

Turnitin Staff FAQs

Detailed guidance can be found here: <https://www.sheffield.ac.uk/apse/digital/turnitin>

Who will set up the departments' Turnitin system initially? Will this be the Digital Learning team or department?

The digital learning team can help departments to set up the programme structures within Turnitin and will provide advice on how to use the programme.

What is the best way to access Turnitin?

You should access Turnitin through MOLE. If you access Turnitin externally you will not be able to use Turnitin with the same functionality and the digital learning team will not support external access.

What are the guidelines for practice submission?

It is the prerogative of the department to decide if they will allow practice submissions. However once a report has been saved in the Turnitin repository the report can never be removed and will affect future submissions. (Please liaise with the digital learning team for further guidance)

Why do all current students have to submit to Turnitin not just new students?

The University code of practice changes annually, students are still required to submit via Turnitin even if the regulation was not in place at the start of their studies.

Is it possible to add students manually?

You can add students manually by going to Course Tools – manage courses – Add Users by Role Further instructions are available on the Turnitin website

What if a thesis is made up of lots of different documents?

If a thesis is saved in more than one file, documents must be merged together and submitted as one file. There are file size limits.

What is the file size limit?

The current file size limit is 100mb. There is also a page limit of 800 page.

What happens if a thesis exceeds the file size limit, what should the student do?

The student should save a copy of their thesis, remove all pictures, figures, graphs, line spacing and illustrations and then run it through Turnitin. The function of Turnitin is to check the students' text. It does not recognise images or graphs.

How do students know they have submitted?

Students need to ensure that they have confirmed their submission on the submission screen.

How do I know that a student has submitted their thesis?

Each student is provided with a unique reference number (on the system this is found under the heading "Paper ID") (Red indicates that a student has submitted late) Refer to Turnitin website for further guidance.

Are students allowed to view the originality report?

Students are able to if departments allow them to when setting up the Turnitin preferences.

Is there a difference in the submission status for students who haven't provided Turnitin receipt on submission of their thesis?

There is no difference in status; both are recorded as SU Pending.

How can internal examiners view the report? Will they have their own log in? Will they see just the report they are looking at?

Examiners can be added to the course under Course tools - Manage courses - Add users by role. They will have their own log in and if given a tutor/administrator log in they will be able to see all reports for the course.

Will there be an automatic notification for PGR Support Staff and/or internal examiner when a thesis has been submitted to Turnitin?

No, Turnitin does not automatically notify tutors or administrators. However PGR administrators should be informed. A thesis may be sent to the Departmental internal examiner or unfair means officer (dependant on Departmental procedure)

How will an internal examiner know that he needs to look at a report?

Both Research Services and the department should see the Turnitin receipt. The department can then prompt the internal examiner to check the report.

Staff candidates have two external examiners - who does Turnitin report get sent to?

In this case the internal co-ordinator should be sent the report.

What happens if a student has to resubmit their Thesis after the Viva?

If a student has a resubmission (i.e. one year to resubmit by) they will have to submit to Turnitin again, and this will show up as a match against their first submission. It is possible to remove the first submission temporarily from the matching process and run the report.

What if a student only has to make minor or major amendments?

If a student only has minor (3 months) or major (6 months) amendments to make they do not have to resubmit their work to Turnitin.

What if there is a possible plagiarism, will this affect submission rates?

Even if plagiarism is detected the thesis is still submitted, so provided it was submitted within the relevant submission rate deadline (i.e. 48 months for PhD), it makes no odds. It also makes no difference whether the student is on SU or SU PENDING status; we regard both as submissions or the purposes of submission rates.

Who can Research Services accept confirmation of an acceptable report from? Does it have to come through internal examiner or can it come through PGR Support? Is an email from PGR Support sufficient?

Yes, PGR administrators are integral part of the process and an email from a PGR administrator is sufficient.

Can you set up a Turnitin assignment through a MOLE organisation rather than a MOLE class?

Yes, this is the recommended method. Each department will need to set up an organisation it is possible to set up "assignments" within that organisation. The digital learning team can help with this.