Guidelines on 'Ethics of Using Turnitin' for Instructors

1. Instructors are required to create classes and enrol students in these classes.

2. Students/Scholars should be duly informed that their work shall be processed/checked through anti-plagiarism service; therefore, they must follow proper documentation style in writing reports/paper/thesis.

3. Instructors shall allow students to view their reports.

4. Instructors are required to maintain privacy and shall not disclose any report to anyone except the concerned person and to the concerned authorities, if required.

5. The Instructor shall report to University authorities with valid proof, if a Scholar/Student is involved in checking papers and of theses of any other person.

6. References/bibliography and table of contents must be removed from the document before submission; otherwise the similarity index of the document shall be inflated, and not a true representation of the actual content similarity. Quoted text/material may be excluded after verifying. It is important to note that too much quoted material is not desired as per policy.

7. Common phrases and proper nouns also appear as similarities in the report; therefore, every instructor/faculty member should ignore matches (using appropriate filtration tools in Turnitin) returned from them.

8. The graphs, tables, formulae and other pictorial material is not matched through the service therefore, it will only offer similarities with text-only material.

9. Originality report will show similarities from three major sources: internet, periodicals, and University/HEC/Turnitin repository. Similarities returned from University/HEC/Turnitin repository may be ignored (using appropriate filtration tools in Turnitin) ONLY if it is author's own same work. Similarities from these repositories helps in detecting collusion in the documents. Raw Similarity index from any of the sources mentioned above is NOT a verdict that document with high similarity index is plagiarized.

10. Similarity index is based on percentage of matched text out of total number of words in the document, and should be understood very clearly both by the instructors and the authors.

11. Instructor/Faculty member needs to verify each and every similarity index for potential clue of plagiarism.

12. The instructor/faculty member supervising students/scholars can give verdict of plagiarism after proper interpretation of the report in light of HEC plagiarism policy (attached). The report will be used as an evidence of the verdict by relevant University plagiarism committee.

13. Originality/Similarity reports generated by the Turnitin provide clues in form of text matches, proverbs, universal truths, phrases etc.

14. Scholars/Students must make sure that document they are submitting is in proper documentation style (i.e. IEEE, Chicago, MLA, APA etc.) and is free of plagiarism. It is the responsibility of Instructor/faculty member to communicate the norms of submission to the student/scholar.

15. If the report has similarity index ≤ 19%, then benefit of doubt may be given to the author/student/scholar but, in case, any single source has similarity index ≥ 5% without citation then it needs to be revised.

16. If similarities of a report are from the author's own (previous) work then these may be ignored (using proper filtration tools in Turnitin) only if the material has been cited by the author. Similarly, ignoring similarities < 1% (using proper filtration tools in Turnitin) is permissible.

17. As documents which are checked through this service are not yet published and no benefit is acquired, therefore, no punishment or penalty is recommended. However, it is advised that similarities at greater level may be taken care of in the light of the HEC plagiarism policy (attached); especially for such submissions (papers, articles, thesis, dissertations etc.) which are to be examined and/or assessed by an approved examining body and/or editorial board or peer review process of a journal etc. respectively.