



# Quality Enhancement Cell

## Gomal University, D.I.Khan



### Standard Operating Procedures (SOPs) for Anti Plagiarism Services of Thesis/Synopsis

#### 1.

- a. Each Supervisor will first check the similarity index of Thesis/synopsis; if it is within range, the supervisor will submit the soft copy of Thesis/synopsis along with Turnitin Report to QEC via his/her personal/official email for final plagiarism test.
- b. Each Thesis/Synopsis for plagiarism test will be accepted through QEC proforma developed for thesis/Synopsis submission duly signed by the Student, Supervisor, Chairperson/Director/Principal, and Dean.
- c. Only complete soft copy of Thesis/Synopsis will be entertained.
- d. Similarity index checking of Thesis/Synopsis from outside of the Gomal University is strictly prohibited.

#### 2.

- a. QEC will check for similarity index; if it is found within range then the report will be emailed to supervisor to be placed before the supervisory committee.
- b. If it is found beyond the limit, the supervisor will be informed through email to ask student to revise and submit it again for plagiarism test.
- c. Only two official chances will be given to student for achieving HEC prescribed Similarity Index limit of  $\leq 19\%$  as a whole and  $< 05\%$  from any single source. Otherwise the case will be forwarded to plagiarism standing committee.

3.
  - a. If the similarity is found with the student own assignment submitted to repository will only be nullified if student has the proof of that assignment submission. (*Turnitin Originality Report for each submission*)
  - b. *In case student has checked the similarity index outside of the Gomal University domain then account ID & password will be required with proper reference).*
4.
  - a. After approval from the supervisory committee, the hard copy/copies of Thesis/Synopsis signed by the supervisor (with Covering letter from Chairperson) will be sent to QEC for vetting similarities of soft and hard copy.
  - b. The Proforma signed by supervisory committee members must be included in hard copy of Thesis/Synopsis.
5.
  - a. QEC will check the similarities of hard and soft copy/copies; if it is similar then it will be sent to director academics via covering letter along with Turnitin report. A carbon copy will also be sent to concerned Chairperson/Director and Dean.
  - b. In case of mismatch (hard and soft copies), it will be reported back to the concerned chairperson for correction thereby restarting the Similarity Index test from very beginning.
6. For each step in a process QEC will respond within five (05) working days.
7. Hard Copy is required in Tape binding for MS/M.Phil Synopsis/Thesis and hard binding for Ph.D.
8. Number of Hard Copy/Copies required for verification,
  - a. **Thesis:**
    - i. MS/M.Phil = 1
    - ii. Ph.D = 3
  - b. **Synopsis:**
    - i. MS/M.Phil = 1
    - ii. Ph.D = 1