# **Turnitin: Thesis Upload**

### **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 in the Graduation App here <a href="https://my.scientificnet.org/student-graduation/en/#/">https://my.scientificnet.org/student-graduation/en/#/</a> 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 may entail sanctions and further legal consequences.

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**





## **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 <u>www.turnitin.com</u> 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 here: <u>antiplagiarism</u> <u>check</u>.

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>>> Go to Step 3

## Step 1b: Create a new account

On <u>www.turnitin.com</u> click *Create Account* in the upper right corner.

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#### Step 2b:

Insert first class ID and Enrollment password which you find in the corresponding <u>here</u>. Fill in all the other fields and make sure you use your unibz e-mail address. Confirm by clicking *I agree – Create profile*.



Enter the class by clicking on the class name Thesis Check 20##.

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### Step 4: Submit (upload) your thesis.

Click on Submit.

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## IMPORTANT!

This submission does **NOT** substitute the official upload of the final thesis through my.scientificnet.org – Graduation! 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 my.scientificnet.org – Graduation.

#### 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 must be the final file of your thesis that you will hand in to the faculty via my.scientificnet.org – Graduation!

**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 must submit your thesis as PDF/A file, you need to upload to Turnitin the same PDF/A file as well.

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### 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.

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### **Step 7: The document viewer**

After clicking on the similarity index, the document viewer (Feedback Studio) pops up in a separate window:

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As consumers become more interested in purchasing green products, a highly developed corporate social	
responsibility policy is a necessity for businesses. Sustainability must be embedded into every aspect of	
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"The flurry of interventions prompted Macquarie, dubbed the "Vampire Bank" for its track record after buying Thames Water, to write to MPs in an attempt to assuage their concerns over its commitment to	

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.

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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 #").

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### 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* (not *Digital Receipt*). The file (the report) you obtain needs to be uploaded to the my.scientificnet.org – Graduation along with the original file of your thesis.



## PLEASE NOTE!

You may do the upload/check on Turnitin more than one time, but the second, third,... check may take <u>up to 24 hours</u>, and not just 15 minutes, since Turnitin will generate only one report every 24 hours. The closer the submission date of the thesis gets, the more important this aspect becomes.