

	Processes and Guidelines for Plagiarism control for all soft copy submissions
Document Type	Guidelines and Processes
Administering Entity	Registrar, Director – Examinations, Course offices and Academic staff
Latest Approval/ Amendment Date	September 5, 2017
Last Approval Amendment Date	September 12, 2014
Approval Authority	Examination Board
Indicative time of Review	September 15, 2019

1. Purpose

- a. S P Jain School of Global Management (S P Jain) holds a particularly serious view on plagiarism and cheating in any form, and will take appropriate steps to detect plagiarism including electronic plagiarism devices. S P Jain uses SafeAssign an integrated tool to BlackBoard to detect plagiarism.
- b. 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 exception of Excel spreadsheets) files by all students while enrolled at the S P Jain.

3. Definitions

- a. Plagiarism consists of using the words or ideas of another, as if they were his or her own – without acknowledgement. The phrase 'using words or ideas of another' includes but is not limited to:
 - i. Using study guide material without acknowledgement
 - ii. Paraphrasing the work of another person
 - iii. Copying any part of another person's work
 - iv. Summarising the work of another person
 - v. Using or developing an idea or theme derived from another person's work
 - vi. Using experimental results obtained from another person's work
 - vii. Failing to accurately attribute collaborating students' work on group projects

- b. 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 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 PDF format and will be verified by SafeAssign
- c. In 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 'Learn Assignment' option on SafeAssign and will not be updated into the SafeAssign Global Databases.
- d. For soft copy submissions of invigilated examinations, since internet will not be available for submission after completion of the examination, the concerned course coordinator will collate all the submissions from BlackBoard and submit to SafeAssign.
- e. The guideline detailed in 4d will also be followed for any exceptional cases of failure in direct assignment submissions by students.
- f. After assignment are 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 cases as per guidelines detailed in the Attachment A Section 4.
- g. If any suspected cases of plagiarism are identified by the course coordinator, these will be reported to the faculty for their further review and if confirmed as suspected, cases of plagiarism will be accelerated to the Dean and Director of Examinations by the faculty.
- h. The Dean and director of Examinations will manage the cases highlighted as per the 'Student Misconduct and Plagiarism Policy'.
- i. Any student grievances arising will be handled as per the 'Student Grievance Policy'.

5. Procedures for electronic course work submissions

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

6. Related Policies

Student Misconduct and Plagiarism
Policy Student Grievance Policy

Attachment A: Procedures for electronic course work submissions of SafeAssign extracted from SafeAssign website: <https://help.blackboard.com/en-us/Learn/Building Blocks/SafeAssign>

1. Creating automatic SafeAssign assignment submission link for student submissions on Blackboard

- a. Course offices/faculty are required to create assignment submission links under SafeAssign for all soft copy submissions as detailed in the guidelines.
- b. To create SafeAssign Assignment submission, link through option 'Create Assignment'.
- c. Select Check submissions for plagiarism using SafeAssign. Select one or both options:
 - i. Allow students to view the SafeAssign originality reports on their submissions.
 - ii. Exclude all student submissions for assignment from the institutional or global reference databases.
- d. Complete the create assignment page and click submit.

2. Manual SafeAssign 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 concerned program coordinator is to collate all the submissions from Blackboard and submit to SafeAssign by using the 'Direct Submit' option.
- b. Submit Papers through Direct Submit
 - i. From the Control Panel, click SafeAssign under Course Tools
 - ii. Click the Direct Submit tab.
 - iii. A list of Folders and papers will appear. This list includes papers already uploaded through Direct Submit. It is not recommended that files be deleted from Direct Submit, as this will remove them from the institutional database of existing materials.
 - iv. Navigate to a folder where the paper or papers will be uploaded.
 - v. Click Submit Papers.
 - vi. Select Upload File and browse for the file. Individual papers as well as papers that are grouped in a ZIP package are accepted. Alternatively, select Copy/Paste Document and the document text in the field.
 - vii. Select the upload options.
 - viii. Submit as Draft: A SafeAssign report will be generated. However, the paper will not be added to the institutional database and will not be used to check other papers.
 - ix. Skip Plagiarism Checking: Adds the papers to the institutional database without checking for content copied from other sources. This is useful if an Instructor wants to upload papers from an earlier course to ensure that current students are not reusing work.
- 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. Designated course coordinator creates a Learn Assignment enabling SafeAssign checking the 'Exclude Submissions' options. Students submit their pre-final 'draft' works, and these submissions are not included in the Institutional or Global Databases.
 - b. When the final submission is expected, the designated course coordinator must unselect the 'exclude Submissions' option.
 - c. Students submit their final works, and submissions are then included in the Institutional or Global Databases.

4. **Guidelines for interpreting SafeAssign scores**
 - a. Sentence matching scores represent the percentage probability that two phrases have the same meaning. This number reflects the reciprocal to 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 SafeAssign 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 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.

For additional information and updates on SafeAssign, course office team members are advised to visit the below link:

<https://help.blackboard.com/en-us/Learn/Building Blocks/SafeAssign>