Regulations for Using the Turnitin Program

for Faculty and Students of Assumption University

Turnitin is a tool for checking academic plagiarism in the form of online publications and is categorized as Anti-Plagiarism Software. It checks data from three sources:

(1) Student papers submitted to the system (Student paper repository),

(2) Data from the internet (Current and archived internet), and

(3) Academic journals from various publishers (Periodicals, journals & publications).

** Currently, students can access the program with a limit of 2900 student account and 290 instructor account.

Turnitin is designed for students to submit their work and get the plagiarism percentage obtained to present to their advisors for plagiarism checking and to reserve the originality rights of the work.

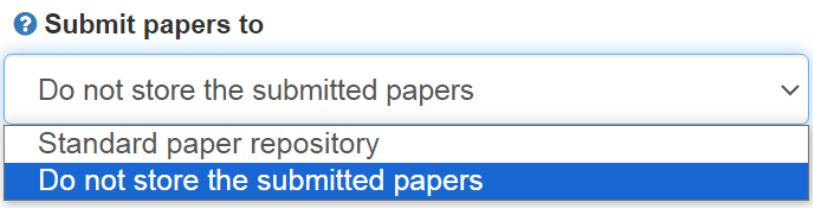
- **Announcement of Changes in the Use of the Turnitin Program by the Publisher**
  From September 2023 students must be enrolled in a class before submitting to an assignment of their behalf.

- **Regulations for Using the Turnitin Program**

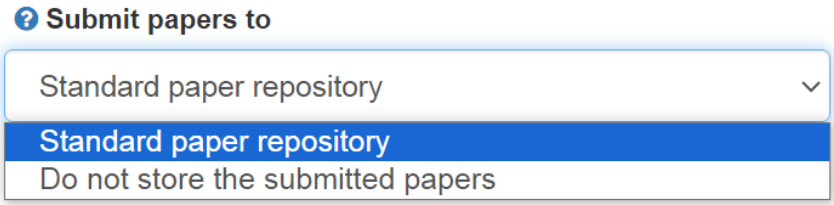
  For Faculty:

  1. Faculty who wish to use the program must notify the library with the following information:
     - Full name
     - Email Address (must use AU account email, e.g., ...@au.edu)
     - Faculty affiliation

       Example: Wilai Pruesapancha, wilaiprs@au.edu, Theodore Maria School of Arts
  2. The library will enter the faculty's information into the Turnitin program. The faculty will then receive a Turnitin welcome email. Upon opening the email, click the Get Started button (see the manual).
  3. Faculty create a Class and Assignment for students to submit their work.
     - For submitting incomplete papers for duplication checking, the faculty should set the condition in Submit paper to: as Do not store the submitted papers (see example).



- When the paper is complete, resubmit it to the system with the condition in Submit paper to: set as standard paper repository to store the paper in the system (see example).



4. Faculty provide the Class ID and Class enrollment key to students for enrolling in the Class.
5. Faculty can view and download the results of the checks.
6. Faculty can delete papers from the program (see the manual). After completing the transaction, the program will send a message to the Admin to confirm the deletion of the paper for it to be completed.
7. Every semester, faculty should delete the used Class and remove graduated students from the created Class.

For Students:

1. Students can access the Turnitin program in two ways:
   - The faculty adds students to the Turnitin program. Afterward, students will receive an email and click the link to register.
   - Students register to use the Turnitin program themselves (see the manual). (Must use the AU account email, e.g., ...@au.edu. If an email account other than the AU account is found, the Administrator will immediately remove it from the system.)
2. Once students enroll in the Class, they can submit their work for plagiarism checking in the Turnitin program.
3. Students can view and download the results of the checks.

Note:

1. Do not share your account with others, especially external individuals, or bring external individuals' papers into the system for checking.
2. For reports submitted with the condition "Standard paper repository," your document will be stored in the Turnitin repository, which can be data for plagiarism checking by other Turnitin users worldwide. Reports submitted to the Turnitin program are the responsibility of the author and are a right in case of future plagiarism investigation.