

TURNITIN PROCEDURE FOR RESEARCHERS

1. If you have not already, please register with Turnitin by logging in to <u>www.turnitin.com</u> using your EUI email address and temporary password sent to you by Turnitin. You may then alter the password. If you have not received your temporary password, use the reset password option on the Turnitin login page or go to <u>https://www.turnitin.com/password_reset1.asp?lang=en_us</u>.

If you have trouble with this procedure please submit a ticket to the EUI <u>Helpdesk</u> at <u>https://helpdesk.eui.eu</u>.

- 2. Within Turnitin you have the option to submit your work to the section <u>EUI ORIGINALITY CHECK 2023-2024</u>. This section is useful for checking citations. The reports generated in this section are visible only to you and are not subject to review by your supervisor.
- **3.** Before submitting your thesis, you will be enrolled in the **THESIS SUBMISSION** assignment by your department. The Originality report together with a percentage of detected AI content is visible to the Departmental Assistant and your supervisor in this section. The final version of your thesis must be submitted to this section for your supervisor's review.
- **4.** Once you have submitted your paper to the **THESIS SUBMISSION** section, forward the digital receipt to your supervisor AND Departmental Assistant/Administrative Assistant.
- **5.** It can take over 2 hours to generate an Originality report, depending on the length of the paper, but note that there is a 24-hour delay for a second or any subsequent paper submission.
- 6. Click on the <u>coloured button</u> next to the percentage of non-original text to view the full Originality Report. This is an annotated version of the thesis that you have submitted. Turnitin provides an explanation of the Originality report here: https://youtu.be/-udZDIAiDpg?si=6pWDfrrwUQqgljOk
- **7.** You may also download and save a PDF and HTML version of the Originality Report for your reference, using the Text-only version of the report. Please note that hyperlinks to sources are not active in this downloaded version.
- **8.** Your supervisor will be responsible for checking the Turnitin Originality Report. The percentage of non-original material does not indicate whether the thesis



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9. When your supervisor thinks the thesis is generally ready to be submitted to the examining board, he/she will let the members of the examining board know that a Turnitin Originality Report has been received and checked.

If minor or ambivalent instances of plagiarism are found the Head of Department will be informed. If major plagiarism has been detected, the Principal or the Dean will be informed and will then consider whether to submit the case to the Ethics Committee.