



Directorate of Quality Assurance Gomal University, D.I. Khan



Standard Operating Procedures (SOPs) for Similarity Index Checking of Thesis

1.

- a. Each Supervisor will first check the similarity index and AI Content of the Thesis; if it is within range, the supervisor will submit the soft copy of the Thesis along with the Turnitin Report and AI report to DQA via his/her personal/official email for the final plagiarism test to antiplag@gu.edu.pk
- b. Each thesis for plagiarism test will be accepted through the DQA proforma developed for thesis submission and duly signed by the student, supervisor, chairperson/director/principal, and dean.
- c. Only a complete soft copy of the Thesis will be entertained.
- d. Similarity index checking of the Thesis from outside Gommal University is strictly prohibited.

2.

- a. DQA will check for similarity index; if it is found within range, the report will be emailed to the supervisor to be placed before the supervisory committee.
- b. If it is found above the limit, the supervisor will be informed through email to ask the student to revise and submit it again for Similarity Index Checking.
- c. Only two official chances will be given to students for achieving the prescribed Similarity Index limit of $\leq 19\%$ as a whole and $< 05\%$ from any single source. Otherwise, the case will be forwarded to the plagiarism standing committee.
- d. The AI-generated content must be less than **20%**, otherwise, the thesis will be returned to the supervisor for revision even if its similarity index is within the range. (Each supervisor will check the AI score themselves and submit the AI

score report to antiplag@gu.edu.pk along with the thesis and Similarity Index report).

3.

- a. If the similarity is found with the student's assignment submitted to the repository will only be nullified if a student has the proof of that assignment submission. (*Turnitin Originality Report for each submission*)
- b. In case a student has checked the similarity index outside of the Gomal University domain then an account ID & password will be required with proper reference).

4.

- a. After approval from the supervisory committee, the hard copy/copies of the Thesis signed by the supervisor (along with Covering letter from the Chairperson) will be sent to DQA for vetting similarities of soft and hard copy.
- b. The Certificate signed by supervisory committee members must be included in the hard copy of the Thesis.

5.

- a. DQA 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 the concerned Chairperson/Director and Dean.
- b. In case of a mismatch (hard and soft copies), it will be reported back to the concerned chairperson for correction thereby restarting the Similarity Index test from the very beginning.

6. For each step in a process DQA will respond within five (05) working days.

7. Hard Copy is required in Tape binding for MS/M.Phil. Thesis and Hard binding for Ph.D. Thesis.

8. Number of Hard Copy/Copies required for verification,

i. MS/M.Phil. = 1

ii. Ph.D. = 3