

150 Years of Excellence

GC University Lahore

GCU



Director

Quality Enhancement Cell
& In charge Publications

Ref. No: 005/QEC/16

Date: July 15, 2016

The Chairpersons(s)/Directors(s)/In charges(s)
Academic Departments
Government College University
Lahore

Subject: Revised Standard Operating Procedures (SOPs) for Turnitin

Dear colleagues,

Kindly find below the revised Standard Operating Procedures (SOPs) for Turnitin, which will be implemented for verification of MS/MPhil, PhD Theses along with Research Publications. You are requested to disseminate the SOPs to your respective faculty members and supervisors along with focal persons for QEC.

Standard Operating Procedures (SoPs)

1. The Chairperson/Director/Director General/In charge should nominate a departmental focal person for Turnitin.
2. The title of the thesis, name of the student and the registration number should be clearly mentioned in the covering letter as well as in the soft copy of the thesis at the time of submission for the Plagiarism check through the concerned Supervisor and Chairperson.
3. The Head of the Department should e-mail the following details at iramsohail@gcu.edu.pk:
 - i. The soft copy of the thesis should be single file consisting of chapters from introduction to conclusion.
 - ii. The Chairperson and Supervisor must ensure that before sending the covering letter the soft copy of Thesis/Dissertation has been e-mailed to Administrator Turnitin at the above mentioned e-mail ID.
 - iii. If the Similarity Index is less than or equal to 19%, then the certificate will be issued by the Director QEC and sent to the

Handwritten signature/initials

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- iv. Before submission of Thesis (es) to the Quality Enhancement Cell, the number of times a paper is checked by the supervisor should be mentioned on separate page enlisting Paper Identification number(s) and date(s) along with name and signature.
4. If the Similarity Index of the thesis is greater than 19%, then the originality report will be sent to the respective Chairperson, who will direct the supervisor to guide the scholar about the quality of research work and the sources, where the single source is 5% and above.
5. The supervisor will resubmit the updated originality report duly verified by him through respective Chairperson as per HEC guidelines.
6. The Chairperson should actively monitor the procedures adopted by the Supervisor for Plagiarism check.
7. Once thesis is submitted to QEC for the verification, the report shall be disseminated to the respective department within seven working days.
8. The Students are not allowed to interact directly with the staff members of the Quality Enhancement Cell. Only the departmental focal person(s) as nominated by the Head of Department shall communicate with the staff at QEC.

Travel Grant by HEC

9. The research scholar will submit the following details to the Director, Quality Enhancement Cell in order to get originality report of the Research Publication(s) as mentioned in the travel grant from:
- Covering letter enlisting name of Research Scholar, Designation/Registration # (in case of student), Title of Research Paper, Type of Conference (International, National).
 - Soft copy of the research paper excluding references and bibliography via e-mail at iramsohail@gc.edu.pk

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Important:

The faculty members/supervisors/instructors are advised to uncheck the option of 'No Repository' in the optional settings while verifying /checking the thesis for plagiarism. This will help in reducing the similarity index.

The above mentioned should be adhered to in letter and spirit.

Iram Sohail
Director/Advisor
Quality Enhancement Cell
Administrator – Turnitin