# Guidelines on 'Ethics of Using Turnitin' for Instructors

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

2.  Students/Scholars should be informed that their work will be checked through anti-plagiarism service, therefore, they must follow proper documenting style in writing report/paper/thesis.

3.  References/bibliography and table of contents must be removed from document which is submitted. If these are included then similarity index of the document will be increased.

4.  Instructor may allow students to view their reports.

5.  Instructor will maintain the privacy and will not disclose any report to anyone except the concerned person and to the concerned authorities, if required.

6.  If Scholar/Student is involved in checking of papers and of theses of any other person, then Instructor shall report to University authorities about that with valid proof.

7.  Originality/Similarity reports generated by the Turnitin provide clues in form of text matches. Proverbs, Universal Truths, phrases etc.

8.  Scholars/Students must make sure that document they are submitting is in proper documenting style (i.e. IEEE, Chiacago, MLA, APA etc.) and is free of plagiarism.

9.  If the report has similarity index <=19%, then benefit of doubt may be given to the author but, in case, any single source has similarity index >=5% without citation then it needs to be revised.

10. If similarities of a report are from author's own (previous) work then these may be ignored only if the material has been cited by the author.

11. As documents which are checked through this service are not yet published and no benefit is acquired, therefore, no punishment or penalty is recommended. It is advised that similarities at greater level may be taken care of in the light of the HEC plagiarism policy.