Uploading Assignments

If you have been instructed to upload an assignment for assessment through the UoM VLE for a particular study-unit, you will be able to first submit your draft assignment to Turnitin to obtain an originality report. To enable this, a separate upload activity (marked as "Draft Assignment") should have been created in the UoM VLE study-unit area. If the "Draft Assignment" upload activity does not exist, please draw your lecturer's attention. After making any amendments to the assignment, you will be required to submit your final version to a separate upload activity (marked as "Final Assignment") for assessment purposes, within the same study-unit area.

Uploading the Draft Assignment

You may submit your work in the draft assignment upload activity only once. Turnitin may take up to 24 hours to generate an originality report for your draft assignment. The time taken to generate the originality report is dependent on factors outside the University's control, so please allow plenty of time between uploading the draft and the assignment deadline.

Step-by-step instructions are available in "Submitting an Assignment through Turnitin – Students' Quick Guide" accessible through "Students: Turnitin Training & User Guides" link: www.um.edu.mt/itservices/vle/pds/students/pdstraining

Viewing and Interpreting the Originality Report

You would need to sign in to the VLE to be able to view the originality report generated for your draft assignment. This report is also viewable by your lecturer.

The originality report will highlight text in your assignment that bears a strong similarity to existing text in other sources. The settings in the originality report may be changed to include or exclude quotations (which, in your assignment, should be properly enclosed in quotation marks) and the bibliography or references section.

Note that Turnitin's database does not necessarily include all web pages and papers/reports in subscription based digital libraries. Turnitin does not highlight text that has been copied from sources that are not present in Turnitin's database. Also, Turnitin will not mark as "plagiarised" text that has been correctly paraphrased, but where the in-line citation to the reference is missing. Examiners are free to use other information/sources to determine whether plagiarism has occurred. If the examiner reports a case of suspected plagiarism, then the examiner will provide the Faculty/University Assessment Disciplinary Board with all supporting evidence, and not just the Turnitin Originality Report.

Turnitin's database does not contain diagrams/figures/images, computer program code, musical scores, artwork, etc. Please contact your Faculty Office for further assistance on how to determine how to avoid accidental plagiarism in these cases.

Remember that the easiest way to ensure that your assignments are free from accidental plagiarism is to quote, paraphrase, acknowledge, cite, and reference correctly. Refer to the "University Assessment Regulations, 2009", the "Plagiarism and Collusion Guidelines" and "How to Avoid Plagiarism" documents available at: https://www.um.edu.mt/registrar/policiesguidelinesforms/policiesguidelines/students/studentconduct/

Step-by-step instructions to help you interpret originality reports are available in "Viewing & Interpreting a Turnitin Originality Report – Students' Quick Guide" accessible through "Students: Turnitin Training & User Guides" link: www.um.edu.mt/itservices/vle/pds/students/pdstraining

Uploading the Assignment for Assessment

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When you are ready to upload your assignment for assessment, revisit the study-unit area in the UoM VLE, ensure that you select the link entitled "Final Assignment" and upload your file. You will not be able to view the originality report generated for your submission. You may, however, make modifications to your assignment and upload newer versions until the deadline. Uploading new versions will overwrite the previous version and will generate a new originality report accessible only by the lecturer.

Uploading Dissertations/FYPs

Students have the possibility to run a draft version of their dissertation chapters through Turnitin before submitting the final version for assessment purposes. When you access the UoM VLE you will see your taught study-units VLE areas, and a designated dissertation area in your name, for your draft and final dissertation submissions. Turnitin may take up to 24 hours to generate an originality report. The time taken to generate the originality report is dependent on factors outside the University's control. Students should allow enough time between uploading the draft and final version of their dissertation/thesis.

Students should contact their supervisor if the relevant Turnitin upload activities are not available.

A. Draft and Final Dissertation Submissions

The dissertation area has this naming convention:

Student's Name - PG Dissertation/Thesis
e.g. Albert Abela - PG Dissertation/Thesis

When you submit your draft dissertation chapters, Turnitin will generate an originality report for each individual chapter viewable by yourself and your supervisor.

Step-by-step instructions to help you make submissions of your draft dissertation chapters through Turnitin are available in the PG section "Submitting a Dissertation through Turnitin - Students' Quick Guide", through the link "Students: Turnitin Training & User Guides":
www.um.edu.mt/itservices/vle/pds/students/pdstraining

Subsequently, you should submit a final version of your dissertation (one file) in the same dissertation area. You will not have access to the originality report.

Step-by-step instructions to help you make submissions of your final dissertation through Turnitin are available in the PG section "Submitting a Dissertation through Turnitin - Students' Quick Guide", through the link "Students: Turnitin Training & User Guides":
www.um.edu.mt/itservices/vle/pds/students/pdstraining

Other Plagiarism Detection Tools

If you have not been instructed to upload your work in electronic form, but you wish to check your work before submission anyway, or you want more than one opportunity to ensure that your work does not contain significant textual overlap with existing documents, you are free to use any fee-based or free services to check work before submitting it for assessment. It is always advisable to check the relevant Terms and Conditions of use before using any software, as some Terms and Conditions may give the plagiarism detection company rights to use your work in ways that you do not necessarily agree with (e.g. making it available for public use).

More information about plagiarism detection is available here:
www.um.edu.mt/itservices/vle/pds

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