Turnitin User Guide

Step 1: Registering for a Turnitin account.

Once MBS registers you with Turnitin, you will receive an email in the email account you provided Malta Business School to create an account. Fig.1 below shows the content of the email. Click on the **Set up my Account** icon and follow the instructions. It is important to activate your account within **7 days** of receiving the notification email or the activation code will expire.
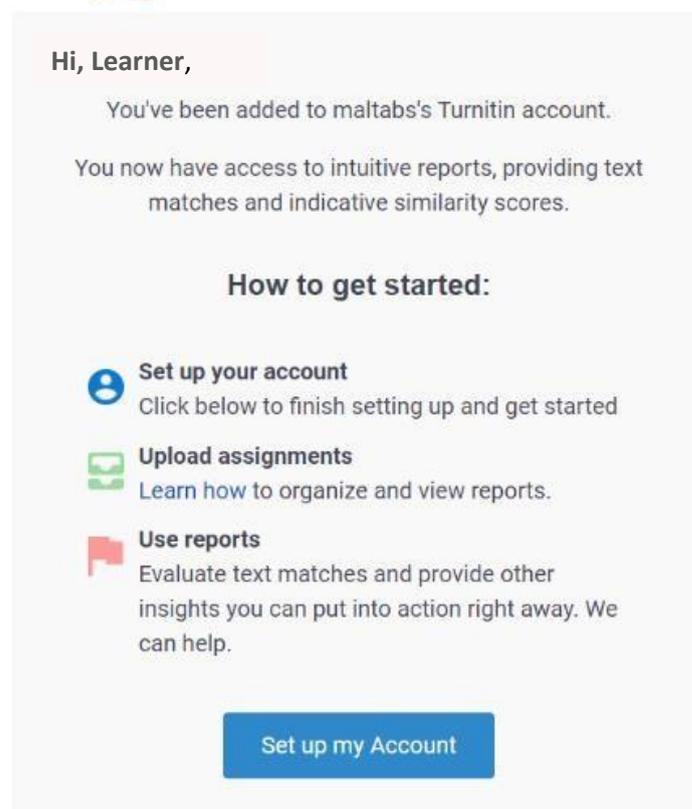

Fig. 1

Create your username and password and click on the **Create my Account** icon. You will now be directed to the Turnitin portal, as shown in Fig. 2, where you can start to upload your work for plagiarism checking purposes.
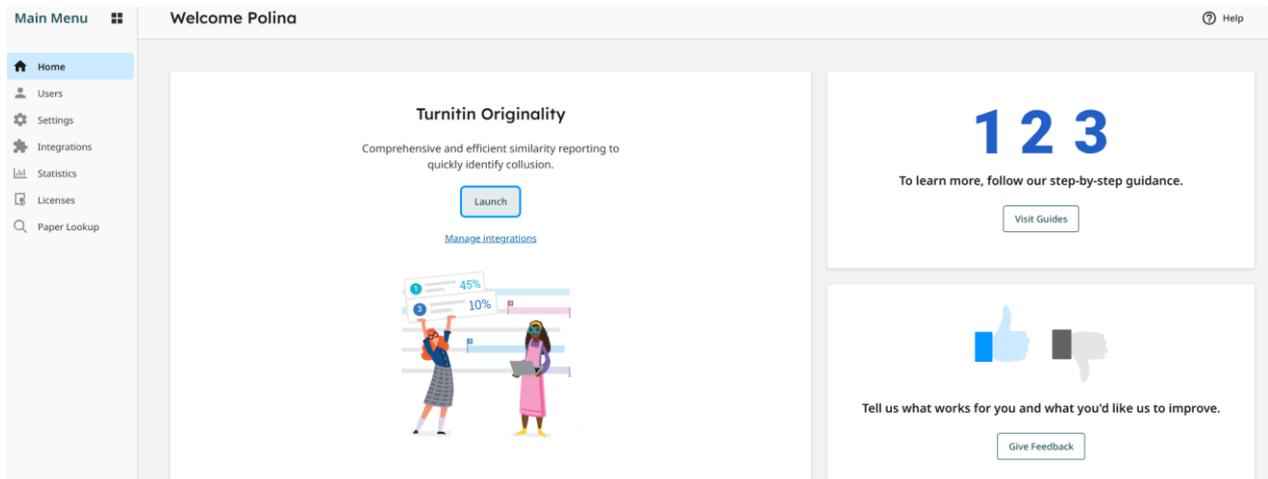

Fig. 2

Step2: Logging In

Log into your Turnitin account using the link https://maltabs.turnitin.com/home/sign-in. You need to input your username and password (see Fig. 3).
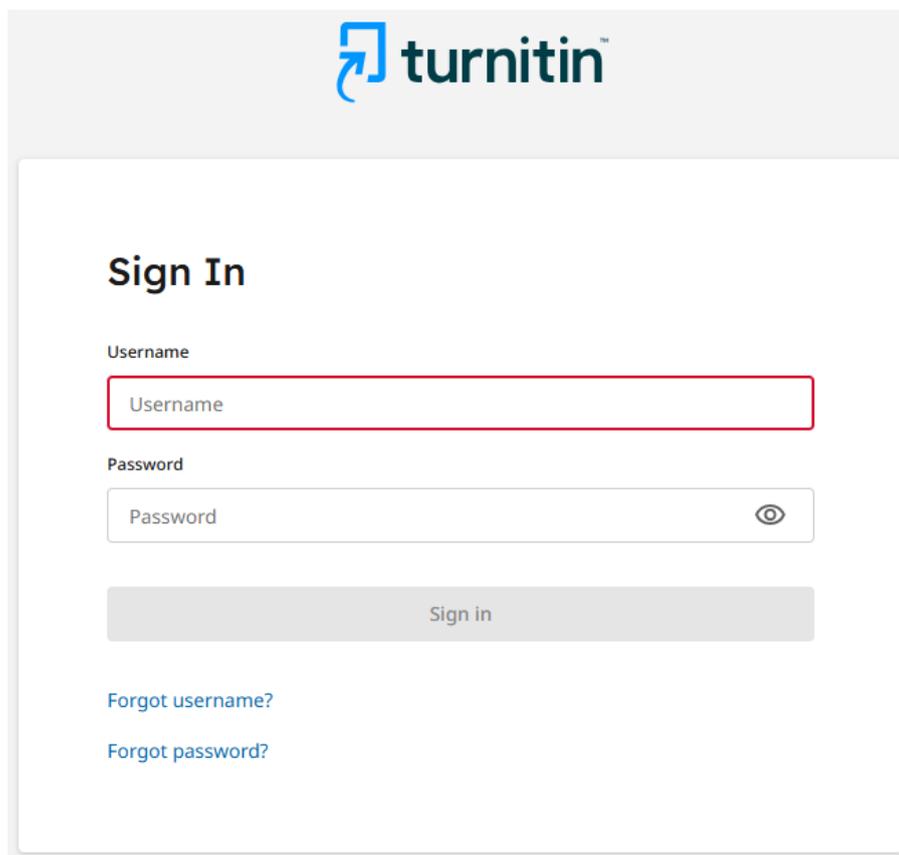

Fig. 3

Step 3: Uploading material for plagiarism check

After logging in, scroll down and click on the **Turnitin Originality Launch** icon. You will be directed to the page where you can upload your work as shown in Fig. 4. Choose the file you want to upload and fill in the information required. Click on the **Upload** icon, select the file location and upload the file.
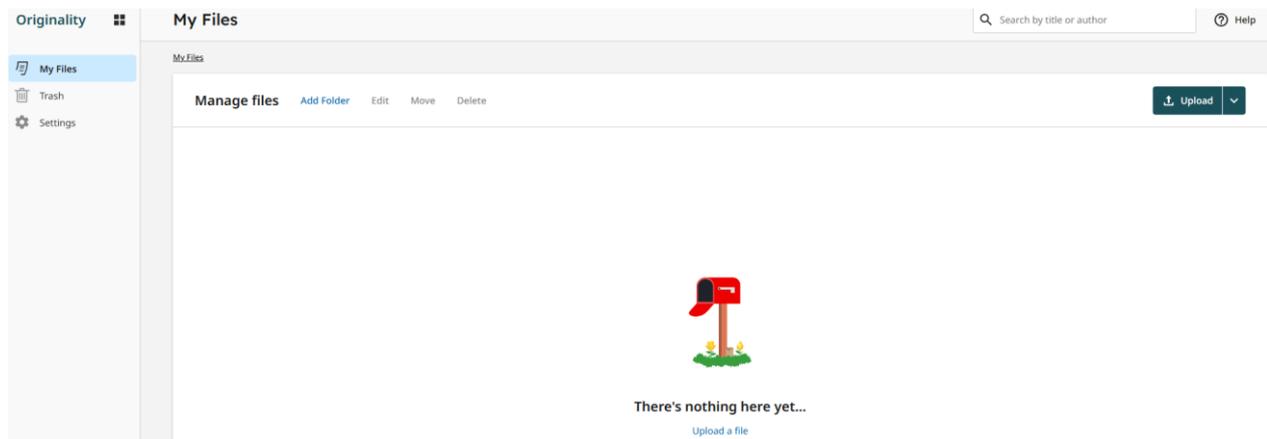

Fig. 4

Please note that only the following sections of your assignment may be excluded prior to running the plagiarism report:

- **The Assignment Front Page.**
- **The Table of Contents.**
- **The Reference List**

Step 4: Checking Similarity Percentage:

Once the file is uploaded the system will indicate the overall similarity percentage and will generate the Turnitin Similarity Report.

The Turnitin Report follows a colour code to indicate the level of similarity within your uploaded work. While this is helpful for you to know, do note that for your programme at MBS, the similarity percentages for your assignments may be different. (Fig 5).
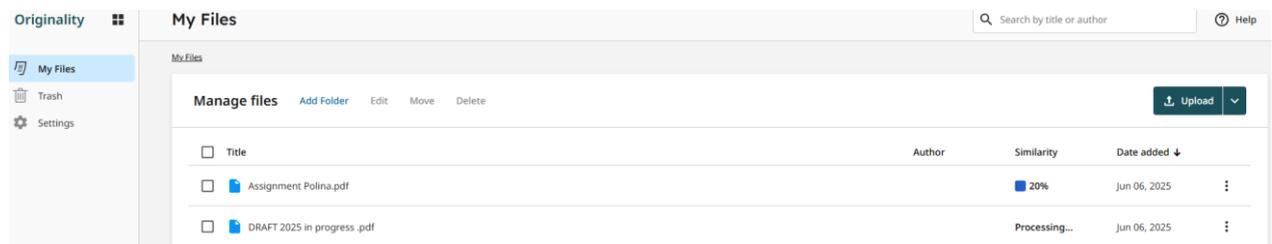

Fig. 5

It is therefore your responsibility as a student to check the similarity report and make sure the assignment submitted abides by the percentages allowed as per the Table 1 below:

Table 1 – Similarity Percentages Range

Similarity Percentage %	Note
Up to 12%	Assignment is within the accepted similarity range. You may proceed with submitting your assignment.
Between 12% to 15%	Assignment needs to be checked and the percentage justified when similarity percentage exceeds the 12%. This percentage is allowed if the information highlighted in the report refer to any or all the below: - Learner Information - Text within the table of content - Text within the reference list - Text on the assignment front page - Assignment question(s) - In-text referencing (highlighted text indicating author name and source date) For example: *As explained by Borg (2020),* If the Turnitin Report highlights text other than the above, you should revise your work to ensure that the issues identified are addressed and resubmit your work to generate a new Report.
15% and over	An assignment that has 15% or more similarity cannot be submitted for assessment. The assignment needs to be reviewed and issues of plagiarism addressed and a new Turnitin Report generated indicating a similarity percentage below 15%.

Assignments submitted for assessment must have a similarity percentage below **15%** to be considered as valid. It is the student's responsibility to check the similarity report and make the necessary changes for the assignment to ensure its validity. Any submitted assignment with a similarity percentage above **15%** will be considered as an automatic fail.

Step 5: Downloading the Turnitin report

To download the similarity report double click on the uploaded assignment. Then, click on the **download** icon on the top right-hand side of the document and choose **Similarity Report** to download the document (Fig. 6).
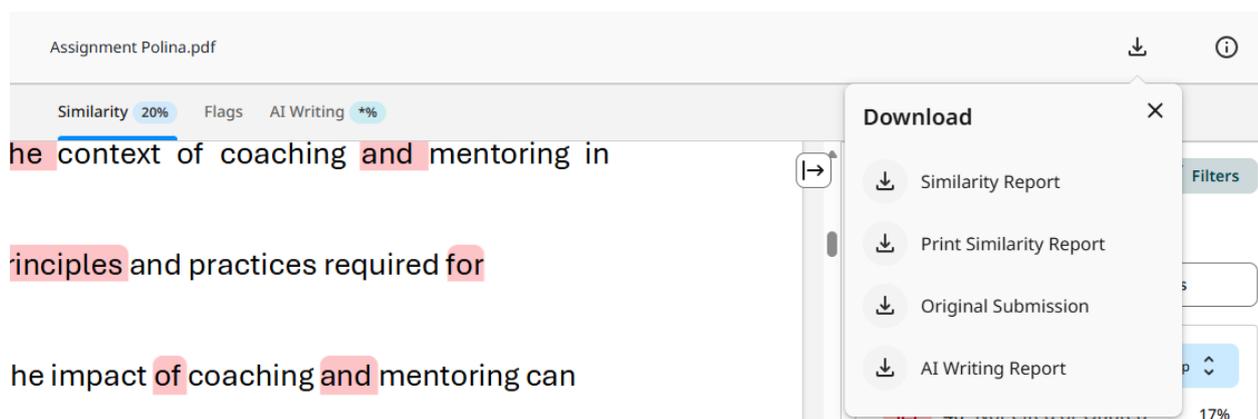

Fig. 6

Step 6: Submission of assignment and Turnitin report to MBS:

After generating the Turnitin Report and checking that you are within the allowed similarity percentage of MBS (below 15%) you should label your assignment using the following convention:

- ***BBM(Intake Number)-ModuleCode-SurnameName-AF***

  (Eg.BBM01-M1.3-BorgJoe-AF)

Similarly, the plagiarism report is to be labelled using the following convention:

- ***BBM(Intake Number)-ModuleCode-SurnameName-TR***

  (Eg: BBM01-M1.3-BorgJoe-TR)

Following the above you can proceed with the submission of your assignment and Turnitin report as follows:

A copy of the assignment together with the Turnitin report in **PDF** format are to be uploaded in the Module's respective submission space on the My Journey Portal.