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VERIFICATION PROCEDURES FOR PLAGIARISM REVIEW (TURNITIN)

FOR POSTGRADUATE STUDENT

Prepared By :

Reference and Information Service Division
Sultanah Bahiyah Library, UUM.

Revised on :

December 2016

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<u>VERIFICATION PROCEDURES FOR PLAGIARISM REVIEW.</u>

1. Plagiarism review through Turnitin **officially** managed by the Reference and Information Management Division, Sultanah Bahiyah Library.

2. **The process is limited only to Proposal, Thesis, Dissertation and Research Paper only.** Plagiarism review through Turnitin for articles are not managed by the library.

3. Each application must be submitted with the **"Endorsement of Plagiarism Checking"** form and a softcopy of the intended documents. Form usage is effective on 01st February 2016.

4. The form can be downloaded via official website of the graduate school or official website of Sultanah Bahiyah Library.

5. It is **cumpulsory** for the form to be signed by the students' supervisor with his/her official stamp. If a student has more than one supervisor, either one can sign the form. **Applications will not be processed** in the case of incomplete form, no signature from the supervisor and no official stamp.

6. **A FORM IS FOR PER REVIEW**. Students need to submit a new form for second and subsequent review. The application form **is VALID WITHIN 1 MONTH** from the date of supervisor's signature.

7. In the case of the intended supervisor is <u>on leave or field duty</u>, **the applicants must attach with validation email from the supervisor. Only validation through UUM emails are accepted. Date of the email must be the same with submission date.**

8. Results will be notified through email within **3 WORKING DAYS.**

9. Applications can be sent via:
    a. **Information Desk at the Customer Service Counter, Level 2, New Building, Sultanah Bahiyah Library**
    b. **Email**
        i. The required information is the student's full name, matrix number, title of the proposal / thesis, telephone number and name of the second supervisor (*if more than one supervisor*).

        ii. The application can be sent to one of the officer in charge as follows:

OFFICER NAME	EMAIL
• Mr. Razak Siamin	srazak@uum.edu.my
• Ms. Mazyana Hashim	mazyana@uum.edu.my
• Mr. Ku Rosyidi Ku Md Razi	kurosyidi@uum.edu.my
• Ms. Nor Allia Askandar	norallia@uum.edu.my
• Ms. Sakinah Ahmad	sakinahh@uum.edu.my

10. Documents accepted by the library are in the form of **doc., docx., and pdf.**
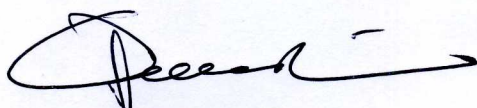
11. **Element of the documents must be compiled in ONE FILE.** List of elements should be emailed based in the purpose of as follows:

PURPOSES	ELEMENT OF DOCUMENT SHOULD BE EMAILED
i. **Proposal Defence**	■ **Front page of proposal** *(Title, name of the student, matrix number and supervisor(s) name)* ■ **Chapter 1 - 3**
i. **VIVA** ii. **Pre- VIVA** iii. **Correction Done After VIVA**	■ **Front page of proposal** *(Title, name of the student, matrix number and supervisor(s) name)* ■ **Chapter 1 – Final Chapter.**
** **EXCLUDED FOR TURNITIN REVIEW**	■ **Preliminary page** *(Table of Contents, acknowledgement etc.)* ■ **Bibliographies / References**

12. Results will be informed through the library's official email, **Originality Report (TurnItIn)**, originalreport@uum.edu.my.

13. Results will be emailed to the students, supervisor(s) and managing officer in each respective schools.

14. For **sources of student writing** detected by Turnitin, **exception process can be done after an validation email received from the supervisor informing that the sources belong to his/her student.** Only validation through UUM emails are accepted and validation through personal emails are not entertained.

-END-

Revised by :   Endorsed by :

RAZAK SIAMIN   **MUHAMAD MAZLAN JALLA**
Head Of Division   Head of Department
Reference and Information Service Division   Department of Customer Service
Sultanah Bahiyah Library   Sultanah Bahiyah Library
Universiti Utara Malaysia   Universiti Utara Malaysia

Date : 27/12/2016 .   Date : 27/12/2016.

FREQUENTLY ASKED QUESTIONS

1. **Do I need to come to the library to collect my Turnitin result?**
   You do not have to. Result will be informed through your respective email.

2. **Will the library sign any forms to prove the review was conducted by them?**
   No. Email address used which is originalreport@uum.edu.my is the evidence that the review is done by the library.

3. **Can I send on behalf of my friends or group?**
   Yes, if the application is completed.

4. **Does the library charge any fee for Turnitin review?**
   It is free at the moment.

5. **Can I check my Proposal / Thesis with the library before I proceed with a formal review?**
   No. Reviewing with the library is official and you are required to submit a form before doing so.

6. **I do not have Turnitin account. How can I check my Proposal/Thesis?**
   a. Students can apply from their respective supervisors. The library only create a Turnitin account for academicians. Each academicians is responsible to register students under their Turnitin account.

   b. Once a students are registered under their supervisor's account, Turnitin checking can be done at any time. *(Subject to the settings made in Turnitin system by supervisors)*

7. **If my supervisor on leave, can I get a signature and stamp from the managing officer?**
   No. In the case of the intended supervisor is on leave or field duty, **the applicants must attach with validation email from the supervisor. Only validation through UUM emails are accepted**. Date of the email must be the same with submission date.

8. **After I received the results of the plagiarism review (Turnitin), what is my next action?**
   Students should discuss with the institute for the next step. The library is only responsible to issue the official results.