

 <p>S P Jain School of Global Management DUBAI • MUMBAI • SINGAPORE • SYDNEY</p>	<p>Processes and Guidelines for Plagiarism control for all soft copy submissions</p>
<p>Document Type</p>	<p>Guidelines and Processes</p>
<p>Administering Entity</p>	<p>Vice President – Academic, Vice President – Administration, Registrar, Director – Examinations, Course Offices and Academic Staff</p>
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1. Purpose

- a. As a registered higher education provider S P Jain School of Global Management (S P Jain) is committed to upholding and protecting the academic integrity of its higher education operations by providing clear information to students and staff and implementing educative strategies.
- b. S P Jain will take appropriate steps to detect plagiarism including electronic plagiarism devices. S P Jain uses SafeAssign, an integrated tool on Blackboard to detect plagiarism.
- c. This guideline details the processes to be followed for all electronic submissions of course work assignment (including soft copy invigilated examination submissions) by students.

2. Scope

- a. This policy applies to all electronic submissions e.g. DOCX, DOC, PDF, TXT, ODT, ZIP, RTF, PowerPoint, HTML and HTM (with the exception of Excel spreadsheets) files by all students while enrolled at S P Jain.

3. Definitions

- a. Plagiarism occurs when the work of another is represented, intentionally or unintentionally, as one's own work, without appropriate acknowledgement of the author or the source. This category of academic misconduct includes but is not limited to the following:
 - i. Collusion – where a piece of work prepared by working closely with one or more individuals or in a group is represented as if it were the student's own, this includes:
 - Writing the piece of work together
 - Determining the method or approach to question and answers or completed assessment tasks
 - Sharing answers or giving access to questions and answers or completed assessment tasks

- ii. Acquiring or commissioning a piece of work, which is not the student's own and representing it as if it were, by:
 - Purchasing a paper/essay from a commercial service, including internet sites, whether pre-written or specially prepared for the student concerned or
 - Submitting a paper written by another person, either a fellow student or a person who is not a student at S P Jain.¹

4. 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)

5. Process guidelines for electronic course work submissions

- a. All electronic assignment submissions will need to be verified through the SafeAssign plagiarism software and course offices are required to create assignment submissions links under SafeAssign.
- b. As SafeAssign is unable to detect plagiarism case for submissions in Power Point, all Power Point submissions will also need to be submitted in a PDF format and will be verified by SafeAssign.
- c. In the case of large dissertations and project submissions, subject to permission by faculty/project supervisor, students will be provided an opportunity to do a draft SafeAssign submission prior to their final submission. Such draft submissions will be uploaded through the 'Learn Assignment' option on SafeAssign and will not be updated into the SafeAssign Global Databases.
- d. Since the internet will not be available for the submission of invigilated examinations, the course coordinator will collate soft copy of examination papers from Blackboard and submit them to SafeAssign.
- e. The guideline detailed in 4d will also be followed for any exceptional cases of failure in direct assignment submissions by students.

¹ This definition of plagiarism is based on an excerpt from Griffith University's Institutional Framework for Promoting Academic Integrity among Students as cited in the TEQSA Good Practice Note on Addressing Contract Cheating.

- f. After assignments have been processed through SafeAssign, the faculty or designated course coordinator will analyse the percentages of matches and the text that matches existing/suspected sources to ensure that there are no cases of plagiarism as per the guidelines detailed in Attachment A, Section 4.
- g. If any suspected cases of plagiarism are identified these will be dealt as detailed in the Academic Integrity Policy and Procedures.

6. Procedures for electronic course work submissions

Please refer to the Attachment A for detailed procedures of submission on SafeAssign.

Related Policies

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