

## Guidelines to Ethics Control (Turnitin) Rules for Theses and Term Projects

These guidelines outline the ethical audit criteria and Turnitin usage principles required for evaluating graduate theses within the framework of academic integrity.

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### 1. Basic Rule

- All graduate theses undergo a strict ethical audit process both before and after the defense. The primary measurement tool for this process is the **Turnitin Similarity Report**.

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### 2. Maximum Permissible Similarity Rates

- Theses must not exceed the following limits to be considered acceptable:

Criterion	Maximum Limit
Total Similarity Rate	20%
Single Source Similarity Rate	2%

- **Very Important Note:** Theses exceeding these rates cannot be presented to the defense jury or receive Institute approval until they are brought into compliance with the similarity limits.

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### 3. Uploading Responsibility of the Supervisor / Project Advisor

- The **Thesis Supervisor** is responsible for uploading the thesis to the Turnitin system and obtaining the report.
- It is the supervisor's obligation to ensure the report complies with the limits mentioned above (20% and 2%) and to guide the student accordingly.

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### 4. Technical Settings

- Proper Turnitin settings are critical for a healthy evaluation process.
- **Critical Setting: "Do Not Save to Repository"**
  - When setting up the CIU Turnitin account or uploading files, you **must** ensure the "DO NOT SAVE TO REPOSITORY" option is selected.

- **Why?** If a thesis is saved to the database, the system will match the thesis against itself during the next check, resulting in a **100% similarity** score.

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## 5. Other Recommendations to Avoid High Similarity Rates

- **Publication Drafts:** Drafts of articles, conference papers, or similar publications derived from the thesis should not be run through Turnitin until the thesis approval process is fully completed.
- **Different Institutional Accounts:** The thesis should not be uploaded via Turnitin accounts of other institutions (e.g., TÜBİTAK) for any reason. Such uploads may cause the thesis to be saved to a database, leading to incorrectly high similarity rates in the future.

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## 6. Regarding the Use of Turnitin for Artificial Intelligence (AI) Detection

The Institute's policy regarding the use of AI tools is as follows:

- **Institute Evaluation:** The "AI Writing Report" generated by Turnitin is not considered an official barrier by the Institute.
- **Supervisor Control:** However, these reports serve as an **alert** for Thesis/Project Supervisors. Supervisors should examine the originality of the content in light of this data.
- **AI Ethics Guide:** For more detailed information, the "Ethical Guidelines for the Use of Artificial Intelligence in Theses and Term Projects" should be consulted.