

The following description focuses on the originality check of the degree thesis. The same procedure is applied for double-checking other texts such as semester papers, manuscripts etc.

### General Information on the thesis check

Your graduand needs to autonomously check her/his thesis with the online software *Turnitin*, generate a PDF of the result report and upload that report along with the original file of the final thesis to the cockpit. In doing so, she/he declares that both files – the one handed in as final thesis and the one on which the plagiarism check was run – are identical.

This implies that there is no need for you to redo the plagiarism check as you can simply check the PDF result report.

### Interpretation of the similarity index

The similarity index should be considered as an additional instrument for the evaluation of a thesis and cannot substitute the individual evaluation by the supervisor. In particular, the analysis of the similarity index needs to consider the highlighted sources and matches, citations that potentially have not been recognized as such, and the field of research where standardized terminology may be recurring.

Therefore, it is not possible to define a priori a threshold value for the similarity index above which a thesis needs to be rejected.

The following explanations are excerpts taken from [this](#) (\*) und [this](#) (\*\*) Turnitin webpage and may help you to size the results of the Turnitin Similarity Report:

*The Similarity Report is the result of comparison between the text of the submission against the search targets selected for the assignment; this may include billions of pages of active and archived internet information, a repository of works previously submitted to Turnitin, and a repository of tens of thousands of periodicals, journals, and publications.* [\\*](#)

*Turnitin does not check for plagiarism in a piece of work. Instead, we will check a student's work against our database, and if there are instances where a student's writing is similar to, or matches against, one of our sources, we will flag this for you to review.* [\\*\\*](#)

*It is perfectly natural for an assignment to match against some of our database. If your student has used quotes and has referenced correctly, there will be instances where we will find a match. The similarity score simply makes you aware of any problem areas in a student's paper; you can then use this as a tool as part of a larger process, in order to determine if the match is or is not acceptable.* [\\*\\*](#)

*Similarity Reports provide a summary of matching or highly similar text found in a submitted paper. [...] The color of the report icon indicates the similarity score of the paper, based on the amount of matching or similar text that was uncovered. The percentage range is 0% to 100%. The possible similarity indices are [original text non coloured]:* [\\*\\*](#)

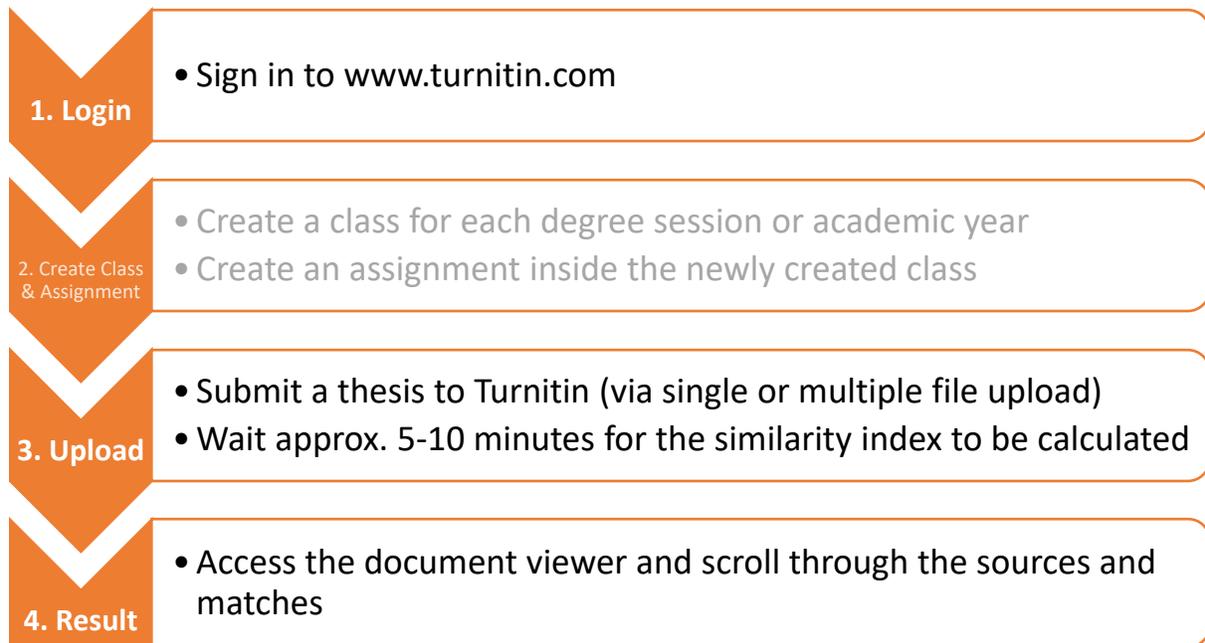
- *Blue: No matching text*
- *Green: One word to 24% matching text*
- *Yellow: 25-49% matching text*
- *Orange: 50-74% matching text*
- *Red: 75-100% matching text*

## Double check the report (optional)

However, you may redo the upload again in case you want to use the web-viewer and/or you have doubts about the document supplied by the student.

In case you want to repeat the upload, please use your personal Turnitin account supplied to you by the library. Below you find a short outline of the procedure, followed by a detailed description of each step.

## Outline of workflow



### Please note!

(1) You need to have an active class and assignment in order to upload a document. Step no. 2 (*Create Class & Assignment*) is done only once for each degree session or academic year. It is not necessary to create a new assignment for each student/thesis to be checked.

(2) When you redo the upload with your account, you will obtain a very high similarity index (~ 90-100%), since the document that was uploaded by the student is already part of the pool of papers Turnitin uses to double check future uploads. Therefore, you need to exclude this source/match in order to obtain the correct similarity index.

## Detailed description:

### Step 1: Login

Go to [www.turnitin.com](http://www.turnitin.com) and access your account. If you have not set up your account yet, please follow the instructions in the e-mail that you received from Turnitin when the Library created your account.

English

Create Account | Log In

turnitin®

K-12 Higher Ed Resources Community Support Contact Sales

### Login to Turnitin

Email address

mario.rossi@unibz.it

Password (Login to Turnitin)

.....

Would you like to create your user profile? [Click here.](#)

Forgot your password? [Click here.](#)

[Privacy Policy](#)

Login

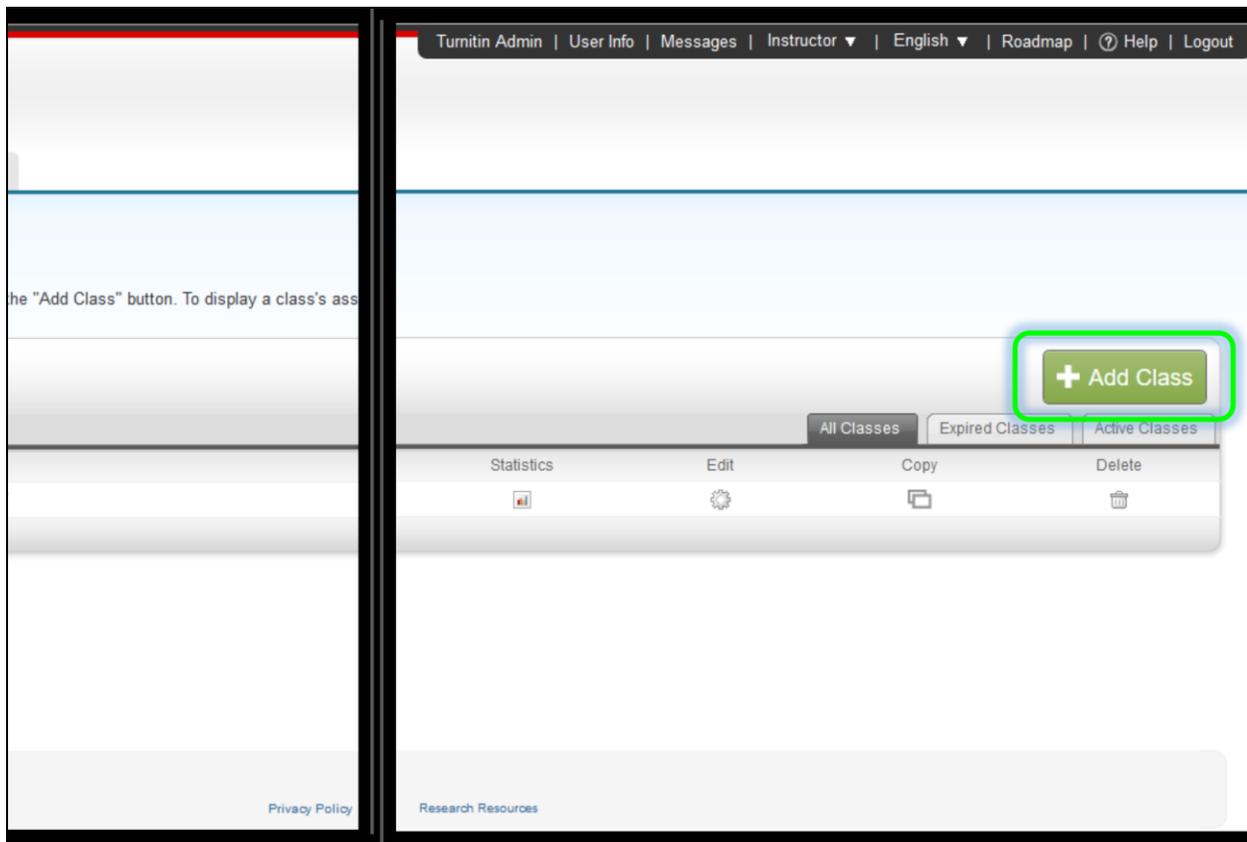
Trusted by on Students

[Privacy Pledge](#) | [Privacy Policy](#) | [Terms of Service](#) | [EU Data Protection Compliance](#) | [Copyright Protection](#) | [Legal FAQs](#)

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## Step 2: Create a virtual class

Click [+ Add Class](#)



### Please note!

If you plan to regularly double-check the theses of your graduands, we recommend creating a class for each (academic) year, or even for each examination session, in particular if you have a large number of students. If you have only a small number of students every now and then and/or if you are not planning to regularly double-check all the theses but mainly rely on the report upload by your student(s), you may even create a class with a *Class end date* some day in the future (see *Class settings* below).

Class type:	please select <i>Standard</i>
Class name:	your choice
Enrollment password:	your choice; not needed afterwards if class is used for autonomous checks only
Subject area(s):	please select one or more values
Student level(s):	please select one or more values
Class end date:	please select an end date of the class. After this date, the class becomes inactive.

Please insert the corresponding information and click *Submit*.

turnitin

All Classes Join Account Join Account (TA)

NOW VIEWING: HOME > CREATE CLASS

Create a new class

To create a class, enter a class name and a class enrollment password. Click "Submit" to add the class to your homepage. For a master class, you will also need to enter a TA join password.

Class settings

• Class type Standard

• Class name Graduation sessions Summer Semester 2016-17

• Enrollment password CHOOSE A PASSWORD

• Subject area(s) Business/Economics

• Student level(s) Undergraduate Graduate

Class start date 07-Feb-2017

• Class end date 07-Jul-2017

Cancel Submit

Your class ID is 14671434 and enrollment password is PASSWORD123.

gnments and review with the class owner.

### Class created

Congratulations! You have just created the new class: Graduation sessions Summer Semester 2016-17

If you would like students to enroll themselves in this class, they will need both the enrollment password you have chosen and the unique class ID generated by Turnitin:

Class ID **14671434**

Enrollment password **PASSWORD123**

Note: Should you ever forget the class ID, it is the number to the left of the class name on your class list. You can view or change your enrollment password by editing the class.

Click the class name to enter the class and get started creating assignments.

Continue

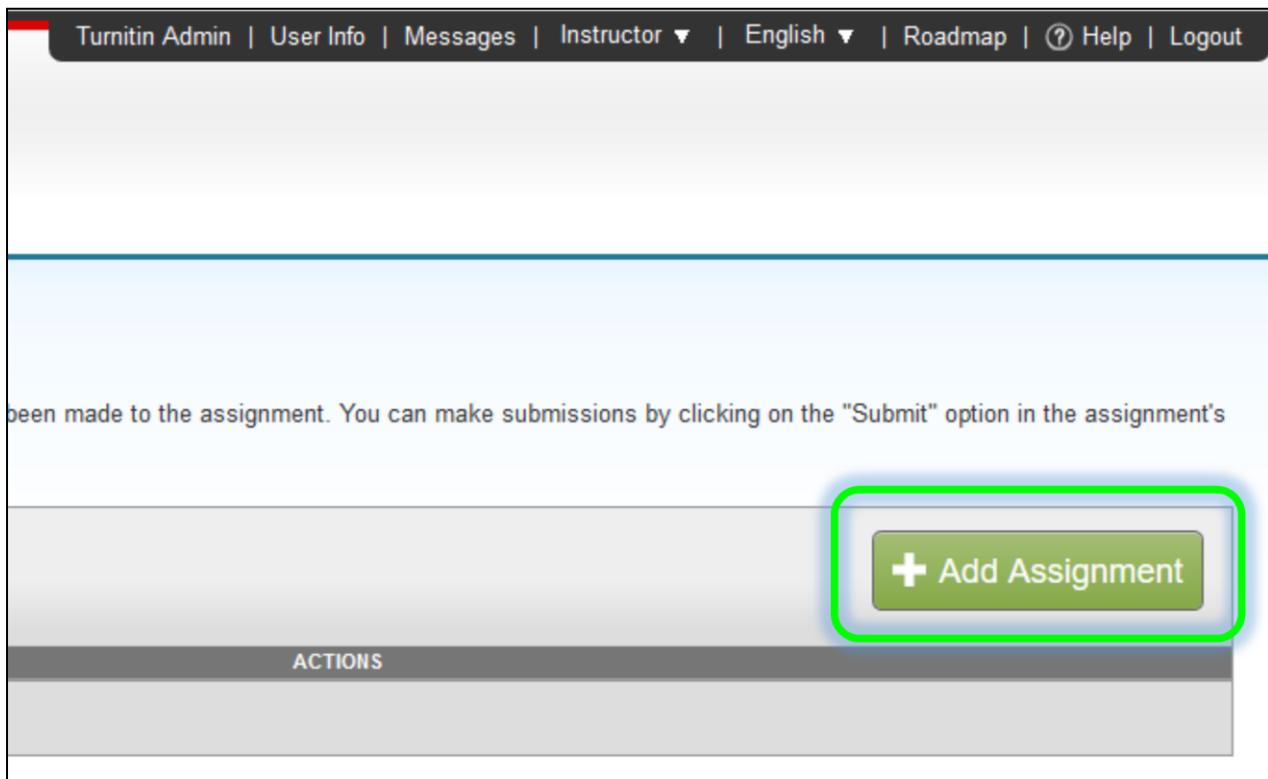
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Privacy Pledge Terms of Service EU Data Protection Compliance Copyright Protection Legal FAQs Helpdesk Re

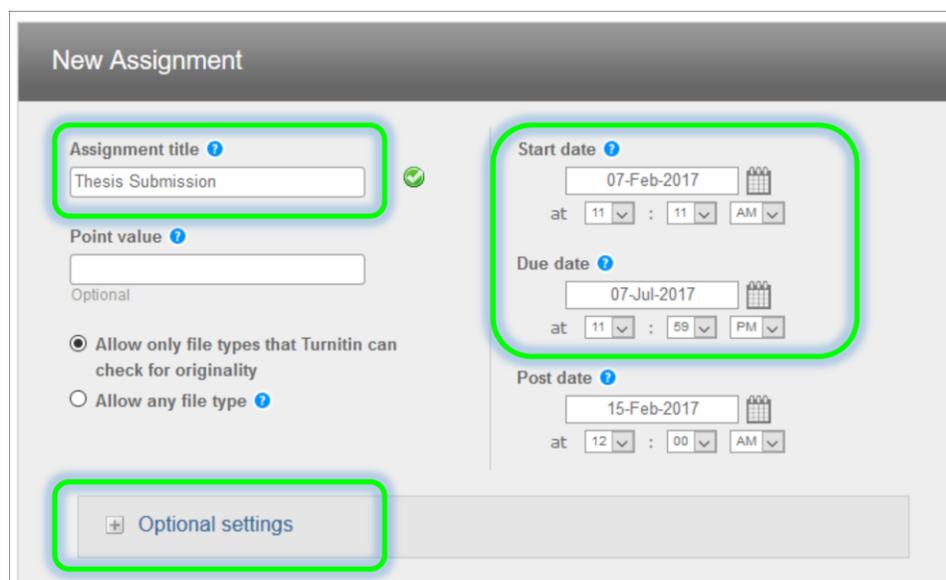
### Step 3: Add an assignment

In order to check a thesis, you need to create a so-called Assignment. For the purpose of checking one or more theses in one class (e.g. during one examination session), one assignment is sufficient. **It is not necessary to create a new assignment for each student/thesis to be checked.** Once you create a new class, though, a new assignment must be created.

Click **+ Add Assignment**



Please insert the mandatory settings, and have a look at the optional ones.



The screenshot shows the "New Assignment" form. The form has a title "New Assignment" at the top. There are several fields and options:

- Assignment title** (mandatory): A text input field containing "Thesis Submission".
- Point value** (optional): An empty text input field.
- Start date** (mandatory): A date and time selector showing "07-Feb-2017" at "11 : 11 AM".
- Due date** (mandatory): A date and time selector showing "07-Jul-2017" at "11 : 59 PM".
- Post date** (mandatory): A date and time selector showing "15-Feb-2017" at "12 : 00 AM".
- File type options**: Two radio buttons. The first is selected: "Allow only file types that Turnitin can check for originality". The second is "Allow any file type".
- Optional settings**: A button with a plus sign and the text "Optional settings".

Close options

Enter special instructions

Allow submissions after the due date?

- Yes  
 No

Originality Report

Generate Originality Reports for submissions?

- Yes  
 No

Generate Originality Reports for student submissions

immediately (can overwrite reports until due date)

Exclude bibliographic materials from Similarity Index for all papers in this assignment?

- Yes  
 No

Exclude quoted materials from Similarity Index for all papers in this assignment?

- Yes  
 No

Exclude small matches?

- Yes  
 No

Exclude matches by:

- Word Count: 3 words  
 Percentage: 0 %

Allow students to see Originality Reports?

- Yes  
 No

Submit papers to:

standard paper repository

Search options:

- Student paper repository  
 Current and archived internet  
 Periodicals, journals, & publications

Submit

Select Yes for the Originality/Similarity Report to be created.

Select Yes or No according to whether you want to exclude or not...

(1) ...the bibliography/list of references of a text,

(2) ...quotations,

(3) ...a certain number of words/percentage

...from the similarity index for all papers uploaded.

These three options can be changed/set even later when viewing the document.

Select whether the papers uploaded will become part of Turnitin's paper repository or not.

Select which sources should be searched when double checking the originality.

## Step 5: Upload/check a thesis

Turnitin Admin | User Info | Messages | Instructor ▼ | English ▼ | Roadmap | ? Help | Logout

submissions that have been made to the assignment. You can make submissions by clicking on the "Submit" option in the assignment's

**+ Add Assignment**

STATUS	ACTIONS
<b>0 / 0</b> submitted	View <b>More actions ▼</b>
	<a href="#">Edit settings</a>
	<a href="#">Submit</a>
	<a href="#">Delete assignment</a>

The screenshot shows the Turnitin Admin interface. At the top, there is a navigation bar with links for Turnitin Admin, User Info, Messages, Instructor, English, Roadmap, Help, and Logout. Below this, there is a section for submissions, with a green button labeled '+ Add Assignment'. A table with two columns, 'STATUS' and 'ACTIONS', is displayed. The first row shows '0 / 0 submitted' in the status column and 'View' in the actions column. A dropdown menu is open under 'View', showing options: 'More actions', 'Edit settings', 'Submit', and 'Delete assignment'. The 'More actions' dropdown and the 'Submit' option are highlighted with green boxes.

Choose whether you want to do an ordinary single file upload ...

**Submit: Single File Upload** STEP ● ○ ○

Author  
Non-enrolled student ▼

First name  
Max

Last name  
Mustermann

Submission title  
Thesis

What can I submit?

Choose the file you want to upload to Turnitin:

Choose from this computer

Choose from Dropbox

Choose from Google Drive

Upload Cancel

The screenshot shows a dialog box titled 'Submit: Single File Upload'. It has a progress indicator 'STEP ● ○ ○'. The form contains several input fields: 'Author' (a dropdown menu with 'Non-enrolled student' selected), 'First name' (text input with 'Max'), 'Last name' (text input with 'Mustermann'), and 'Submission title' (text input with 'Thesis'). Below these is a section titled 'What can I submit?' with a sub-header 'Choose the file you want to upload to Turnitin:'. There are three buttons: 'Choose from this computer', 'Choose from Dropbox', and 'Choose from Google Drive'. At the bottom, there are 'Upload' and 'Cancel' buttons. The 'Submit: Single File Upload' title, the 'Author' dropdown, the 'Choose from this computer' button, and the 'Upload' button are highlighted with green boxes.

...or a multiple file upload:

Submit Paper: **Multiple File Upload** ▾ STEP ● ○

**Requirements for uploading a file for multiple file upload:**

- Each file must be less than 40 MB ([read suggestions](#) to meet requirements)
- Files must have at least 20 words of text
- The maximum paper length for each file is 400 pages
- File types allowed: Microsoft Word, PowerPoint, WordPerfect, PostScript, PDF, HTML, RTF, OpenOffice (ODT), Hangul (HWP), Google Docs, and plain text

**File Submission Preview** *(editing fields is not required)*

Submit	File	Accepted?	Student	Last name	First name	Title
<input checked="" type="checkbox"/>	Chocolate_Confectionery_Industry_Profile_Europ_August2015.pdf	Yes	Non-enrolled student ▾	Mustermann	Max	Thes
<input checked="" type="checkbox"/>	Inside_and_outside_liquidity.pdf	Yes	Non-enrolled student ▾	Rossi	Mario	Thes

No file selected.

**File types allowed:** Microsoft Word, Excel, PowerPoint, WordPerfect, PostScript, PDF, HTML, RTF, OpenOffice (ODT), Hangul (HWP), Google Docs, and plain text

Click *Upload*, then *Confirm* (no screenshot) and then *Go to assignment inbox*:

Submit: Single File Upload STEP ● ● ●

Congratulations - your submission is complete! This is your digital receipt. You can print a copy of this receipt from within the Document Viewer.

« Page 1 »

**Author:**  
Max Mustermann

**Assignment title:**  
Thesis Submission

**Submission title:**  
Thesis

**File name:**  
Test Turnitin\_Destination Marketing.pdf

**File size:**  
263.8K

**Page count:**  
1

**Word count:**  
423

**Character count:**  
2590

**Submission date:**  
07-Feb-2017 4:21 PM CET

**Submission ID:**  
767734985

**Destination Marketing**

...the marketing strategy... (text is small and partially illegible)

**References**

... (text is small and partially illegible)

**Step 6: Wait for the similarity index to appear (5–10 Minutes depending on the length of the document)**

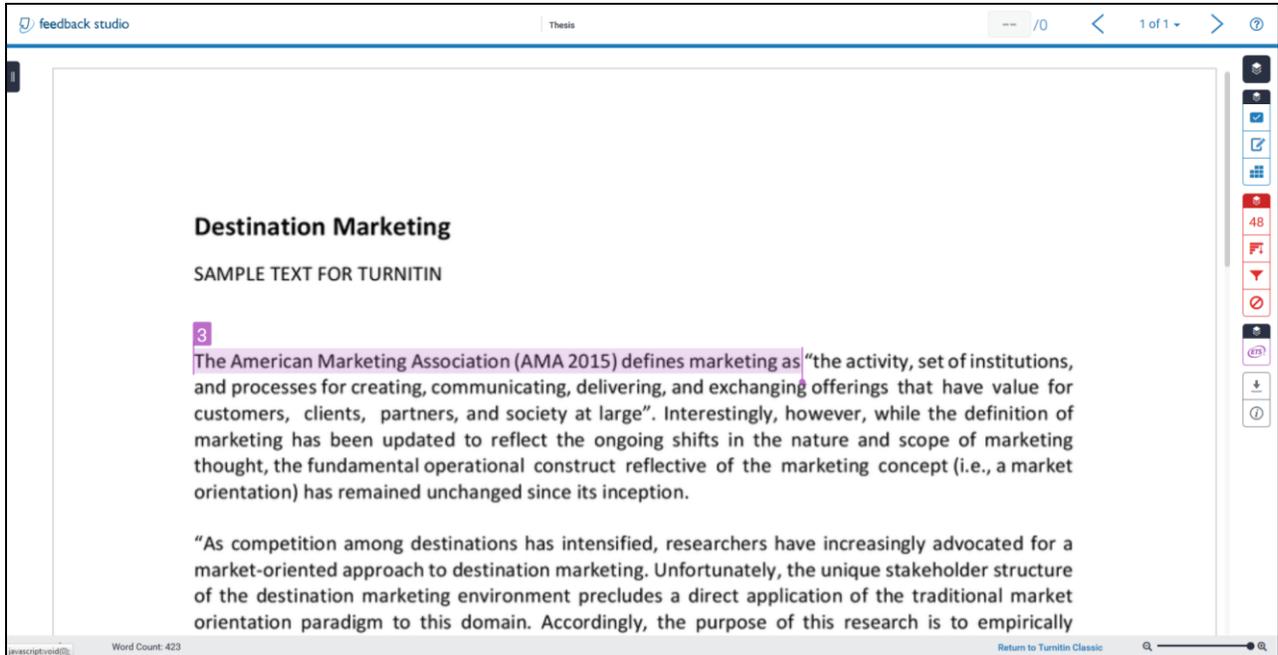
From time to time refresh the page (by pressing F5) until a percentage value appears. Click on it in order to access the document viewer.

The screenshot shows the Turnitin interface. At the top, the Turnitin logo is visible. Below it, there are navigation tabs: Assignments, Students, Grade Book, Libraries, Calendar, Discussion, and Preferences. The breadcrumb trail reads: NOW VIEWING: HOME > GRADUATION SESSIONS SUMMER SEMESTER 2016-17 > THESIS SUBMISSION. The page title is "About this page" with a sub-header "Thesis Submission". Below this, there is a "Submit File" button and a table with columns: AUTHOR, TITLE, and SIMILARITY. The table contains one entry: Max Mustermann, Thesis, and a similarity index of 48% (indicated by a yellow bar). A green arrow points from the "SIMILARITY" column header in the top screenshot to the "48%" value in the bottom screenshot.

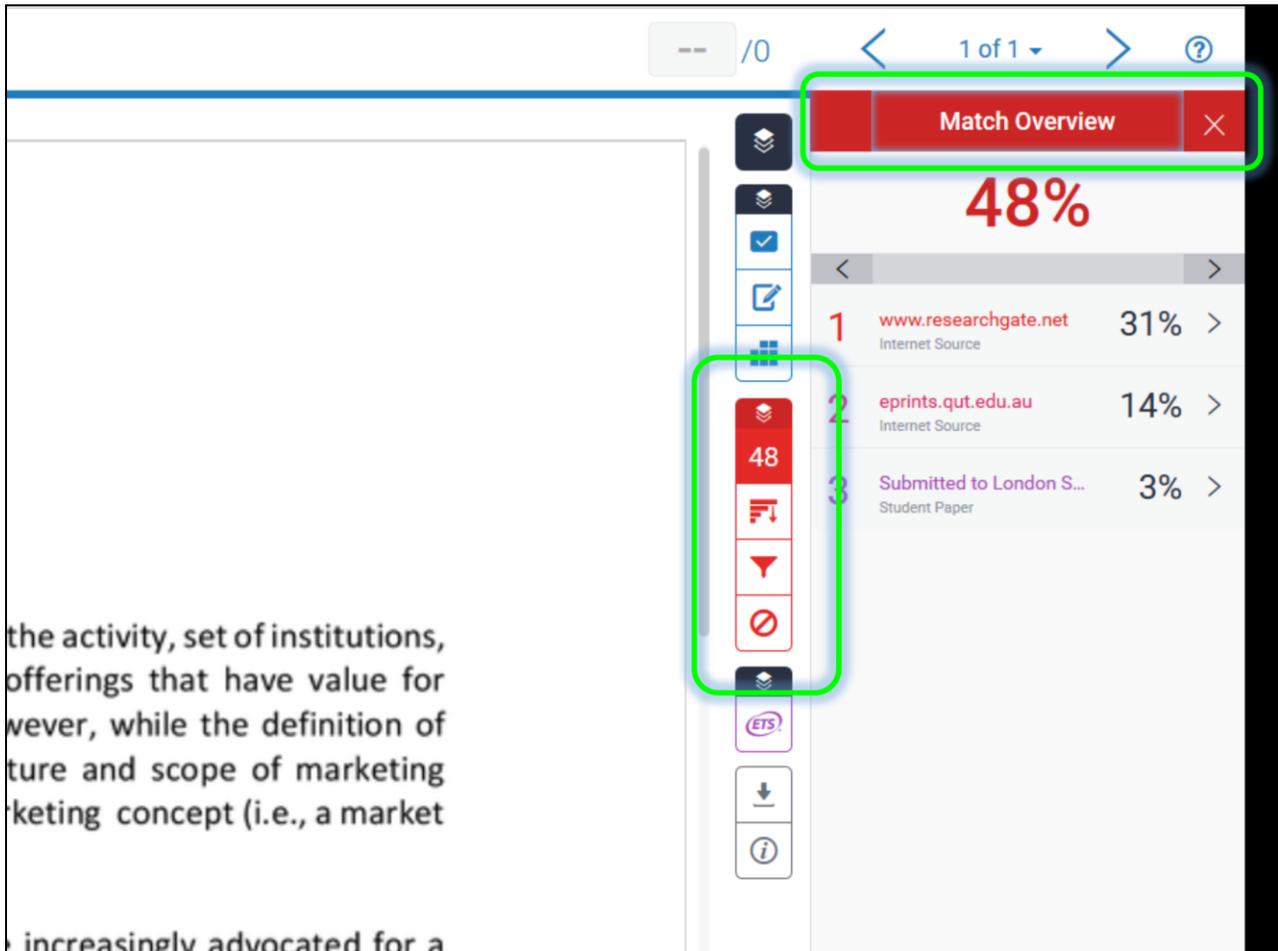
	AUTHOR	TITLE	SIMILARITY
<input type="checkbox"/>	Max Mustermann	Thesis	48%

## Step 7: The document viewer

After clicking on the similarity index, the document viewer 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 48 – the Match Overview is shown:



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 #).

The Exclude Sources button at the bottom on the right allows you to exclude single sources.

The screenshot shows a document with a Match Breakdown panel on the right. The panel lists sources and their percentages:

Source	Percentage
www.researchgate.net	31%
Match 1 of 1	>
www.researchgate.net	31%
Internet Source - 2 units	
publication/229441676_Ea...	31%
publication/255648797_inf...	31%
core.ac.uk	31%
Internet Source	
Pike, Steven, and Steph...	30%
Publication	
Submitted to Higher Ed...	22%
Student Paper	
Submitted to University...	16%
Students Papers - 7 papers	
Submitted to The Unive...	15%
Student Paper	
Submitted to University...	5%
Student Paper	

The 'Exclude Sources' button is located at the bottom right of the Match Breakdown panel.

The funnel shaped icon allows you to change the settings, i.e. to exclude/include bibliography, citations, etc. .

The screenshot shows a document with a Filters and Settings panel on the right. The panel has the following settings:

- Exclude Quotes:
- Exclude Bibliography:
- Exclude sources that are less than:
  - words
  - %
  - Don't exclude by size
- Optional Settings
  - Multi-Color Highlighting:

The funnel-shaped icon in the toolbar is highlighted with a green box. A warning dialog box is also visible in the center of the document.