

# Turnitin instructions for Supervisors

## Student's submission to Turnitin

All year 1 annual progression exercises and research degree theses submitted for examination must be uploaded to text matching software (Turnitin), prior to being sent to examiners, to ensure that no instances of Academic Misconduct have taken place. In some Schools annual progression exercises of Year 2 and beyond are also submitted to Turnitin.

Turnitin is an online service which compares written work with other online sources (e.g. books, academic journal papers, and webpages) and produces a similarity report of % match. The Turnitin Similarity Report does NOT detect plagiarism, it is a tool which identifies text matching for which there may be a very good reason.

PGRs will be asked to submit their annual progression exercise or thesis to Turnitin using a designated Course Area in MyAberdeen.

It is important students do not upload drafts of their thesis for checking – only one upload is permitted.

## Confidentiality

(i) The Annual Progression Exercise submission sites are set up so they will not store content.

(ii) For the thesis submission, the students will be asked if the thesis should be stored to the standard Turnitin site, which is accessible by other Institutions, or if it should be submitted to a separate Turnitin link where content is not stored. It is on the benefit of the students the thesis to be stored to the standard site, so it is protected from plagiarism attempts in the future. However, in some cases the thesis needs to be kept confidential, i.e. when the content is related to sensitive research areas, or to confidentiality agreements/IP clauses in studentship agreements.

## Review by the Supervisor

Once the document has been successfully submitted, the PGR is asked to notify their supervisor, who can access the uploaded document and associated similarity report. The supervisor is asked to review the Turnitin report to make a judgement on both the % match identified and the context of any matches within the topic and/or discipline 'norms'. Supervisors are required to check that any matches are acceptable and do not infringe plagiarism standards.

For thesis submissions, Registry will send the thesis together with the Turnitin similarity report to the viva examiners for review 2 weeks after the thesis submission. The supervisors must return all comments, concerns and/or approval of the similarity report to Registry [postgraduate@abdn.ac.uk](mailto:postgraduate@abdn.ac.uk) **within 2 weeks** – if you cannot meet that deadline, you must inform the Registry team immediately. If no response is received on the Turnitin report the thesis together with the Turnitin report will be sent to examiners for review. If there are no concerns with the similarity report, Registry will collect the thesis from the Course Area in MyAberdeen to send to examiners.

## Outcomes and suspected cases of academic misconduct

If there are no concerns with the similarity report, the examination process can continue.

If there are any issues identified, you must report this to your Head of School who will take forward necessary steps to assess further action as outlined in the [Code of Practice on Student Discipline \(Academic\)](#). For annual progress exercises, this will include checking with the PGR College for completion of Mandatory Research Integrity training. In cases where plagiarism issues are identified in a final thesis and there has been no prior review of assessed work via Turnitin, Heads of School will be sympathetic to any cases and will treat them as a first instance. This will likely result in PGRs being able to revise and resubmit work prior to examination.

Please note that for PGRs, the G3 grade **should not** be used as PGR assessments are not graded using the CGS.

## How to find your student's submission

**Please note that there is a Turnitin instructions video for Supervisors on MyAberdeen.**

- Log into MyAberdeen.
- Navigate to the folder that contains the Turnitin submission drop boxes and select the one you wish to view.
- Within the drop box, you may use the search function at the top of the screen to find a submission by student name.
- Select the title and open up the Feedback Studio.
- Within the Feedback Studio, you will be able to view the uploaded file that your student has submitted as well as check the similarity score.
- You will also get highlighted bits of the text that will determine the sources that match the text.
- Within the Feedback Studio, you will also be able to download your student submission. Click on the download button and then select whether you want to download the current view, which will also include the similarity report highlights or the originally submitted file.
- In case you are unsure which of the drop boxes your student has used to make the submission, you are also able to use the gradebook to find the student's submission.
- Open up the gradebook using the top bar and filter by student. You can use the search bar to find a specific student.
- Click on their name and this will open up an overview of all the assignments in the course.
- You can then click on the item and this will open up the submission drop box. Then you can filter the drop box for the student's assignment by following the instructions above.