

Guidelines on the use of ‘Turnitin’ Software for Submission of Continuous Assessment and other Assignments, Reports, Lab-based Works, etc and Dissertation

Introduction

The University of Mauritius subscribes to the Turnitin software which is widely used internationally. Turnitin is a web-based electronic system designed to locate and report similarities between the form and content of student dissertations/assignments and other materials.

Turnitin marks a significant advance in the University’s detection of academic plagiarism, but is also used to help students to improve their knowledge of academic citation and referencing so that they can learn and develop these practices in their own work.

Students are reminded that Turnitin is only one method of checking the originality of their work. Examiners may initiate the standard investigative procedures if they have unresolved queries about students’ works, regardless of whether Turnitin has been used or whether there is substantiated concerns of plagiarism.

They should not harbour misconceptions on the use of Turnitin. They should view it as a means of enhancing academic integrity, plagiarism avoidance and improving academic writing.

The student is normally the copyright holder of the dissertation/thesis and s/he should be aware that in submitting her/his work through ‘Turnitin’, s/he is providing a copy of her/his work to be used in the process of checking its originality, and then subsequently to be held in a database for the purpose of checking the originality of other submissions. Material submitted to ‘Turnitin’ will be identified by the student’s name, course details and institution. Work submitted to ‘Turnitin’ will be stored on the ‘Turnitin’ database unless the student(s) specifically request(s) that it be not with justifications, in case of IPR/Commercialisation issues.

Note:

Continuous Assessment and other Assignments, Reports, Lab-based Works, etc – for all modules (except those not recommended by the Department) must be uploaded on the Turnitin Platform for generation of the “Turnitin Originality Report”, “Similarity Index” and the “Digital Receipt”.

All dissertations/theses submitted to the University for Examination must be uploaded on the Turnitin Platform for generation of the ‘Turnitin Originality Report’, ‘Similarity Index’ and the ‘Digital Receipt’.

In case of IPR/Commercialisation issues, to ensure the confidentiality of information, the project/dissertation Supervisor should create two additional assignments whereby the submitted dissertations will not be saved in the ‘Turnitin’ Repository (i.e. ‘Standard Paper Repository’) by setting the: ‘Submit papers to’ to ‘no repository’ (c.f. table of guidelines).

Procedure for the submission of Dissertation, Continuous Assessment and other Assignments, Reports, Lab-based Works, etc through the Turnitin platform

All students must compulsorily log in to Turnitin with their @uom.ac.mu account and upload their **Continuous Assessment and other Assignments, Reports, Lab-based Works, etc/Dissertations** through the Turnitin platform.

The student’s Work- in-Progress **Continuous Assessment and other Assignments, Reports, Lab-based Works, etc/Dissertation** can be uploaded through the Turnitin Platform at any time. The “Dissertation Class & **Continuous Assessment and other Assignments, Reports, Lab-based Works, etc**” in Turnitin, should be created at the beginning of the Academic Year.

Each Student will be given the possibility to submit his/her draft **Continuous Assessment and other Assignments, Reports, Lab-based Works, etc/Dissertation** (only the main body of the **Continuous Assessment and other Assignments, Reports, Lab-based Works, etc/Dissertation** comprising of the Introduction up to the last Chapter) through ‘Turnitin’ for a maximum of two (2) times, prior to submitting the final **Continuous Assessment and other Assignments, Reports, Lab-based Works, etc/Dissertation**, in consultation with their **Lecturer/Tutor or Project/Dissertation Supervisors**.

The students will be allowed to view the Originality Reports at each submission through the Turnitin Platform and will be able to revise his/her draft work (if necessary) before submitting the final **Continuous Assessment and other Assignments, Reports, Lab-based Works, etc/Dissertation**.

The Project/Dissertation Supervisor*shall have access to the final Turnitin originality reports. Same should be made available to the **second examiner/assessor through the Programme/Project/Dissertation Coordinator**.

Note: * In case a student is allocated a Part-Time Supervisor, the class is to be created by the Programme/Project/Dissertation Coordinator.

The above guidelines have been elaborated to provide better clarity as detailed in Table below:

GUIDELINES ON THE USE OF TURNITIN PLATFORM			
<i>Ste</i>	<i>Action</i>	<i>Responsibility</i>	<i>Timing</i>
1	Appraise Students about Turnitin operations and the reason why the use of Turnitin is recommended in the assessment of Continuous Assessment and other Assignments, Reports, Lab-based Works, etc/Dissertations .	Continuous Assessment and other Assignments, Reports, Lab-based Works, etc by the Lecturer/Tutor/Project/Dissertation by the supervisor(s)	Start of Academic year/semester
2	Familiarizing students with regards to the use of Turnitin.	Lecturer	Throughout academic year

3	<p>Create class/assignment on Turnitin platform for all students at the beginning of the Academic Year and request the students to join in.</p>	<p>Lecturer/Tutor</p>	<p>Beginning of Academic Year</p>
	<p>Create class/assignment on Turnitin platform for all final years' cohorts at the beginning of the Academic Year and request the students to join in.</p> <p>Steps:</p> <ol style="list-style-type: none"> 1. Create one "Dissertation Class BSc ABC" 2. Create Five (5) Assignments in the "Dissertation Class" <ul style="list-style-type: none"> – Work In Progress – Draft Dissertation 01 – Draft Dissertation 02 – Final Dissertation – Late Submission <p>In case there is at least one dissertation containing materials for IPR/Commercialisation Issues, the Project/Dissertation Supervisor should create two additional assignments upon submission of the Non-Disclosure Agreement Form NDA 02 by the student/s:</p> <ul style="list-style-type: none"> – Final Dissertation (IPR/Commercialisation Issues) – Late Submission (IPR/Commercialisation Issues) <p><u>Settings for Work In Progress Assignment:</u> Allow submissions after due date? No Generate Originality Reports for submission? Yes Generate Originality Reports for student submissions? immediately (can overwrite reports until due date) Exclude bibliographic materials from Similarity Index for all papers in this assignment? Yes Exclude quoted materials from Similarity Index for all papers in this assignment? No Exclude small matches? Yes Exclude matches by Word Count: (5 recommended but final decision rests with the supervisor) Allow students to see Originality Reports? Yes Submit papers to: No repository Search options: Student paper repository, Current and archived internet, and Periodicals, journals, & publications</p> <p><u>Settings for draft Assignment:</u> Allow submissions after due date? No Generate Originality Reports for submission? Yes Generate Originality Reports for student submissions? Immediately first report is final Exclude bibliographic materials from Similarity Index for all papers in this assignment? Yes</p>	<p>Project Supervisor</p>	<p>Beginning of Academic Year</p>

<p>Exclude quoted materials from Similarity Index for all papers in this assignment? No Exclude small matches? Yes Exclude matches by Word Count: (5 recommended but final decision rests with the supervisor) Allow students to see Originality Reports? Yes Submit papers to: No repository Search options: Student paper repository, Current and archived internet, and Periodicals, journals, & publications</p> <p><u>Settings for final Assignment:</u> <u>(a) For dissertations without IPR/Commercialisation Issues</u> Allow submissions after due date? No Generate Originality Reports for submission? Yes Generate Originality Reports for student submissions? Immediately first report is final Exclude bibliographic materials from Similarity Index for all papers in this assignment? Yes Exclude quoted materials from Similarity Index for all papers in this assignment? No Exclude small matches? Yes Exclude matches by Word Count: (5 recommended but final decision rests with the supervisor) Allow students to see Originality Reports? Yes Submit papers to: Standard paper repository Search options: Student paper repository, Current and archived internet, and Periodicals, journals, & publications</p> <p><u>(b) For dissertations containing materials for IPR/Commercialisation issues:</u> Allow submissions after due date? No Generate Originality Reports for submission? Yes Generate Originality Reports for student submissions? Immediately first report is final Exclude bibliographic materials from Similarity Index for all papers in this assignment? Yes Exclude quoted materials from Similarity Index for all papers in this assignment? No Exclude small matches? Yes Exclude matches by Word Count: (5 recommended but final decision rests with the supervisor) Allow students to see Originality Reports? Yes Submit papers to: No repository Search options: Student paper repository, Current and archived internet, and Periodicals, journals, & publications</p>		
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	<p><u>Settings for Late Submission Assignment:</u> <u>(a) For dissertations without IPR/Commercialisation Issues</u> Allow submissions after due date? No Generate Originality Reports for submission? Yes Generate Originality Reports for student submissions? Immediately first report is final Exclude bibliographic materials from Similarity Index for all papers in this assignment? Yes Exclude quoted materials from Similarity Index for all papers in this assignment? No Exclude small matches? Yes Exclude matches by Word Count: (5 recommended but final decision rests with the supervisor) Allow students to see Originality Reports? Yes Submit papers to: Standard paper repository Search options: Student paper repository, Current and archived internet, and Periodicals, journals, & publications</p> <p><u>(b) For dissertations containing materials for IPR/Commercialisation issues:</u> Allow submissions after due date? No Generate Originality Reports for submission? Yes Generate Originality Reports for student submissions? Immediately first report is final Exclude bibliographic materials from Similarity Index for all papers in this assignment? Yes Exclude quoted materials from Similarity Index for all papers in this assignment? No Exclude small matches? Yes Exclude matches by Word Count: (5 recommended but final decision rests with the supervisor) Allow students to see Originality Reports? Yes Submit papers to: No repository Search options: Student paper repository, Current and archived internet, and Periodicals, journals, & publications</p> <p>3. Provide students with the Class ID and Password to allow the latter to join the class.</p>		
4	Submission of Work In Progress dissertation prior to submitting draft dissertation.	Students	Any time prior to draft submission

5	Submission of draft dissertation prior to submitting the final dissertation.	Students	In consultation with supervisor, preferably four (4) weeks prior to final submission.
6	Access Originality report for draft submitted.	Students	The generation of the originality report may take up to 24 Hrs.
7	Submission of final dissertation in the final assignment in Turnitin.	Students	As per Regulations.
8	Access to the final Turnitin Originality report.	Students/Project Supervisor/ Programme/Project Coordinator	As per Regulations.
9	Originality reports should be made available to the part-time project supervisor and second examiner/assessor.	Programme/Project Coordinator	
10	Word Count –Turnitin Platform provide for a Word Count but students are advised to strictly abide to UoM Regulations as per Section 7.4.5 .		

Note: Senate at its 653rd Meeting held 03 September 2018, approved that the amendments to the Sections 8.7.1 and 8.7.2 of the regulations regarding submission of Continuous Assessment on the Turnitin Platform be piloted for Semester 2 of the academic year 2018/19 and same will be fully implemented in the academic year 2019/20.

Institutions affiliated with University of Mauritius

Some external institutions affiliated with UoM are MGI, SSRMC and UOM Trust. Access to Turnitin platform will be granted by CITS to the resource persons from these institutions. A **G Suite (@Umail account)** may also be temporarily provided by CITS to other external resource persons (e.g External Supervisors), if required, for Turnitin access. The latter should ensure that the Turnitin account provided is used solely for UoM students.

Once the engagement for supervision of projects is completed, Faculty should advise when instructor's Turnitin account should be disabled for external resource persons.

Non-Submission of Project/Dissertation through Turnitin Platform

Failure to submit the Project/Dissertation through the Turnitin Platform will result in the project/dissertation of the student, whether the bound copy or the soft copy, being unreceivable.

How to interpret Turnitin Reports

Turnitin compares student dissertations against a database and the internet to produce an 'originality report'. However, the 'originality report' or its percentage value shall not be used exclusively as an indicator of plagiarism. Academics are advised to use their academic judgment when determining an incidence of plagiarism after careful consideration of the originality report and sources of matched text.

Turnitin shall not be used in isolation. Turnitin is one tool to be used in the deterrence and detection of plagiarism.

The same tool may be used for the testing of coursework and other relevant assignment(s), where there may be plagiarism issue(s).

Turnitin shall not be used as a random sampling tool; Turnitin shall be used on a per assignment/module basis: assignments shall not be selected on a per student basis - the whole cohort should be put through the service if plagiarism is suspected even if it concerns only one paper/dissertation.

Updated by QA on 12.11.2018