

 <p>SPJ GLOBAL</p> <p>S P Jain School of Global Management</p> <p>DUBAI • MUMBAI • SINGAPORE • SYDNEY</p>	<p>Processes and Guidelines for detection and control of plagiarism and Artificial Intelligence usage in all Soft Copy Submissions¹</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>
<p>Latest Approval/ Amendment Date</p>	<p>2 April 2026</p>
<p>Last Approval/ Amendment Date</p>	<p>22 February 2022 (for erstwhile document title)</p>
<p>Approval Authority</p>	<p>Examination Board</p>
<p>Indicative time of Review</p>	<p>1 April 2028</p>

1. Purpose

- a. S P Jain School of Global Management (S P Jain/the School) takes appropriate steps to detect plagiarism and Artificial Intelligence (AI) usage for all electronic submissions. This includes subscription to globally recognised software/s (e.g. Turnitin, iThenticate, etc) as well as other means (i.e. faculty knowledge and experience).
- b. This guideline details the processes to be followed for all electronic submissions of course work assignments (including soft copy invigilated examination submissions) and research submissions by students, for all courses.

2. Scope

- a. This guideline applies to all electronic submissions in any format submitted by all students enrolled at S P Jain for all courses.

3. Electronic submissions

- a. Electronic assignment submissions include but are not limited to:
 - i. Individual assignment
 - ii. Group assignments
 - iii. Reflective assignments / papers
 - iv. Invigilated exams soft copy answer script submissions
 - v. Dissertations and project reports (including capstone and industry interface projects)

¹ Erstwhile document titled as 'Processes and Guidelines for control of Plagiarism in all Soft Copy Submissions'

4. Process guidelines for electronic course work submissions

- a. Electronic assignment submissions for all courses need to be checked through the Turnitin plagiarism software. In addition, the Doctor of Business Administration (DBA) Research Thesis submission is also checked through the iThenticate plagiarism software which is recommended for advanced research work where comprehensive coverage of published literature, including print sources, is required.
- b. The course (program) offices will create assignment submissions links under Turnitin. For iThenticate, each DBA student is provided with a unique login credential to independently manage and review their submissions.
- c. All submissions are subject to review through Artificial Intelligence (AI) detection tools where available, and evaluation of writing quality and authenticity. Any inconsistencies in originality or writing style may prompt further investigation. Faculty members are responsible for communicating expectations regarding AI use for online submissions for the course and assignments.
- d. Turnitin is unable to check for similarity in some software formats (i.e., PowerPoint, Excel, etc.), therefore, such submissions must be converted into a PDF format before submission, as Turnitin can check such PDF submissions for similarity.
- e. Subject to permission by faculty/project supervisor, students will be provided an opportunity to do multiple draft Turnitin/iThenticate submissions prior to their final submission for assignments and projects. Such draft submissions are not stored in the Turnitin Global Databases. This shall be applicable to all assessment submissions with the only exception being for mid-term or end-term exams done on any other online examination platform (e.g. Mettl), where students submission on Turnitin shall be final and conclusive.
- f. After the submissions have been processed through Turnitin/iThenticate, the faculty will consider the similarity index of text matches and their sources to ensure that there are no cases of plagiarism as per the guidelines detailed in Appendix A, Section 3 and Appendix B, Section 2. The faculty will also consider AI scores and AI usage matches to ensure the integrity and authenticity of student work.
- g. All cases pertaining to high similarity index or AI score, need to be appropriately validated.
- h. If any suspected cases of plagiarism are identified these will be dealt as detailed in the *Academic Integrity Policy and Procedures*.

5. Procedures for electronic course work submissions

- a. Please refer to the Appendix A for detailed procedures of submission on Turnitin and Appendix B for detailed procedures of submission on iThenticate (only for the DBA course).

Related Policies

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

Appendix A: Procedures for electronic course work submissions on Turnitin

1. Creating automatic Turnitin Assignment submission links for student submissions on Blackboard

- a. Course offices/faculty are required to create assignment submission links for all soft copy submissions through Turnitin.
- b. To create a submission link through the 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 Submission 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 Course 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. Guidelines for interpreting Turnitin scores

- a. Sentence matching scores represent the percentage probability that two phrases from different documents/submissions 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 submission includes content from the existing source – whether appropriately attributed or not.

- b. The overall Turnitin index (score) indicates the probability that the submitted paper contains matches to existing sources. This score is a warning indicator only and hence, faculty must review the submission to ensure if the matches are properly attributed.
- c. It is highly probable that Turnitin will detect most 'quotes' and hence, any similarity score does not mean that there is plagiarism present; it may be plagiarism but must be checked for same. Any similarity score is not necessarily plagiarism; faculty will need to check and determine if there is plagiarism present.
- d. Turnitin may not necessarily detect all cases of similarity (i.e., student can use whiteout or change a few key words); this may still be a case of plagiarism, and again, faculty need to check for same.
- e. In essence, Turnitin is a tool to assist faculty in detecting plagiarism; their discipline/field knowledge is a strong intuitive checker for cases of plagiarism; Turnitin may assist, but it is still only a tool, and it remains the responsibility of faculty to interpret the similarity result as well as using their discipline knowledge to detect cases of plagiarism.
- f. Plagiarism is not tolerated at S P Jain, and any detection of same will be dealt with under the *Academic Integrity Policy and Procedures*.

Appendix B: Procedures for electronic course work submissions on iThenticate

1. Access and usage of iThenticate for similarity checking

- a. iThenticate access is provisioned through individual user accounts. Each user is assigned unique login credentials to independently manage, submit, and review their documents.
- b. DBA students are permitted to check the similarity of their research papers and theses using their respective individual login credentials.
- c. iThenticate provides a broader comparison database, including both online sources and published print journals.
- d. Accordingly, iThenticate is recommended for advanced research work where comprehensive coverage of published literature, including print sources, is required.

2. Guidelines for interpreting iThenticate similarity reports

- a. The similarity score in iThenticate represents the percentage of matched text against its extensive database of scholarly publications, journals, and internet sources. It indicates text overlap but does not confirm plagiarism.
- b. The overall similarity index is a diagnostic indicator only. Faculty/reviewers must evaluate whether the matched content is:
 - Properly cited and referenced
 - Common terminology or technical phrases
 - Legitimate quotations
- c. iThenticate is widely used for research integrity and publication screening, and therefore may detect:
 - Previously published work by the same author (self-overlap)
 - Standard academic phrases or methodology descriptions
- d. A high similarity score does not automatically indicate plagiarism, and a low score does not guarantee absence of plagiarism. Each report must be reviewed in detail.
- e. iThenticate may not detect all forms of plagiarism (e.g., paraphrased content, translated text, or manipulated text). Faculty/reviewers must apply academic judgment and subject expertise.

- f. In essence, iThenticate is a research similarity detection tool to assist in identifying potential overlap. Final interpretation remains the responsibility of faculty/reviewers.
- g. Any cases of plagiarism, academic or research misconduct identified through iThenticate will be dealt with under the *Academic Integrity Policy and Procedures*.

Document History and Updates Approved by the EB

Version	Date Executed	Revisions	Approval
2	2 April 2026	<p>The erstwhile document titled <i>“Processes and Guidelines for control of Plagiarism in all Soft Copy Submissions”</i> has been updated and retitled as <i>“Processes and Guidelines for detection and control of plagiarism and Artificial Intelligence usage in all Soft Copy Submissions”</i> to reflect the inclusion of Artificial Intelligence (AI)-related provisions and the expanded scope of the Guidelines.</p> <p>Expanded scope to include AI detection and evaluation (Section 1, Section 4).</p> <p>Introduced use of iThenticate for DBA Research Thesis submissions and added Appendix B. Added provisions for AI usage detection and evaluation of writing authenticity (Section 4(c)).</p> <p>Added multiple draft submission options for students for assignments, subject to faculty approval. Enhanced guidance on interpretation of similarity and AI scores (Section 4(f)).</p> <p>Minor drafting and structural refinements made to improve clarity and consistency.</p>	Examination Board