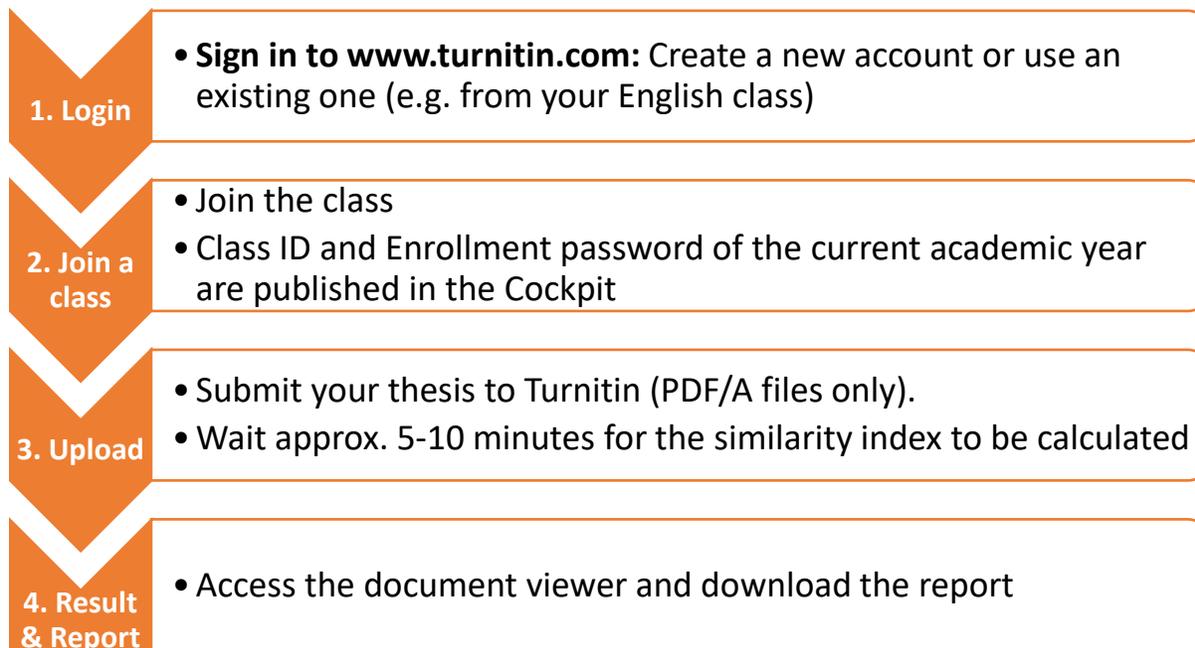## General Information

The plagiarism check is a mandatory part of your final examination and needs to be done before handing in the thesis. The check generates a report that you will have to upload to the Cockpit along with the final file of your thesis. Both files, the final thesis and the one on which the plagiarism check is run must be the same. When you upload (=hand in) your thesis you officially declare that both files are identical. A false declaration entails disciplinary proceedings.

Interpretation of results:

The plagiarism program Turnitin will generate a so-called "Similarity Index". It refers to the quantity (percentage) of your text that matches with other sources. The percentage value is associated with a colour (blue, green, yellow, orange, red). Please note that the acceptability of a similarity index strongly depends on the type of thesis (e.g. experimental studies vs. thesis in law). In case of doubts and/or high similarity indexes it is recommendable to contact the supervisor and decide together with her/him if and how to revise the thesis.

Below you find a short outline of the procedure, followed by a detailed description of each step.

Outline of workflow

1. Login
- **Sign in to www.turnitin.com:** Create a new account or use an existing one (e.g. from your English class)

2. Join a class
- Join the class
- Class ID and Enrollment password of the current academic year are published in the Cockpit

3. Upload
- Submit your thesis to Turnitin (PDF/A files only).
- Wait approx. 5-10 minutes for the similarity index to be calculated

4. Result & Report
- Access the document viewer and download the report

Detailed description

Follow *Step 1a* if you already have a Turnitin account associated to your unibz e-mail.

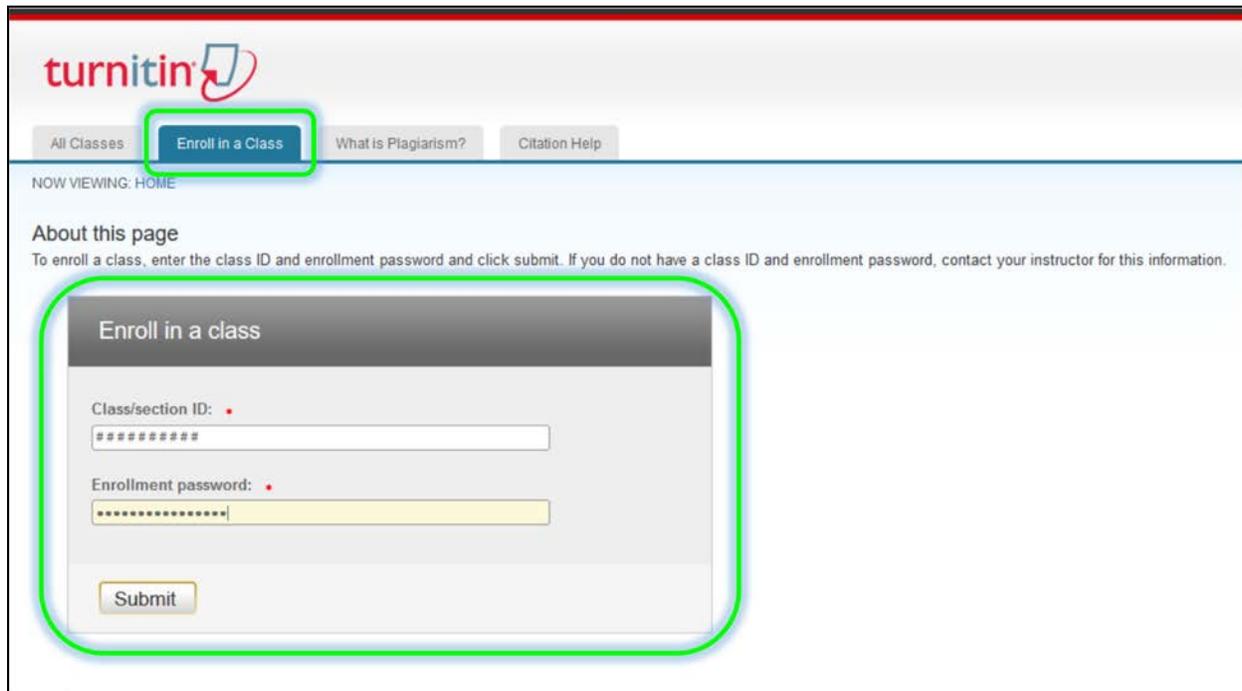Follow *Step 1b* if you do **not** have a Turnitin account.

Step 1a: Login

Go to www.turnitin.com and access your account. Reset your password if you lost it.

Step 2a: Enroll to the class for the thesis submission
Click the tab *Enroll to class* and insert class ID and Enrollment password which you find in the corresponding section in the cockpit.
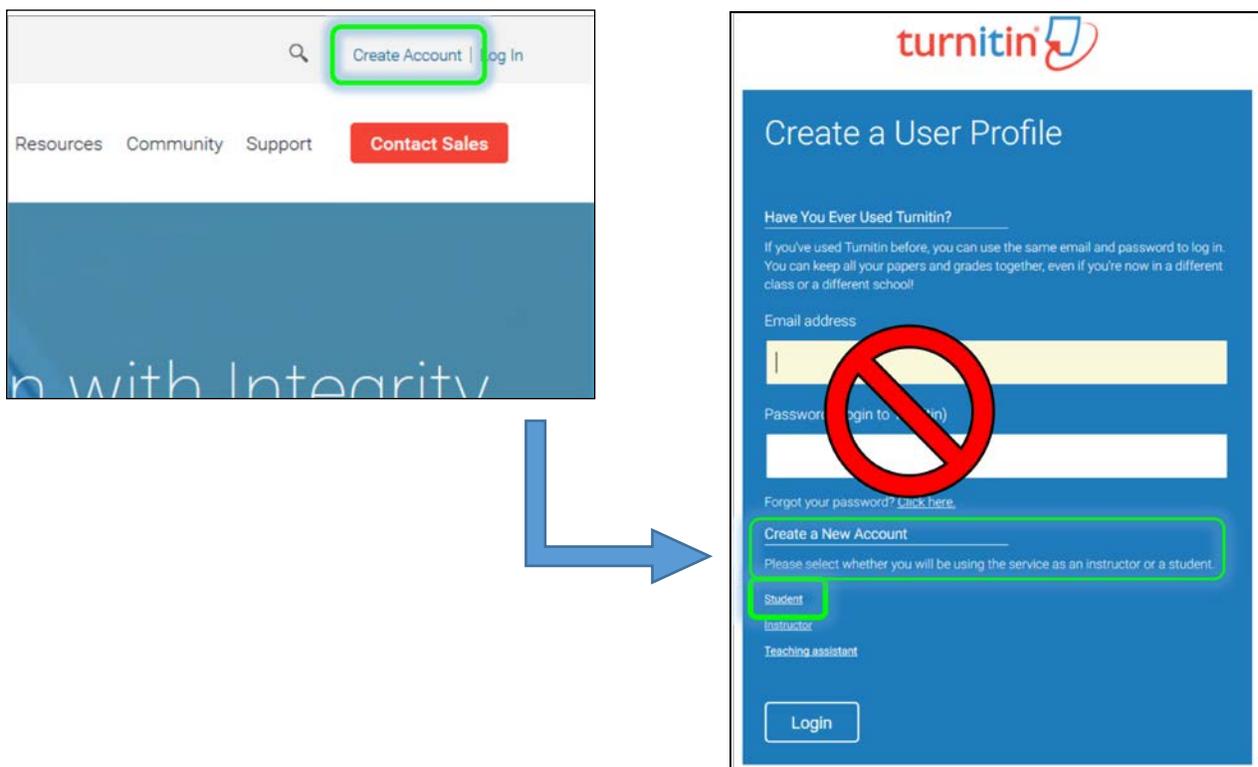

>>> **Go to Step 3**

Step 1b: Create a new account
On www.turnitin.com click *Create Account* in the upper right corner.

Step 2b:
Insert first class ID and Enrollment password which you find in the corresponding section in the cockpit. Fill in all the other fields and make sure you use your unibz e-mail address. Confirm by clicking *I agree – Create profile*.
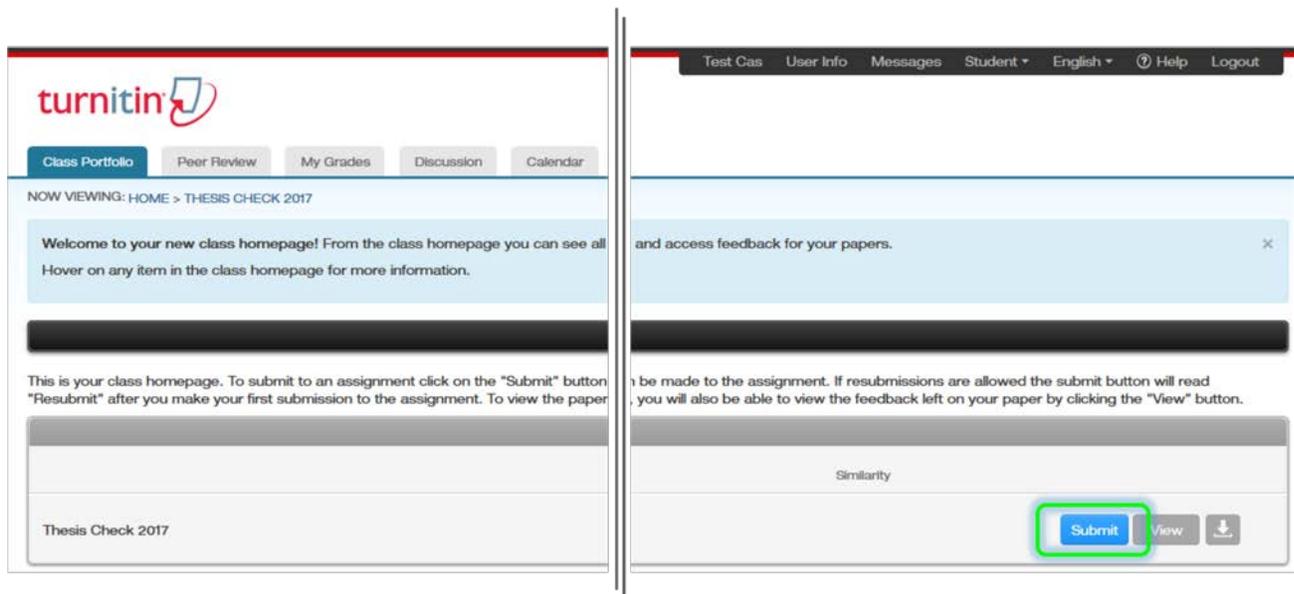
Step 3: Enter the class

Enter the class by clicking on the class name *Thesis Check 20##*.
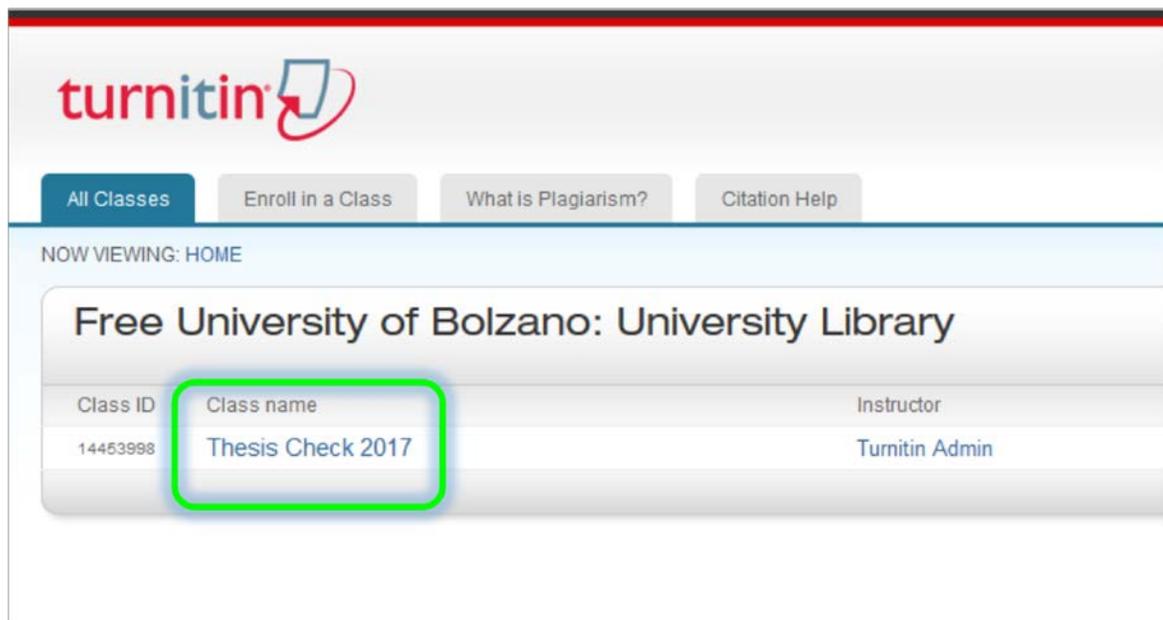
Step 4: Submit (upload) your thesis.

Click on *Submit*.

<div>

IMPORTANT!

This submission does **NOT** substitute the official upload of the final thesis through the Cockpit! Here you just upload your thesis in order to do the mandatory plagiarism check and to obtain the corresponding plagiarism report, which needs to be uploaded along with the thesis file in the cockpit.

</div>

Step 5: Submission details

- Select *Submit: **Single File Upload*** (not *Cut & Paste Upload*).
- Insert your first name, last name and the title of your thesis.
- Then choose the file (PDF/A) to be uploaded. The file must be the one that you will hand in/upload officially.

PLEASE NOTE:
The file that you upload to Turnitin has to be the final file of your thesis that you will hand in to the faculty via the cockpit!

File types allowed: only PDF/A, the same file that you will hand in as official thesis! Turnitin would accept other file types, but since you have to submit your thesis as PDF/A file, you need to upload to Turnitin the same PDF/A file as well.

Step 5: Confirm the upload

Submit: Single File Upload
STEP ● ● ○

Please confirm that this is the file you would like to submit...

Author:
Test Cas

Assignment title:
Thesis Check 2017

Submission title:
TITLE OF THESIS

File name:
Test Tcas.pdf

File size:
180.2K

Page count:
2

Word count:
343

Character count:
2057

« Page 1 »

Confirm   Cancel

Step 6: Go back to the assignment inbox

180.2K

Page count:
2

Word count:
343

Character count:
2057

Submission date:
23-Feb-2017 5:19 PM CET

Submission ID:
775080606

Return to assignment list

Step 7: Processing

Wait for Turnitin to process your file. From time to time press F5 to refresh the webpage. As soon as the similarity index appears, you may click on it and enter the document viewer.

and access feedback for your papers.   ✕

n be made to the assignment. If resubmissions are allowed the submit button will read
, you will also be able to view the feedback left on your paper by clicking the "View" button.

	Similarity		
	Processing	Resubmit View ⬇

v v v v v v v v v v v v v v v v v v v v v v v v v v v v v v v v v v v v v v v v v v v v v v v v v v v

u will also be able to view the feedback left on your paper by clicking the "View" button.

	Similarity		
	28% ▮	Resubmit View ⬇

Step 7: The document viewer

After clicking on the similarity index, the document viewer (Feedback Studio) pops up in a separate window:
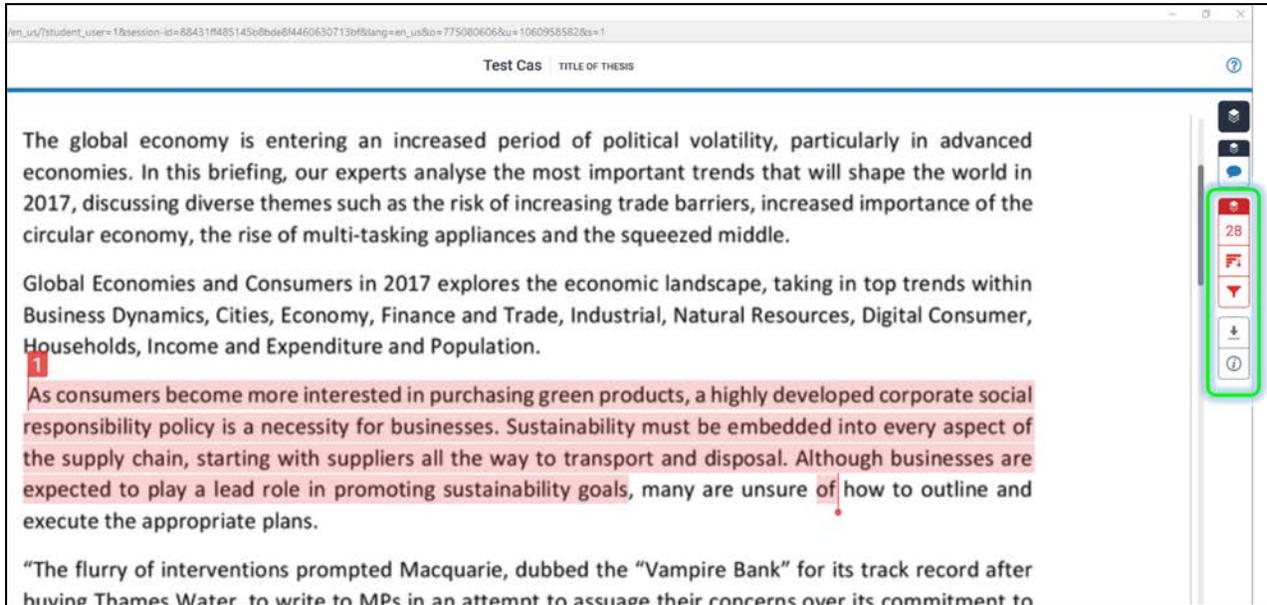
On the right-hand side, you see several blue and red coloured icons. By clicking on the red ones – here number 28 – the *Match Overview* will be shown. In contrast to this example where only one source was identified, you will have a much longer list of sources and matches.
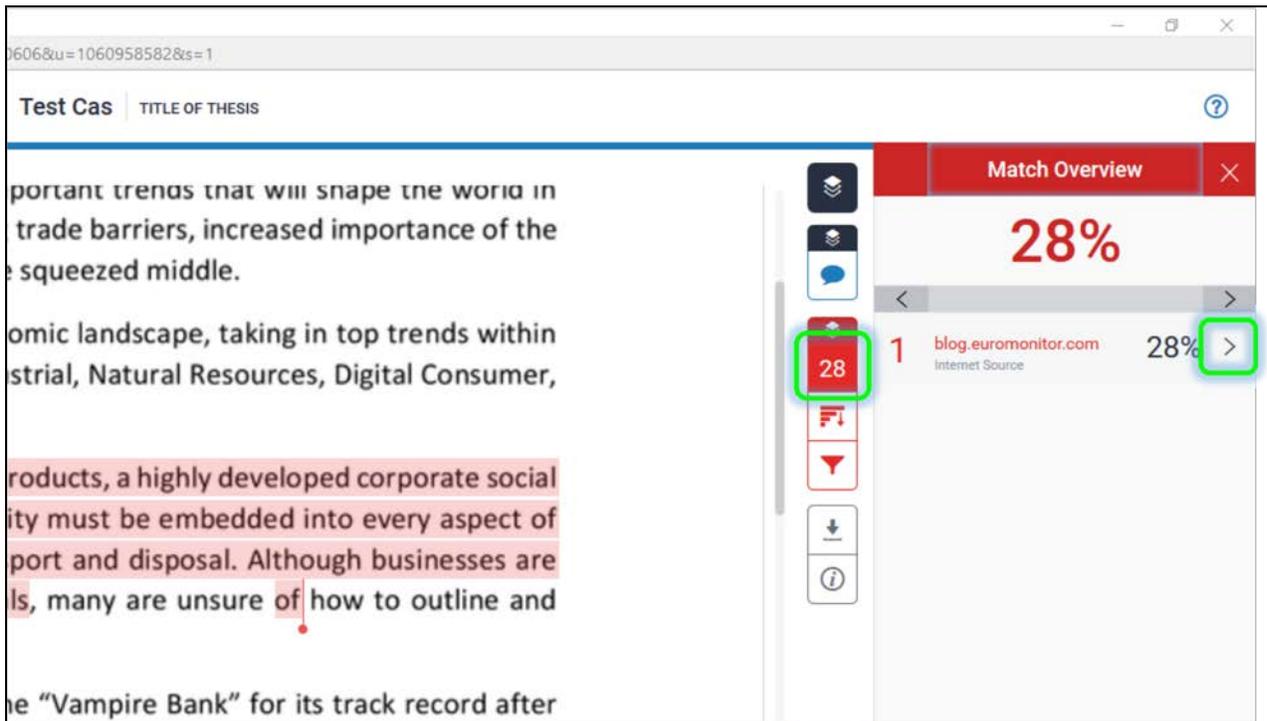
By clicking on the small arrow > next to the single percentages, you enter the *Match breakdown*, which means all matches that correspond to the source that you selected in the Match Overview.

In the Match Breakdown, by clicking on >, you can move from one match to the next (see "Match 1 of #").
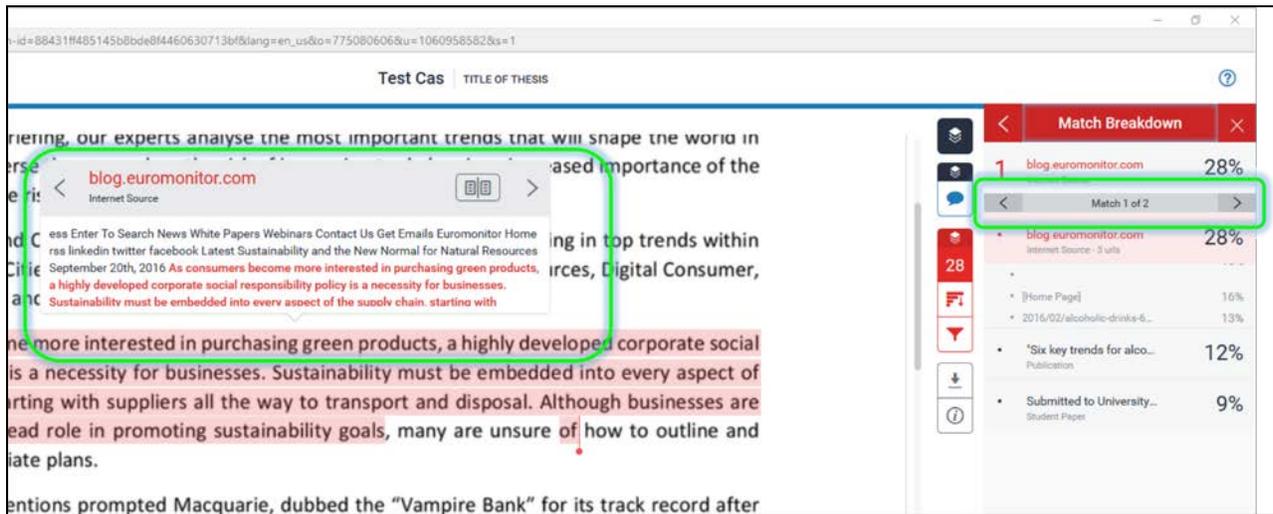
Step 8: Download the report

In order to download the Turnitin report click on the second lowest icon on the right.
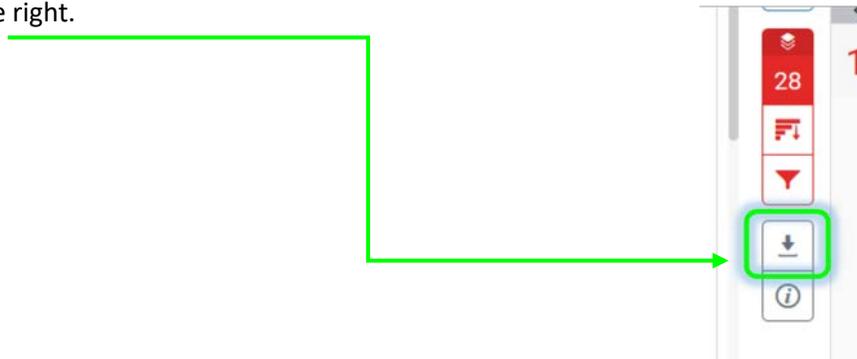
Then select *Download: Current View.* The file (the report) you obtain needs to be uploaded to the Cockpit along with the original file of your thesis.