

Text Matching Software Higher Degrees by Research Procedures

Section 1 - Purpose and Scope

(1) The purpose of this Procedure is to define implementation requirements for the [Text Matching Software Policy](#) in a Higher Degrees by Research (HDR) and Professional Doctorate context.

(2) Scope

- a. This Policy applies to all HDR and Professional Doctorate students; and
- b. all HDR and Professional Doctorate supervisory staff.

Section 2 - Definitions

(3) Nil.

Section 3 - Procedures

Voluntary Thesis Checking

(4) HDR and Professional Doctorate students may submit their draft thesis to Turnitin via the Office of Research Blackboard site for checking at any time.

Mandatory Confirmation of Candidature Checking

(5) As part of their confirmation of candidature, HDR students must submit their confirmation of candidature proposals to Turnitin (text matching software) via the Office of Research Blackboard site. The Turnitin originality report will then proceed to the Principal/Coordinating/Primary Academic Supervisor and Director, Higher Degree Research for review.

Mandatory Thesis Checking

(6) HDR and Professional Doctorate students must submit the final draft of their thesis to Turnitin via the Office of Research Blackboard site and obtain an Originality Report from Turnitin prior to submitting the thesis for examination.

(7) HDR and Professional Doctorate students must email advice to their Principal/Coordinating/Primary Academic Supervisor and Director, Higher Degree Research, that the final draft has been submitted to Turnitin.

- a. A students whose relevant supervisor is not an SCU employee must attach a copy of the originality report to the clause email.

(8) The Principal/Coordinating/Primary Academic Supervisor will download the Originality Report from the DOR Blackboard site, or view the attached Originality Report if provided under clause (7)a, and review it for academic misconduct in accordance with the university's Academic Integrity Policy .

(9) If no academic misconduct is found or suspected, the student and Supervisor will sign the Statement by Principal Supervisor/Candidate Form to indicate "I have received and reviewed the Candidate's Turnitin Originality Report and am satisfied the work contained within the thesis meets the university's Academic Integrity standards".

(10) If academic misconduct is found or suspected, the Supervisor will apply the [Academic Integrity Policy](#).

Section 4 - Guidelines

(11) Nil.

Status and Details

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Responsible Executive	Mary Spongberg Senior Deputy Vice Chancellor +61 7 55893361
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