



## Research Student Instructions

### Submission of examinable Thesis to TurnitinUK

The University requires that all research degree theses must be analysed using TurnitinUK when submitted for examination. To achieve this, you must upload an electronic version of your thesis to the Blackboard shell entitled '**RESTTfRS Turnitin for Research Students**'. The link for this shell can be found in the module list of your Blackboard home page, and also, within the resources of the GSOCM\_THESIS milestone on your My Progression page.

**You must upload** your thesis to this shell **within 3 days** of handing in your printed version of the thesis to the GSO. The viva examination cannot proceed until the examiners have viewed the Similarity Report, so failure to submit your thesis to this Blackboard shell will delay your viva examination.

TurnitinUK is a software program that works as an academic plagiarism checker and highlights similarities of text within a written document, which could be regarded as a possible plagiarism offence. The program works by searching for identical text that has already been published in publically available sources, such as academic journals, books or documents available on the web. From this search TurnitinUK produces a similarity report that shows where the matched similarities are within the text and the source to which they are matched.

Full instructions on the operation of TurnitinUK and the procedure for submitting your thesis are available on the '**RESTTfRS Turnitin for Research Students**' Blackboard shell. The submission process is opposite, and visual instructions for submission are overleaf.

#### What happens after submission:

After you have uploaded your thesis, the examiners will view the Similarity Report but this is not visible to you. To avoid errors in the thesis submission process, we advise that before submitting to the 'Thesis Submission' link in the Blackboard shell, you submit your thesis to the 'Chapter Test' link using a similar procedure. The 'Chapter Test' link will allow you to view the Similarity Report, which you can discuss with your supervisor.

### The submission process:

- You must prepare an electronic version of your thesis which is identical to the printed version of the thesis you handed in to the Graduate School Office. This can be in either MS Word or PDF format. If your file size is too large, remove the bibliography or images from the document before submitting it to TurnitinUK.
- Locate the '**RESTTfRS Turnitin for Research Students**' shell within the module list of your Blackboard home page
- To access the TurnitinUK links, click on the button named **TurnitinUK Submission**
- Under the title 'Thesis Submission' click the **View/Complete** link
- Within the assignment inbox, select 'Single file upload'
- Under 'Author' your name should automatically appear
- Under 'Submission title' enter the title of your Thesis
- To upload the electronic version of your thesis, click on **Browse**, locate your Thesis document, and click **Open**
- Click on the **Upload** button
- In the next window is a 'Preview paper' check the text you have uploaded; if this is correct click the **Submit** button; if it is not correct then return to the upload page
- Once you have submitted your thesis, a digital receipt will be displayed
- You can then log-out of Blackboard

**IMPORTANT - Please note:** you can only upload your Thesis to the Thesis Submission link **ONCE**; it is only the Chapter Test link that will allow multiple submissions.

# Visual Instructions

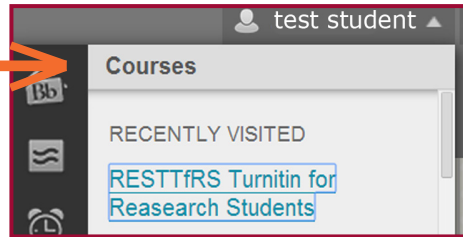
## Creating your Electronic Submission:

Save your Thesis as a Word or PDF document. If your file size is too large, max 20 MB, you can remove the bibliography, images, graphs and tables.

## Accessing the TurnitinUK link in Blackboard:

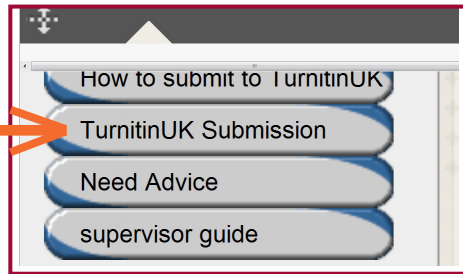
RESTTfRS Turnitin for Research Students is the shell link which can be found on your Blackboard home page, in the module list on the right.

The REST shell can also be located using the dropdown menu on the navigation panel.



## Submitting your thesis:

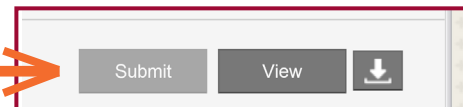
Select TurnitinUK submission button



Scroll down to Thesis submission and select view/complete link.



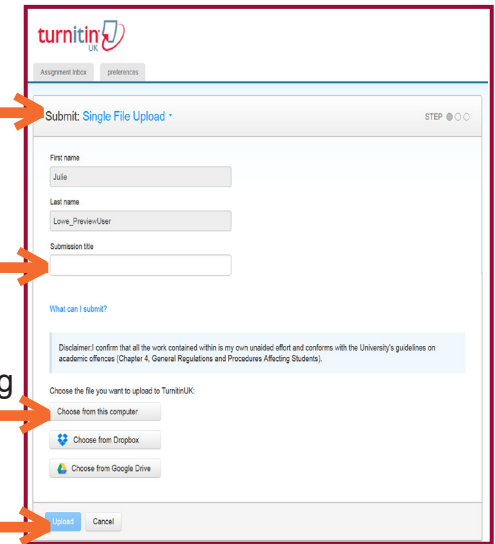
In the TurnitinUK window select the submit button



# Follow the 3 steps:

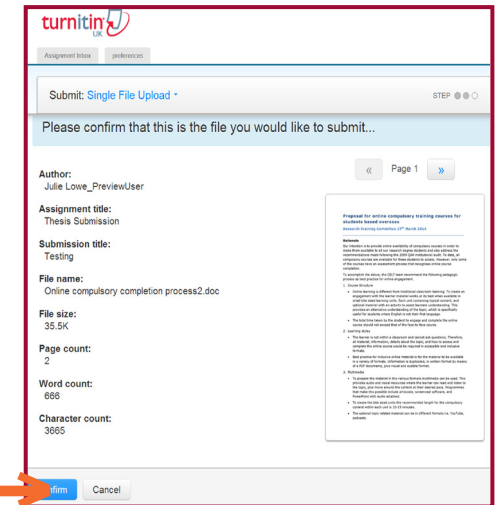
## Step 1

- Select single file upload
- Your name will automatically be entered
- Add your thesis title
- Locate the electronic file using the browse button
- Select Upload



## Step 2

- The preview paper:
- Please check that the file you have uploaded is the correct version of your Thesis. If the file is correct select submit, if incorrect select cancel. You will be taken back to step 1.



## Step 3

- Your submission receipt.

