Processes and Guidelines for Plagiarism Control for all Soft Copy Submissions

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<td>Administering Entity</td>
<td>Vice President – Academic, Vice President – Administration, Registrar, Director – Examinations, Course Offices and Academic Staff</td>
</tr>
<tr>
<td>Latest Approval/Amendment Date</td>
<td>February 02, 2021</td>
</tr>
<tr>
<td>Last Approval/Amendment Date</td>
<td>June 27, 2019</td>
</tr>
<tr>
<td>Approval Authority</td>
<td>Examination Board</td>
</tr>
<tr>
<td>Indicative time of Review</td>
<td>February 03, 2022</td>
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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 Turnitin, 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, Excel spreadsheets HTML and HTM 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 Turnitin plagiarism software and course offices are required to create assignment submissions links under Turnitin.
   b. As Turnitin is unable to detect plagiarism case for submissions in Power Point and Excel spreadsheets, all Power Point and Excel spreadsheet submissions will need to be submitted in a PDF format and will be verified by Turnitin.
   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 Turnitin submission prior to their final submission. Such draft submissions will not be updated into the Turnitin 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 Turnitin.
   e. The guideline detailed in 5d will also be followed for any exceptional cases of failure in direct assignment submissions by students.
   f. After assignments have been processed through Turnitin, 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 Appendix A, Section 4.

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.
g. If any suspected cases of plagiarism are identified these will be dealt as detailed in the Academic Integrity Policy and Procedures including providing the concerned student an opportunity to respond.

6. 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 under Turnitin for all soft copy submissions as detailed in the guidelines.
   b. To create a Turnitin Assignment submission, link through 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 Assignment 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 Program 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. Creating ‘Learn Assignment’ for draft submissions of dissertations / project submissions

   a. The designated Course Coordinator creates a No repository Assignment enabling Turnitin to check the ‘Exclude Submissions’ options. Students submit their pre-final ‘draft’ works, and these submissions are not included in the Institutional or Global Databases.
   b. Students submit their final works on a different link without exclude submission options (Standard Repository), and submissions are then included in the Institutional or Global Databases.
4. Guidelines for interpreting Turnitin scores

a. Sentence matching scores represent the percentage probability that two phrases 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 submitted paper includes content from the existing source – whether appropriately attributed or not.

b. The overall Turnitin score indicates the probability that the submitted paper contains matches to existing sources. This score is a warning indicator only. Review papers to see if the matches are properly attributed.

c. Scores below 15 percent: these papers typically include some quotes and a few common phrases or blocks of text that match other documents. Typically, these papers do not require further analysis as there is no evidence of plagiarism.

d. Scores between 15 percent and 40 percent: These papers include extensive quoted or paraphrased material, or they include plagiarism. Review these papers to determine if the matching text is properly referenced.

e. Scores over 40 percent: A very high probability exists that text in these papers was copied from other sources. These papers include quoted or paraphrased texts in excess and need to be reviewed for plagiarism.