



PRESIDENCY
UNIVERSITY



STANDARD OPERATING PROCEDURE PLAGIARISM : THESIS

SOP - Plagiarism Check for Thesis

General Information

- SOP Title: Procedure for Plagiarism Check for Thesis
- SOP No.: PULKRC/SOP/01
- Scope: Applicable to all Presidency University Bangalore registered Research Scholars from all Schools and Centres
- Effective from:
- Approval Date:

Brief Description

The procedure of plagiarism checks for thesis is a practice for preserving academic integrity and establishing originality in research. In thesis submissions, subscribed plagiarism detection tool will be used by the Library to check the similarity and AI content in the submitted thesis to ensure the content has not been copied or quoted without proper acknowledgement. This practice aligns with the Zero Plagiarism Policy of the Presidency University, Bangalore and ensures that the research document is free of unauthorized use of sources and keeps the ethical standards high. It has great importance that the Scholars and Supervisors recognize and adhere to the University Thesis and Plagiarism guidelines while submission of their thesis for plagiarism check.

Guidelines for Submission

- The University subscribed Plagiarism Detection Tool for similarity and AI certification, should primarily be used for final versions of research work to avoid excessive iterations.
- The submissions for plagiarism checks must be sent from the official institutional email ID (e.g., ***@presidencyuniversity.in) to ensure the authenticity and integrity of the submission process.
- The submitted document for plagiarism checking should clearly indicate the affiliated author(s) from Presidency University, Bangalore.
- Each completed thesis may be checked a **maximum of three times** (including requests received from both the Scholar and the Research Supervisor): initially before the Pre-Synopsis, again before the final submission of thesis, and finally to obtain the plagiarism certificate from the Library. Repeated submissions beyond this limit will not be processed unless approved by the PVC/Associate Dean Academic Research and Chief Librarian.
- In cases of self-plagiarism, where a scholars published a content/part of his/her thesis with his/her Supervisor as a research paper/article is flagged for similarity, a certificate (Self-Plagiarism Exclusion Certificate) must be issued by the Associate Dean Academic Research, specifying and attaching the published articles to be submitted to the library. Only the specific articles provided with the certificate will be omitted from the similarity check.

- The maximum similarity of the thesis excluding references and direct quotes **must not exceed 12%.**
- The similarity/AI check shall be applied from abstract to last page of the last chapter of the thesis with match exclusion threshold of 8 words.

Procedure

S. No	Particulars	Description
1.	Stakeholders	<ol style="list-style-type: none"> 1. Research Scholar 2. Research Supervisor 3. Library and Knowledge Resource Centre
2.	Role of Stakeholders	<p>Stakeholder 1-</p> <ul style="list-style-type: none"> • Ensure the completion of the thesis in all respects, adhering to the Presidency University, Bangalore Thesis Guidelines. • Submit the Word file (avoid PDFs) of the thesis for plagiarism check to the Library and Knowledge Resource Centre, with the research supervisor in the loop. • Remove the preliminary pages and annexures of the thesis before submitting the request for plagiarism checking to the library. <p>Stakeholder 2:</p> <ul style="list-style-type: none"> • Ensure the submitted draft aligns with the thesis guidelines of Presidency University, Bangalore. <p>Stakeholder 3-</p> <ul style="list-style-type: none"> • Check the submitted thesis using the University's subscribed Plagiarism Detection Tool. • Provide the similarity and AI reports to the scholar and relevant authorities included in the email loop. • Offer support to stakeholders in addressing inquiries received via library.services@presidencyuniversity.in • Forward grievances of scholars/supervisors, if they are beyond the scope of the Library, to the appropriate authorities, if necessary.
3.	Library Service Request Email ID	library.services@presidencyuniversity.in
4.	For any Question/Query Email ID	chief librarian@presidencyuniversity.in



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