/or earlier course
- (4) Attempt to bribe or intimidate any other student, professor, or staff person in relation to academic work or for personal gain
- (5) Impersonate another student in class or for exams or any assignment
- (6) Sabotage the work of other students or faculty
- (7) Conceal or remove information or material so that it is not available for others
- (8) Violate confidential information.

b. **Research:** Faculty, staff, students and researchers may:

- (1) Plagiarize or use the work of others whether written work, lab results, or ideas, without appropriate credit
- (2) Falsify results, data, findings, observations or any other information through active falsification or omission
- (3) Intentionally mislead others about the importance of academic information
- (4) Coerce a faculty member into suppressing the results of his/her research
- (5) Violate the confidentiality of respondents or participants in any research activity

c. **Documents:** Faculty, staff, students and researchers may:

- (1) Present a degree or other documentation of achievement that is not valid
- (2) Present false or misleading information to obtain extension, absence, or to retake exams or take them later
- (3) Expropriate or abuse a position of trust to utilize ideas, data, or other information gained in a peer review or pre-review process or in reviewing proposals for funding.

11. **Definitions of Academic Misconduct:**

Sr	Type of Misconduct	Description	Examples
a.	Plagiarism	Presenting someone else's work, ideas, or words as your own without proper acknowledgment.	Copying from the internet or books without citation, using AI-generated text without disclosure.
b.	Cheating	Using unauthorized material or assistance in any academic work.	Possession or use of notes, mobile phones, smart watches etc in exams, impersonating another student.
c.	Fabrication/ Falsification	Inventing or altering data, sources, or results in academic work.	Faking lab results, altering transcripts, citing nonexistent sources.
d.	Collusion	Unauthorized collaboration with others.	Submitting group work as individual effort; copying homework.
e.	Contract Cheating	Submitting work done by someone else (e.g., hired or peer).	Paying someone to write an assignment.
f.	Unethical Use of Technology/ AI	Using tools (e.g., ChatGPT, AI paraphrasers) in a way that violates course or institutional rules.	Generating full assignments via AI without permission or citation.

12. **Levels of offenses and actions:**

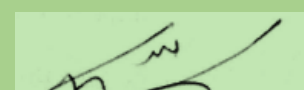
Sr	Level	Description	Examples	Possible Sanctions
a.	Minor	First-time or unintentional breach; little impact.	Poor citation, limited plagiarism due to misunderstanding.	<ul style="list-style-type: none"> • Formal warning • Resubmission with penalty • Academic Integrity Workshop
b.	Moderate	Deliberate or repeated breach; moderate impact.	Copy-pasting entire sections without credit, cheating on a test.	<ul style="list-style-type: none"> • Grade reduction or zero on assignment • Academic probation • Letter of reprimand
c.	Major	Serious, deliberate, or repeated misconduct.	Submitting purchased work, impersonation, exam fraud.	<ul style="list-style-type: none"> • Fail the course • Suspension for a semester or more • Expulsion from university
<p>Note: In cases of academic misconduct by students, the applicable penalties or sanctions may be referred to in Chapter V(a) of NDU Academic Regulations relating to the use of Unfair Means / Breach of Academic integrity in Examinations.</p>				

13. **Mechanisms for Policy Implementation and Monitoring:**

Sr	Task	Resp
a.	Oversee compliance with integrity and fairness policies through regular audits and feedback mechanisms.	Quality Enhancement Cell (QEC)
b.	Ensure adherence to ethical research guidelines and publication standards.	Head of Departments (HODs) ⁹ through UERC & ¹⁰ Research Ethics SOP
c.	Regular workshops and training sessions shall be conducted to educate faculty/ staff/ students/ researchers on academic ethics and integrity	QEC in consultation with respective HoDs/ Concerned Branches/ Constituent Colgs
d.	Any breach of academic integrity shall result in min 1 regular semester rustication to expulsion, as per university regulations.	¹¹ Unfair-Means Control Committee
e.	Publication in quality-compromised or bogus journals, as well as any form of research misconduct, including data fabrication, falsification, or plagiarism, shall be adjudicated in accordance with HEC and NDU protocols, with appropriate sanctions imposed, including mandatory retraction and legal proceedings where warranted.	NDU Anti-Plagiarism Standing Committee <i>Through Research Validation Committee</i>
f.	A structured grievance redressal mechanism is available as per NDU guidelines ¹² , to address complaints related to unfair practices in teaching, learning, or research.	NDU Grievance Committee

14. Contents of this policy is subject to change as and when deemed appropriate by the university. This document will be reviewed as and when deemed appropriate.

15. This document of “**Academic Integrity Policy**” will be implemented with immediate effect after its circulation.



Director QEC
(Dr Farrukh Idrees)

⁹ UERC SOP committee in vogue.

¹⁰ SOP Research Ethics in vogue.

¹¹ Unfair-Mean Control Committee in Vogue

¹² NDU Grievance Committee in vogue.