

 <p>S P Jain School of Global Management DUBAI • MUMBAI • SINGAPORE • SYDNEY</p>	<p><b>Processes and Guidelines for Plagiarism Control for all Soft Copy Submissions</b></p>
<p>Document Type</p>	<p>Guidelines and Processes</p>
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### 1. Purpose

- a. S P Jain School of Global Management (S P Jain) takes appropriate steps to detect plagiarism for all electronic submissions using Turnitin electronic plagiarism device as well as other means (i.e. faculty knowledge and experience).
- b. This guideline details the processes to be followed for all electronic submissions of course work assignments (including soft copy invigilated examination submissions) by students.

### 2. Scope

- a. This guideline applies to all electronic submissions in any format submitted by all students enrolled at S P Jain.

### 3. Electronic submissions

- a. Electronic assignment submissions include but are not limited to:
  - i. Individual assignment
  - ii. Group assignment
  - iii. Invigilated exams soft copy answer script submissions
  - iv. Dissertations and projects (including capstone and industry interface projects)

### 4. Process guidelines for electronic course work submissions

- a. All electronic assignment submissions will need to be checked through the Turnitin plagiarism software and course(program) offices are required to create assignment submissions links under Turnitin.

- b. Turnitin is unable to check for similarity in some software formats (i.e., PowerPoint, Excel, etc.); therefore such submissions must be converted into a PDF format before submission, as Turnitin can check such PDF submissions for similarity.
- c. Subject to permission by faculty/project supervisor, students will be provided an opportunity to do a draft Turnitin submission prior to their final submission for assignments and projects. A maximum of two prior draft submissions will be permitted. An exception to this limit of two prior draft submissions will be the Doctor of Business Administration Research Thesis where multiple draft submissions will be permitted. Such draft submissions will not be updated into the Turnitin Global Databases.
- d. Since internet will not be available for submission of invigilated examinations, the course (program) coordinator will collate and upload the examination scripts via Turnitin for checking.
- e. The guideline detailed in 4d will also be followed for any exceptional cases of failure in direct assignment submissions on Blackboard by the students.
- f. After the submissions have been processed through Turnitin, the faculty or designated course coordinator will consider the similarity index of text matches and their sources to ensure that there are no cases of plagiarism as per the guidelines detailed in Appendix A, Section 3.
- g. If any suspected cases of plagiarism are identified these will be dealt as detailed in the *Academic Integrity Policy and Procedures*.

## **5. Procedures for electronic course work submissions**

Please refer to the Appendix A for detailed procedures of submission on Turnitin.

### **Related Policies**

- a. Academic Integrity Policy and Procedures
- b. Student Grievance and Mediation Policy and Procedures

## **Appendix A: Procedures for electronic course work submissions of Turnitin**

### **1. Creating automatic Turnitin Assignment submission links for student submissions on Blackboard**

- a. Course offices/faculty are required to create assignment submission links for all soft copy submissions through Turnitin.
- b. To create a submission link through the 'option' *Turnitin Direct Assignment*.  
Select the below options:
  - i. Click on File upload
  - ii. Add the overall grade
  - iii. Choose Standard Repository
  - iv. Choose Check Journals and Publications
  - v. Allow students to view the Turnitin originality reports on their submissions.
- c. Complete the Create Submission page and click Submit.

### **2. Manual Turnitin submissions by course offices for soft copy submissions of invigilated examinations or any exceptional cases**

- a. For the soft copy submissions of an invigilated examination after completion of the examination. The Course Coordinator is to collate all the submissions from Blackboard and submit to Turnitin Student wise.
- b. Submit Papers directly using the link
  - i. Click on the tab where the link has been created
  - ii. Click on View Assignment.
  - iii. Click on Submit.
  - iv. Choose the student name
  - v. Enter a submission title: Student roll No.
  - vi. Select Choose File and browse for the file. Individual papers are accepted.
  - vii. Click on Submit.
- c. If the papers you are directly submitting include images, please note that the images must not exceed 2MB or the submission may fail.
- d. All exceptional cases will also be submitted through the above procedures.

### **3. Guidelines for interpreting Turnitin scores**

- a. Sentence matching scores represent the percentage probability that two phrases from different documents/submissions are the same. This number also reflects the probability that these two phrases are similar by chance. For example, a score of 90 percent means that there is a 90 percent probability that these two phrases are the same. There is a 10 percent probability that they are similar by chance and not because the submission includes content from the existing source – whether appropriately attributed or not.

- b. The overall Turnitin index (score) indicates the probability that the submitted paper contains matches to existing sources. This score is a warning indicator only and hence, faculty must review the submission to ensure if the matches are properly attributed.
- c. It is highly probable that Turnitin will detect most 'quotes' and hence, any similarity score does not mean that there is plagiarism present; it may be plagiarism but must be checked for same. Any similarity score is not necessarily plagiarism; faculty will need to check and determine if there is plagiarism present.
- d. Turnitin may not necessarily detect all cases of similarity (i.e., student can use whiteout or change a few key words); this may still be a case of plagiarism, and again, faculty need to check for same.
- e. In essence, Turnitin is a tool to assist faculty in detecting plagiarism; their discipline/field knowledge is a strong intuitive checker for cases of plagiarism; Turnitin may assist, but it is still only a tool, and it remains the responsibility of faculty to interpret the similarity result as well as using their discipline knowledge to detect cases of plagiarism.
- f. Plagiarism is not tolerated at S P Jain, and any detection of same will be dealt with under the *Academic Integrity Policy and Procedures*.