

UNIVERSITY OF COLOMBO

Main Library: Similarity and AI Report Issuing Unit (SARIU)

Subject: Guidelines for the Centralized Submission of Documents for Similarity and AI Detection

1. Introduction and Purpose

In accordance with the approved Terms of Reference (TOR) (Annexure 1) at the 518th Senate meeting, the **Similarity and AI Report Issuing Unit (SARIU)** has been established in the Main Library to manage academic integrity services centrally. The primary objective of the SARIU is to uphold the University's commitment to originality, institutional quality assurance, and academic ethics by providing standardized, reliable, and institutionally approved similarity and AI detection reports through authorized software platforms.

2. Scope of Services

The SARIU provides assessment services for a wide range of scholarly outputs, including:

- **Undergraduate Level:** Assignments, project reports, research reports/dissertations, and research papers.
- **Postgraduate Level:** Dissertations, coursework reports/assignments, theses, and research papers.
- **Staff and Institutional Research:** Research papers of academic/non-academic staff, conference papers, and grant-funded research proposals and research papers.
- **Publications:** Manuscripts intended for indexed or peer-reviewed journals, symposium papers, and conference papers.

3. Submission Protocol

To ensure institutional authentication and accountability, all submissions must adhere to the following procedural requirements:

- **Authorized Channels:** All requests must be submitted via official University of Colombo email accounts.
- **Primary Contact:** Submissions should be directed to the designated SARIU email address: **similarity.ai@lib.cmb.ac.lk**
- **Contact number:** 0112586432

4. Technical Specifications and Compliance

Documents that do not meet the following criteria will not be processed:

Feature	Requirement
File Format	Microsoft Word (.doc / .docx) or PDF.
Max File Size	100 MB per submission.
Large Files	May be submitted as two separate files or by temporarily removing images (textual content must remain unaltered).
Document Content	Must include bibliography and references; the SARIU will exclude these during report generation.

5. Institutional Recognition and Quality Assurance

- Official Status: SARIU reports are recognized as official University of Colombo documents for all academic and administrative purposes.
- Approved Software: Assessments are conducted using institutionally approved platforms, namely Turnitin and Drillbit.
- Confidentiality: All documents are handled in accordance with the University's data protection policies and used solely for assessment purposes. Documents submitted will not be added to the software repository.

6. Administrative Responsibility

Rector of the Sri Palee Campus, Deans of Faculties, Directors of Institutes, Heads of Departments, and Coordinators of Postgraduate Units/Programmes are requested to ensure that all staff and students are informed of this centralized procedure. Adherence to these guidelines is essential for maintaining institutional uniformity and quality assurance standards.

Library, University of Colombo

09th February 2026