

GUIDELINES OF USING TURNITIN SOFTWARE

SULTANAH NUR ZAHIRAH LIBRARY, UMT

INTRODUCTION

Turnitin is a web-based software that can help academician to check the similarity index of references used in preparing an assignment in UMT. This tool can help user in terms of :

1. Preventing plagiarism in writing
2. Assist to improve writing technique
3. Assist to promote critical thinking
4. Assist to facilitate the provision grade writing

Library is a service provider has subscribed to this software. The usage is based on annual license subscribed by the Library. This tool can be accessed online through <http://www.turnitin.com/index/php>. This software is provided free of charge to qualified UMT users who are subject to the rules of use as below :

TERMS OF USE

1. Users must register using UMT official e-mail only. Example :@umt.edu.my
2. Priority of usage is for academician known as "Instructor".
3. Other unofficial email is not allowed and Turnitin administrator has the right to drop any unofficial e-mail from the system.
4. Join ID and password provided by Library only for the Instructor.
5. Turnitin Administrator reserves the right to change password from time to time as deemed necessary.
6. New users(Instructor) must request an account to Turnitin administrator either via memo or e-mail by providing full name and official email. Account will be registered once.
7. Users who have already registered but forgotten the password just need to reset the password.
8. Instructor will responsible to their students. If a user is found to be misusing this software, they will be suspended from using this software up to 1 month or removed from the system.
9. The created class ID is allowed maximum for one month. If the submission process is finished earlier, Instructor need to expire the class by edit at class end date.
10. If the usage has exceeded the license limit, the next user cannot perform any submission.
11. Instructor is responsible for the setting at the software.
12. The percentage of similarity index is determined by faculty/department.

13. User is advised to save the paper ID submitted in this system.
14. User is not allowed to activate quick submit button due to by default setting.
15. Please contact the administrator or UMT Library reference librarian for any difficulty.
16. All relevant information such as how to use these tolls and online demonstration can be obtained via the website provided.

Prepared by :

Turnitin Administrator

Sultanah Nur Zahirah Library,

Universiti Malaysia Terengganu.