

Turnitin Guidelines for Thesis Students

What is Turnitin?

Turnitin is a similarity checking tool that can help to identify similarity in submitted documents and existing publications. Here at UC, thesis students are required to submit their Research Proposals and their final thesis to Turnitin and review the resulting Turnitin Similarity Report with their Senior Supervisor. The purpose of thesis checking in Turnitin is to help educate students about plagiarism and the inappropriateness of copying material without proper referencing. Our aim is not to conceal or disguise plagiarism but to train students not to plagiarise.

What is Plagiarism?

The term “plagiarism” refers to prohibited practices that range from incorrect referencing (such as when a paraphrase, even if referenced, is too similar to the original text) to fraud (when you present someone else’s ideas as your own). Academic integrity requires that all assessment items are your own work and that they are properly sourced. Plagiarism is not acceptable.

Read more about Plagiarism and Academic Misconduct at [Academic integrity](#).

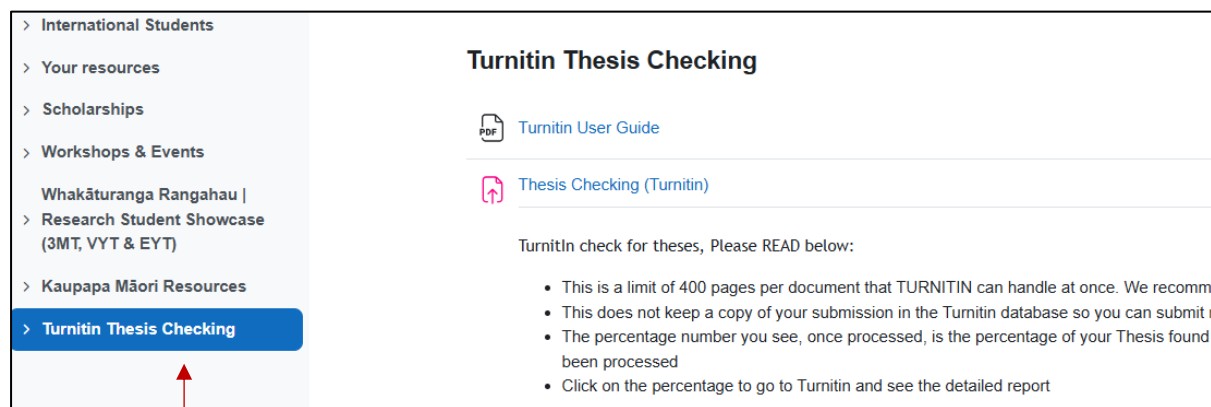
Read more about [Generative AI at UC](#).

Research Students should also be familiar with the [Proofreading and Editing Guidelines](#).

Students who need support in understanding plagiarism should be referred to the [Academic Skills Centre](#). Supervisors who identify that students would benefit from utilizing a referencing system (Zotero or Endnote) should refer students to the [UC Subject Librarians](#).

How to submit a piece of work to Turnitin.

1. Research Students can submit their work to Turnitin for checking via the [Graduate Research Students AKO | LEARN page](#).



Where to find the Turnitin Thesis Checking page on AKO | LEARN

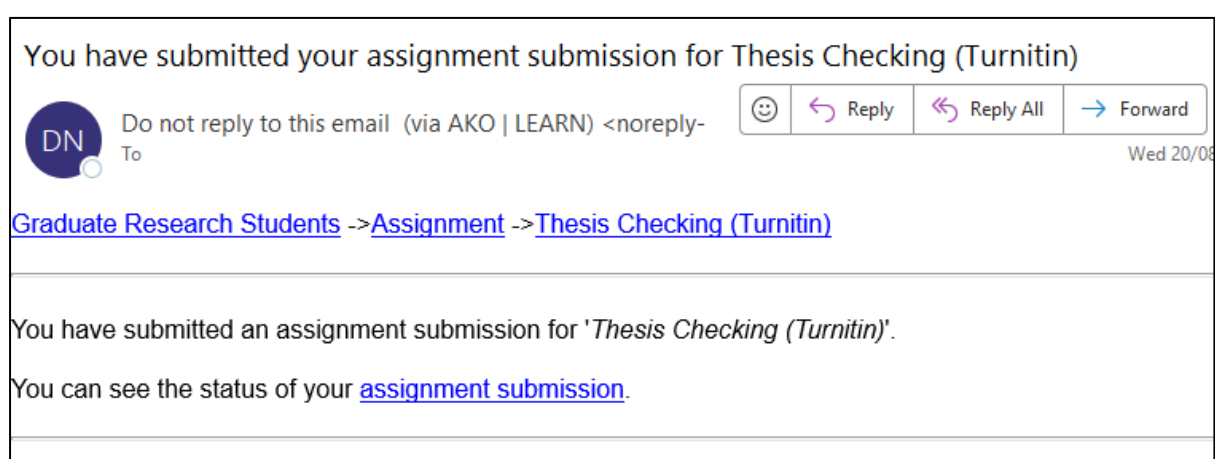
Submitting your final thesis to Turnitin does not submit your thesis to the Graduate School for examination, you must still email your thesis to graduateschool@canterbury.ac.nz before your submission deadline.

2. There are directions on the [AKO | LEARN Turnitin page](#) on how to submit your document to Turnitin.
3. Your document must be:
 - a. No longer than 400 pages long.
 - b. No larger than 20MB in size.
4. We recommend your file be either Microsoft Word (.doc or .docx) or Adobe Acrobat PDF (.pdf) format. Open Office and Libre Officers users should not save their work as a .doc but rather save their file as Rich Text Format (.rtf).
5. You can submit multiple documents by adding them to the file submission box.
6. You can add further documents by selecting 'Edit Submission' and then dropping a second file.
7. Alternatively, you can remove the previous submission and resubmit the new documents.
8. Be mindful that if you submit more than four documents within a 24-hour period this will slow down the response rate. There may also be a limit on the number of times you can resubmit a document for review within a 24-hour period.

Read more at: [Why has the Similarity Report not generated? – Turnitin](#)

How to download your Turnitin report

1. Grading is not automatic. Typically, reports are generated within 5 to 15 minutes but in some instances, it may take up to 24 hours. You will receive an email confirming your document has been submitted for assessment but will not receive an email once the assessment is complete.



Email notification of submission

2. To access the report, you will need to click on the highlighted percentage box that will appear under the file submission once the report is ready.

Submission status	
Submission status	Submitted for grading
Grading status	Not graded
Last modified	Wednesday, 20 August 2025, 1:13 PM
File submissions	Test_Thesis Submission.pdf 20 August 2025, 1:13 PM Turnitin ID: 2732130516 18%
Submission comments	> Comments (0)

Click here to open the report

- Clicking on the filename will not open the report, rather it will open the original file you submitted.
 - The Grading status will remain unchanged (i.e. not graded) as this function is not applicable to thesis submissions.
3. The report will be shown in the 'Feedback Studio' view. Here you can review areas of similarity using the Match Overview. You can also sort the results by the highest percentage matches and filter the results.

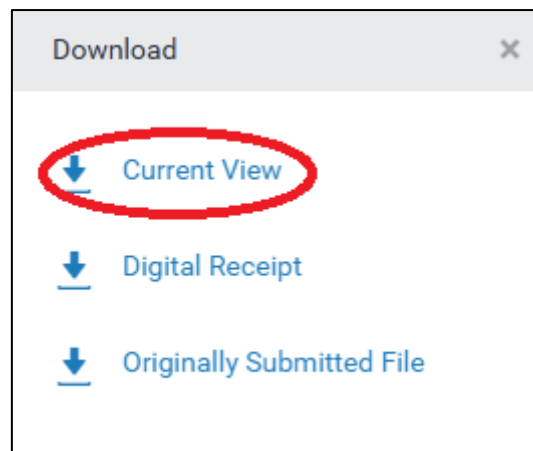
Read more at: [Understanding the similarity score for students – Turnitin Guides](#).

Match Overview		
18%		
< Match 1 of 2 >		
1	R. A. Spronken-Smith, ... Publication	7% >
2	www.canterbury.ac.nz Internet Source	6% >
3	betterstartapproach.co... Internet Source	5% >

Match Overview results in Feedback Studio

4. Click on the Download button in the right panel in the 'feedback studio' and select 'Current view' to download your report. Email this to your supervisor for review.

Read more at: [Downloading a Similarity Report as a student – Turnitin Guides](#)



*Select 'Current view' to download a copy of the report.
The other download options will not provide the required information for your supervisor.*

5. If you need to return to the report later, you can either navigate to the Turnitin Thesis Checking page and then click on 'Thesis Checking (Turnitin)' to access the submission page, or use the link included in the email confirming your submission.

Frequently Asked Questions

Can I use Turnitin and review the report by myself?

Yes, students can use the Similarity Report generated by Turnitin as a tool to help them identify areas where they may not have referenced correctly without having to send this to their supervisors. However, keep in mind that the report notes areas where work is similar to other sources, and it is possible for similarity to occur and not be an instance of plagiarism. Where issues do arise, the report will not identify what corrective action needs to be undertaken, so do consult with your supervisors.

Can I resubmit my document?

Our Graduate School Turnitin portal has been set up so it does not save your submission to the internal Turnitin repository. This means if you resubmit a document, it will not compare it to previous submissions.

Note that if you have had one of your chapters published and it is included in your thesis then this may be highlighted as an area of concern. Check with your supervisor as no changes may be needed.

Do I need to submit my Appendixes to Turnitin?

Yes, you should submit all elements of your thesis to Turnitin for review. If your thesis is larger than 400 pages or 20MB you can split it into several documents. You will be able to submit all these documents at one time in the Turnitin portal, but each will have its own report.

How far in advance should I submit my final thesis to Turnitin?

While it can take up to 24 hours for Turnitin to review your submissions, keep in mind that the actual requirement for submission is for these reports to be reviewed by your supervisor. Additionally, if your supervisor requests changes then you want to allow some time to complete these before submitting.

You should discuss this with your supervisors around one month prior to your submission date.

Why can't I access LEARN?

Your access to LEARN is linked to your enrolment, if you are not currently enrolled you may not have access to this site and hence unable to use the Turnitin portal.

If you are unable to access LEARN please email graduateschool@canterbury.ac.nz.

Why can't I find the Graduate School LEARN Page?

Research Students are automatically enrolled in our LEARN page when they begin their thesis paper. If you have both a Staff and Student Login to LEARN you will need to make sure you have logged into LEARN using your Student Login to access this page.