

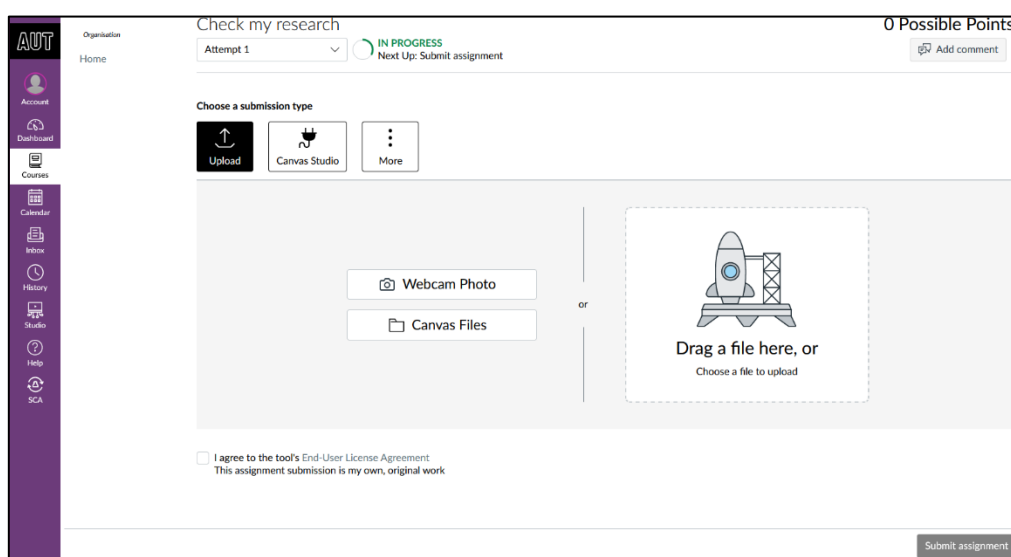
Using Turnitin in PGMe on Canvas: Instructions for Students

Policy

- Research students are required to upload a copy of their dissertation, thesis or exegesis in PGMe Turnitin (or equivalent programmes to Turnitin) prior to submission for examination.
- This is to check for potential unoriginal content, improper citation or potential plagiarism.
- Excludes dissertations, theses or exegeses presented in Te Reo Maori
- Students should use PGMe, rather than any other version of Turnitin
- **The Turnitin feature on PGMe has been set up to allow for research (including embargoed work) to be submitted without information being stored within the Turnitin database**

Instructions for students submitting written work in Turnitin

1. Login to Canvas (<https://canvas.aut.ac.nz>) using your student username. Under 'Courses,' select 'PG_Me' and then Turnitin.
2. At the bottom of the page, ensure the submission type is "upload". Upload a copy of the dissertation/thesis or exegesis by dragging and dropping the file into the allocated space. Select 'Submit assignment' when ready to submit.



Note: Depending on the size of the file, Turnitin normally has a quick turn-around time when providing a similarity report after a first submission. Additional submissions may experience delays of up to 24 hours. If you are experiencing issues with uploading your file due to size limitations, feel free to upload the document in separate sections to get a similarity report for each upload.

3. To access the similarity report go to 'Grades' on the left-hand pane. Under "Check my research" click on the tag to access the similarity report. If prompted to select download option, click 'Current view.'

Name	Due	Status	Score	Out of
Academic Integrity Module Academic Integrity Module			-	20
Check my research Assignments			0	0
Assignments			N/A	0.00 / 0.00
Academic Integrity Module			N/A	0.00 / 0.00
Total			N/A	0.00 / 0.00

- A similarity report will be generated showing a percentage score of your document's content that matches the Turnitin database. The similarity index is a percentage of your document's matches to other sources. It is not an assessment of whether your document includes plagiarised material.
- A copy of the similarity report will need to be downloaded for your supervisor. To do this, select the download option button on the right-hand column of the report. (Downloading may take a few minutes depending on the size of the file).
- Email a copy of the report to your supervisor. If the size of the report is too big to email, you can use OneDrive as an alternate option.
- Discuss the report with your supervisor, who will note on the PGR12 Lodgement for Examination (PGR12) form indicating that this process has been completed. Supervisors should be able to discuss with you what the similarity report means and whether any further work may be required to resolve any issues raised.

It is important to remember that the similarity index is a percentage of your document's matches to other sources. It is not an assessment of whether your document includes plagiarised material. The similarity report is a tool for instructors to easily find matches or similar text within submitted work.