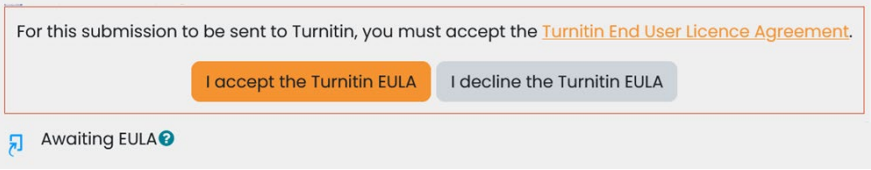
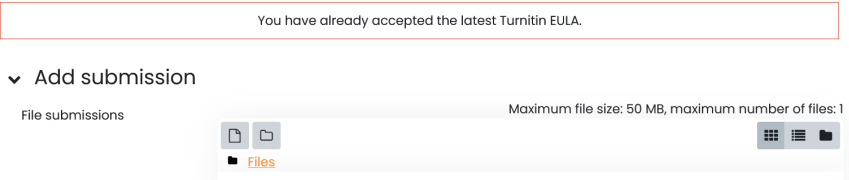
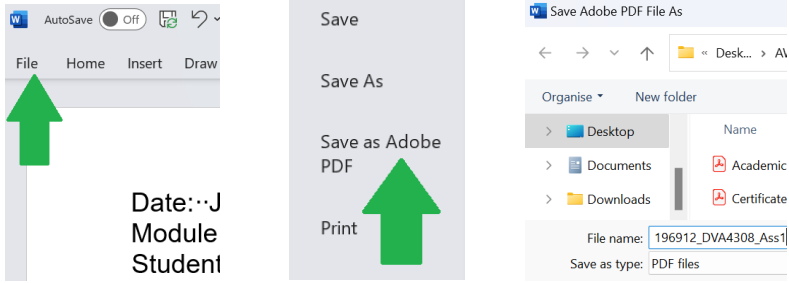
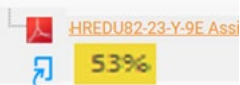
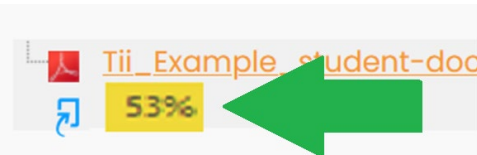


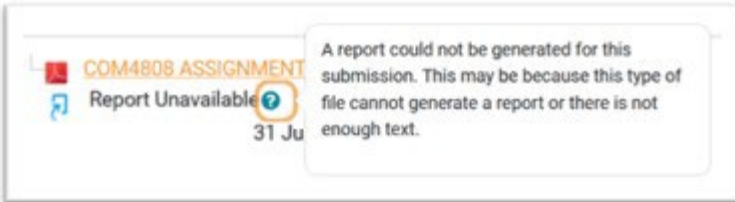


myUnisa Turnitin Student FAQ list

1	What is Turnitin ?	Turnitin is an originality check service used at Unisa to encourage academic integrity and prevent academic misconduct (like plagiarism and ghostwriting).
2	Where do I find Turnitin?	Turnitin is integrated with myUnisa (myModules, myExams and mySBL) and the application will run automatically when required.
3	Do all assessments require originality checking?	NO. Turnitin will run only for selected assessments.
4	Do I have to accept the Turnitin EULA when requested?	YES. The Turnitin EULA (End User License Agreement) is required and will protect your authorship. Example: Turnitin EULA must be accepted  Note: This is necessary for myModules, myExams and mySBL.
5	Do I need to accept the Turnitin EULA for every assessment with Turnitin requirements?	NO. Your initial acceptance of the Turnitin EULA (End User License Agreement) will be acknowledged when and where applicable. Example: Turnitin EULA already accepted 
6	Are submitted assessments stored permanently on Turnitin?	YES. Submissions are permanently stored on Turnitin! Note: This protects your work from future plagiarism by others.
7	Do I have to include a title/cover page for my assessment?	YES. The title/cover page confirms your authorship. UNISA Turnitin submissions are comprehensive, thus every assessment needs to include a title/cover page with name, student number and submission details. Note: We cannot protect your authorship without it.
8	Do I have to include a bibliography /reference list for my assessment?	YES. The bibliography/reference list will validate the submission content. UNISA Turnitin submissions are comprehensive, and when applicable your assessments would require the inclusion of a reference list/bibliography/footnotes. Note: We cannot acknowledge your content originality without it.

9	If the assessment file type required is PDF, how do I convert the MS Word document correctly?	You need to follow specific steps! Save only with ADOBE PDF To save your MS Word document as a PDF file, follow these steps: you need to follow these specific steps: 1. Open the typed MS Word document you want to convert to PDF and then click the "File" tab. 2. Select "Save as Adobe PDF" from the list on the left. 3. Choose a location on your computer to save the file and click the Save button to save the the MS Word document as a PDF file.  Note: ONLY convert from MSWord to PDF this way.
10	May I review my assessment BEFORE submitting the final version for marking/grading?	YES. You can upload your assessment THREE times. 1. You may FIRST upload your assessment and review the current similarity report. This provides an opportunity to discuss the findings with your lecturer BEFORE making changes for the final version. 2. You may upload your assessment a SECOND time to again review similarity report findings. This gives you another opportunity to discuss the findings with your lecturer BEFORE making changes for the final version. 3. The THIRD upload you make for the assessment is considered the FINAL version and will be used to conduct a FINAL originality check for purposes of marking/grading.
11	Will my first and second assessment submissions be seen as possible plagiarism when my third and FINAL version is checked?	NO. Provided that you uploaded your first and second assessment versions yourself within the formal Unisa submission space in myUnisa they will NOT cause conflicts within the final Similarity Report. Note: NEVER submit your work outside Unisa since it will compromise your reports.
12	Why does the Similarity Index (%) differ (after the assessment due date) compared to the percentage generated when the assessment was initially submitted?	The initial similarity reports are generated at an assessment draft stage, which allows for revision. The assessments only become final on the due date, thus final reports need to run at the same point in time for all submissions received. The final reports help identify whether students adhered to assessment requirements and/or instructions, for example the use of prescribed templates. If Turnitin does pick up on matches in this regard, the identified matches would serve as confirmation of compliance and would not be seen as a concern.

13	How long does it take to run the originality checks?	Turnitin generates the similarity report after receipt from myUnisa. Please allow 48 hours for the Unisa process to complete. Example: Stage 1 Queued / Stage 2 Pending  Note: Do not resubmit when submissions are queued/pending! Example: Stage 3 Similarity Report generated  Note: Submit your assessment in good time so that you have a chance to revise and submit again before the due date.
14	What is a Turnitin Similarity Report ?	The Similarity Report gives a summary of matching text found in the submitted assessment. - The Similarity Report reveals the sources of matching text identified. - The extent of matching text is indicated by an index of similarity, shown as a percentage. Note: This means the higher the percentage is, the greater the extent of non-original content.
15	May I view the Similarity Report?	YES, Unisa students are privileged to view the similarity reports for their own assessments.
16	How do I open the Similarity Report?	Click on the Similarity Index (%) block linked to your assessment and the report will open within a new tab in your browser. 
17	What does the percentage on the Similarity Report mean?	The percentage shown on the Similarity Report is an indication of NON-ORIGINAL content and is NOT a “percentage of plagiarism”.
18	What is the acceptable percentage for the Similarity Index ?	The Similarity Index does NOT indicate plagiarism, thus there is NO “acceptable percentage.” - Academic misconduct like Plagiarism or Ghostwriting, if found in the assessment, would be unacceptable regardless of the overall Similarity Index! Please refer to the Unisa policies regarding plagiarism, copyright, academic integrity and ethical conduct. - Turnitin reports are analysed to determine if plagiarism occurred, whether inadvertently or with intent. Note: The above means, that even when the overall similarity index is low, but text portions of blatant plagiarism are found in the assessment, it is still unacceptable.

19	What is the acceptable percentage for an Individual Source ?	Very important: As a universal rule for all Unisa students, submission content similarity to an individual source must be below 5%. This generous allowance accommodates: • names and titles • subject terminology • source acknowledgments and prescribed inclusions like templates. Note: Ask your lecturer under which conditions a portion of matching text may be allowed and how such text must be acknowledged in your assessment.
20	Why is the Similarity Report for my assessment unavailable ?	• Similarity reports are not generated for corrupted, scanned or incorrectly converted files (where applicable). • Click on the blue encircled question mark next to the message to reveal the reason for the report being unavailable. Example: Similarity Report unavailable  Note: This is NOT a Turnitin error, but a problem with the file that was uploaded.
21	How do I improve content originality in my assessment? E.g. How do I reduce the Similarity Index?	Generally, it is not necessary to rework every portion of highlighted text: • Discuss the purpose and expectations of the assessment with your lecturer. • Improve your academic writing skills to present your own “voice”. Note: Your focus should not be to reduce the similarity index, but to give your own interpretation of the work done, whilst correctly acknowledging sources consulted as per assessment instructions.
22	Where do I get more information on academic integrity?	Consult the UNISA library pages: ALL GUIDES Alphabetically - LibGuides at University of South Africa (UNISA)
23	Is there Turnitin training available for students?	Student training is scheduled via the UNISA Library. The training sessions are recorded Home - Unisa Library Training and Events Calendar Libguides - LibGuides at University of South Africa (UNISA) Note: Training sessions are recorded and posted on the site.

Unisa Turnitin
