UNIVERSITY OF CROSS RIVER STATE

POSTGRADUATE SCHOOL

MEMORANDUM

TO: All Postgraduate Students

SUBJECT: IMPLEMENTATION OF THE APPROVED TURNITIN COMPLIANCE POLICY AND PROCEDURE FOR PAYMENT AND SUBMISSION OF DISSERTATIONS/THESES FOR SCREENING

All postgraduate students of the University of Cross River State (UNICROSS) are hereby informed that the University has approved the implementation of the Turnitin Compliance Policy for postgraduate dissertations and theses. The policy is designed to promote originality, academic integrity and responsible research practices. Consequently, all postgraduate students whose programmes require the submission of a dissertation or thesis are required to comply with the following guidelines.

1. ACCEPTABLE TURNITIN THRESHOLDS

The following maximum permissible limits shall apply to final submissions:

- **Similarity Index:** Not more than 15%.
- **AI-generated content:** Not more than 10%.

2. TURNITIN ACCESS AND APPROVED FEES

The approved Turnitin access and verification fees are as follows:

- **Students admitted from the 2026/2027 Academic Session onward:** ₦15,000 annually.
- **Students admitted before the 2026/2027 Academic Session:** ₦25,000 as a one-off payment.

3. PROCEDURE FOR TURNITIN PAYMENT

All postgraduate students admitted before the 2026/2027 academic session are required to follow the steps below to make payment for Turnitin services.

1. Visit the University portal at https://myunicross.ng.
2. On the portal homepage, click on Turnitin.
3. Select Pay for Turnitin.
4. Under the select category, select Returning Student.
5. Complete the payment form by providing the following information:
   - Registration Number
   - Full Name
   - Email Address
   - Faculty
   - Department
   - Degree in View
6. Carefully review the information entered to ensure that all details are correct.
7. Click on Proceed for Payment to initiate the payment process.
8. Follow the payment instructions displayed on the portal to complete the transaction.
9. Upon successful payment, print and retain your payment receipt for future reference.

Information regarding the mode of Turnitin payment for students admitted into the 2026/2027 academic session will be released at the beginning of the session. Such students are advised to await further directives from the Postgraduate School.

4. PROCEDURE FOR TURNITIN SCREENING

All postgraduate students shall observe the following procedure:

1. Prepare the soft copy of the dissertation or thesis for screening.
2. Submit the soft copy of the dissertation or thesis to either of the following email addresses: unicrosspostgraduate@yahoo.com or unicrosspg@gmail.com.
3. Do not send to both emails at a time.
4. In the body of the email, provide the following information:
    - Full name;
    - Registration number;
    - Title of dissertation or thesis;
    - Department and programme;
    - Phone number; and
    - Personal email address.
5. Attach evidence of payment to the email.
6. Await the Turnitin screening results and further instructions from the Postgraduate School.
7. Review the screening report and make necessary corrections where the prescribed limits are exceeded or other issues require attention.
8. Ensure that the final document satisfies the maximum Similarity Index of 15% and maximum AI-generated content level of 10%, where AI detection is available.
9. Obtain the necessary Turnitin clearance before proceeding to external defence and final binding.

All postgraduate students are advised to comply strictly with these directives. Please be guided accordingly.

E-SIGNED

DEAN, POSTGRADUATE SCHOOL
University of Cross River State