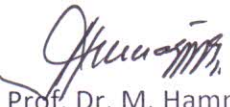




Standard Operating Procedures (SOPs) for Processing Synopses/ Theses/ Research Articles for Checking Plagiarism/Similarity Index

1. Supervisors (only) will send soft copy of the synopsis/ thesis/ research article to the QEC (qec@mnsuam.edu.pk) through email with the following information on the first page:
 - i) Title of synopsis/ thesis/ research article
 - ii) Name of Student with Registration number and Email ID
 - iii) Supervisory Committee along with email address of each member
2. The Synopsis/Thesis in MS Word will be attached containing all chapters/sections of thesis/synopsis except the chapter/section "References/Literature Cited".
3. File to be attached with email will be named as Synopsis (S) / Thesis (T) followed by registration number of student, degree and department (e.g. S2003-uam-189-PhD-Hort or T2003-uam-189-PhD-Hort.)
4. Only one file will be attached with one email. The subject of email will be same as name of attached file (e.g. S2003-uam-189-PhD-Hort or T2003-uam-189-PhD-Hort.). Therefore, separate emails will be generated for synopsis/thesis of more than one students.
5. Electronic copy of the synopsis/ thesis for checking will be submitted **at least 48 hours before the closing date of submission of synopses/ theses to the DGS office**; otherwise QEC will not be responsible to entertain files received after the indicated time and deliver result well in time to the concerned quarters.
6. As per HEC policy, overall Similarity Index of synopsis/thesis must be less than or equal to 19% whereas, less than 5% from a single source for final submission to concerned office.
7. The Similarity index will be considered very seriously in the section of **findings and conclusion** of the document. The similarity index for that section should not be more than 9%. **The results, conclusion, and recommendations may be separated** in a suitable searchable format for uploading to Turnitin distinct from the remainder of the document.
8. If the synopsis/ thesis has Similarity Index above the acceptable limit, the Turnitin generated report will be sent to the respective supervisor for further working to reduce the similarity index. The modified file will be again submitted to the QEC following the procedure indicated in serial 1-5.

9. If overall similarity Index is equal or less than 19%, and less than 5% from single source, then similarity index report is notified and sent to the concerned office (DGS) and respective supervisor will be informed through email.
10. Usually, Similarity Index reports of synopses/ theses/ research articles will be notified twice a week, on Wednesday and Friday, however the frequency of the notification will increase or reduced depending upon the situation.
11. If similarity index of synopsis/thesis equal or more than 5% is shown with article(s) published from students' same thesis work, the respective supervisor will submit a certificate forwarded by the Chairperson/Director indicating that the article(s) is published from respective student's same thesis work. Such certificate will contain complete reference of the paper(s) showing similarity and published from student's own thesis research work. In such cases, such sources will be excluded from similarity index.
12. The Turnitin User Accounts will be given to the faculty members, who will attend the training sessions on Use of Turnitin, organized by QEC time-to-time, and apply on prescribed proforma given on the QEC website.
13. If any file (synopsis/thesis/research article) is submitted in the "**Standard Repository**" of Turnitin by the user (supervisor/faculty member), request will be generated from the same Turnitin User Account for "permanent deletion" of the respective file. An application by the user (faculty member, forwarded by the respective Chairperson/Director, will also be submitted to the QEC for deletion of the file with valid reason. This application will contain the information including **submission ID, author name, title and name of Turnitin account holder**. Incomplete applications will not be processed.
14. To discourage the students from using AI tools in writing synopsis/thesis, documents with **AI 0%** determined by Turnitin will be processed, otherwise returned through the supervisor for correction.
15. Supervisors are responsible for guiding the students on each and every aspect of plagiarism and similarity index. If supervisors have any query about plagiarism, they may contact QEC Office.


09/07/2024
Prof. Dr. M. Hammad Nadeem Tahir
Director QEC