



GUIDELINES ON THE INSTITUTIONALIZATION OF TURNITIN AND AI CHECKER

I. RATIONALE

To uphold Cagayan State University’s commitment to producing high-quality and impactful research outputs, the institutional utilization of Turnitin and AI checkers is essential in promoting academic integrity across undergraduate and graduate theses and dissertations, RDE outputs, and research publications. Establishing clear guidelines and similarity thresholds not only prevents plagiarism and overreliance on AI but also fosters a culture of originality, critical thinking, and ethical scholarship. These measures align with CSU’s mission to advance research excellence while addressing emerging challenges in the evolving academic and research environment. This applies to all faculty members, researchers, and students involved in the preparation and submission of undergraduate theses, graduate theses and dissertations, RDE outputs (proposals and completed projects), and research publication.

II. GENERAL GUIDELINES

- 1) One Turnitin and AI checker account shall be provided to each of the campuses by the Research Development and Extension (RDE) Unit.
- 2) Mandatory orientation and training on the proper use of these tools will be conducted for faculty members and researchers, and students by the University KTMP/MIS Office.
- 3) Campus KTMP/MIS coordinators must familiarize themselves with interpreting similarity reports and AI-detection results.
- 4) Undergraduate and graduate theses and dissertations, completed research and extension projects, and research and extension publications must be submitted for Turnitin and AI checkers prior to final submission to the Campus KTMP/MIS coordinators. The Turnitin and AI checker service per study will be in maximum of six (6) runs as follows:

Submission Stage	Number of runs
Proposal Submission	2
Completed Research	2
Publication Submission	2

- 5) A certification of similarity and AI detector, signed by the Campus KTMP/MIS coordinators, must accompany the manuscript, along with the AI-detection summary, indicating compliance with the prescribed thresholds.
- 6) Campus KTMP/MIS Office will manage Turnitin and AI checkers to ensure continuous access, address technical issues and concerns and facilitate the plagiarism and AI-checker usage.
- 7) The University RDE unit must verify compliance with similarity and AI thresholds before approving research proposals for approval or completed research for publications and/or presentations and non-compliant submissions shall be returned for revision until it will pass the AI and Similarity Threshold.
- 8) Students must adhere to the following steps for proper document checking:



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- Request letter by the students noted by the adviser and approval by the Dean to proceed for similarity and AI checking (KTMP Form 01).
 - Payment of the required fee at the Campus Cashier's Office.
 - Submission to the Campus KTMP/MIS coordinator for Turnitin and AI checker processing.
 - Final receipt of reports and submission back to the Student for revision or compliance confirmation.
- 9) Users must ensure that revisions to reduce similarity or AI-detected content maintain the originality and quality of their work, as intentional plagiarism or misuse of AI-generated content will result in disciplinary action under the university's academic policies.

Fees and Payment

1. To sustain the use of Turnitin and AI checkers, the following fees will be charged based on the type of study. These fees must be paid at the Campus Cashier's Office before proceeding to the Campus KTMP/MIS coordinator for similarity and AI detection processing.

Type of Study	Fee (PHP)
Undergraduate Thesis	300
Graduate Thesis	500
Graduate Dissertation	750
RDE Study (Internal)	500
RDE Study (External)	1,000

2. To augment the campus RDE fund, the fees collected from the Similarity and AI Detector will be allocated to support its operations.
3. All payments must be supported by an official receipt, which will be required during submission.
4. For any additional Turnitin and AI checker runs beyond the initial processing, a minimum fee of Php 50.00 per extra run will be charged.

Similarity and AI Detection Thresholds

Research Output	Similarity Threshold	AI Content Threshold
Undergraduate Theses	25%	20%
Graduate Theses/Dissertations	20%	15%
RDE Outputs (Proposals/Completed)	18%	12%
Research Publications	15%	10%



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Specific Provisions

- 1) Direct quotations, properly cited references, and template content are excluded from similarity analysis but shall be minimize, as the similarity index must primarily reflect original work, with high similarity in critical sections particularly in methodology and discussion flagged for revision.
- 2) AI-generated content shall supplement research outputs without replacing original contributions, with proper attribution and disclosure in the methodology section of research papers.
- 3) Turnitin reports must be dated and reflect the final manuscript version, while AI checker summaries should indicate compliance, with highlighted content justified in the advisers or campus coordinators remarks.

Implementation and Administration

- 1) The University RDE, in coordination with Campus KTMP/MIS coordinators, will regularly evaluate the implementation of these guidelines and adjust thresholds as necessary based on institutional goals and global standards.
- 2) Faculty members and researchers or students who exceed the thresholds due to exceptional circumstances may file an appeal with the campus RDE coordinator.
- 3) Plagiarism or excessive AI dependency without proper attribution will result in sanctions, including disapproval of the research papers or disciplinary measures aligned with university policies.



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