

## *Turnitin Guidelines for Instructors*

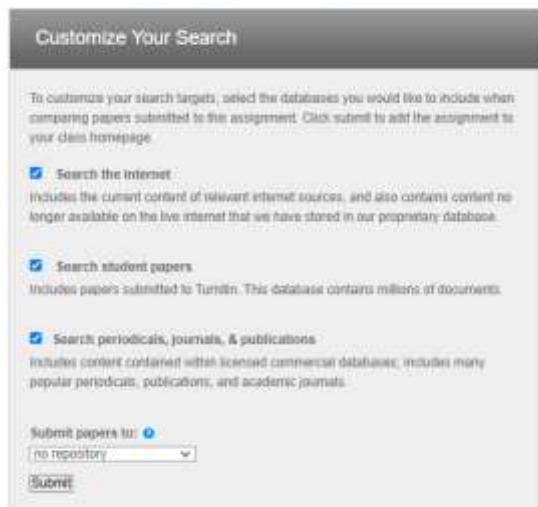
The **'Feedback Studio'** is an identical Turnitin module designed for academic institutions. As a result, the usage of the software is dissimilar to other modules, e.g. iThenticate. Note that the previous experience of using other modules may help in utilizing the software.

However, the subscription fee of the software is high, and it increases regularly based on the usage. It is noteworthy that Turnitin sets a benchmark, exceeding which needs to revise the subscription fee. Consequently, the respected instructors are requested to pursue the following guidelines carefully to ensure the proper and efficient use of the system:

1. **Customizing Search:** Customizing the search options enables Turnitin to find similarities in a specific domain. The respected instructors are requested to select all search domains before checking the similarity. Turnitin avoids domain if not selected.

About this page

To customize your search, select from the available databases below.



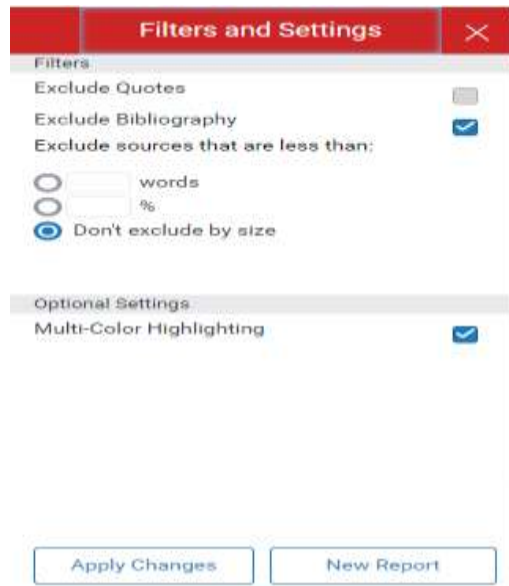
2. **Selecting the “No Repository” option while checking papers:** It has been observed that a large score of similarity is displayed either for heavily copied submissions or not selecting the 'No Repository' option while checking papers. In the latter case, Turnitin preserves papers in its repository and shows maximum similarity score in reports due to matching with the paper stored previously in the repository. Consequently, all the instructors must select the "No Repository" option during similarity checking.
3. **Checking Dissertation/Thesis before the defense:** Dissertations/Theses must be checked before the defense. Respected instructors have to receive it

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before a considerable amount of time so that students can get adequate time to rewrite/update the report maintaining the similarity benchmark, and every department can decide on the similarity within this time frame.

4. **Receiving MS Word files and PDFs from the students for checking:** An instructor needs to check Microsoft Word files to search for suspicious elements. Usually, these are added in white color in the document. Therefore, the text color needs to be changed to “**Automatic**” to identify them. To ensure no image is embedded in the form of text, ‘**Select all**’ can be used in PDF. After checking the Microsoft Word and PDF files, similarity can be assessed using the PDF as per the guidelines mentioned above.
5. **Sending 3 forms of a report to [thesis.library@green.edu.bd](mailto:thesis.library@green.edu.bd); checked file (report), Original pdf, and Microsoft Word file:** The Library can collect similarity reports from the checked file to avoid double submission in the system, recheck similarity from the original pdf if necessary, and check suspicious elements in the report from the Microsoft Word file.
6. **Setting filters while checking Similarity and ensuring benchmarks:**
  - a. The similarity count from a single source cannot cross 10%.
  - b. Avoiding direct copies of a single paragraph irrespective of percentage count.
  - c. Selecting the ‘Excluding Bibliography’ filter.
  - d. The recommended benchmark of similarity in total is:
    - i. Students’ paper ----- 35 % (at most excluding references)
    - ii. Research Paper ----- 30 % (at most excluding references)

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7. **Limiting Assignment Checking:** Since the subscription fee increases based on the number of submissions, submitting assignment papers should be restricted to 2 documents for each assignment.
8. **Limiting Submission:** Total submission is restricted to 150 papers per year (January-December) for each account. Exceeding the submission limit requires prior permission from the Institutional Administrator with an explanation of overdoing and clarification of needs. In case of over-submission, that account will be suspended until a further decision has been taken.
9. **Deleting papers from the repository:** Turnitin will not delete any paper from its end. The Institutional Administrator will be responsible for doing the task. Consequently, instructors must send deletion requests from the paper's "**More Action**" option. They must be cautious not to delete any papers/assignments/classes before being sure of the necessity of paper deletion. There is no option to return deleted papers from the repository.