

Instructions on the use of a plagiarism detection system in the Philosophical Faculty: processes and practices

The originality of theses is examined using the Turnitin system operating in the Moodle online learning environment. There are separate instructions for doctoral dissertations and licentiate theses.

Teachers

- Add the Turnitin task to the course in Moodle.
 - Two Turnitin tasks are created for the Moodle course, one where the student's work is saved in the Turnitin database and one where it is not. For Bachelor's theses, only one task is created as they are not saved in the Turnitin database.
- Agree with the students about submitting work for Turnitin checking (Master's theses at the preliminary assessment stage).
- Interpret the results of the originality report generated by the Turnitin system.
- Decide whether citations and quotations are in line with good scientific practices and thus acceptable.
- If the citations and quotations are acceptable, the teachers/supervisors will inform the students that they passed the originality check.
- If there is a problem with citations and quotations, the teachers/instructors will decide on the severity of the matches.
 - Moderate: feedback is given to the student for correcting the thesis.
 - Severe: the dean and head of Academic and Student Affairs are informed.

You can *add the Turnitin task* to any of your Moodle courses under "Add activities or materials". After this, the students will submit their work under this task, either as text or as a file attachment. If you do not yet have a course in Moodle, you can subscribe to one from the link on the Moodle front page.

Before starting to use the system, you must *accept the terms and conditions*.

1. Open the Internet Explorer browser.
2. In the address bar, type <http://www.uef.fi/turnitin>. Log in using your HAKA credentials and agree to the system's terms and conditions.

After this, you can add a Turnitin task to your course.

System instructions [for teachers](#)

Students

- Submit their thesis under the Turnitin task.
 - There are two Turnitin tasks in the Moodle course, one where the student's work is saved in the Turnitin database and one where it is not.
- Will receive an originality report generated by the Turnitin system and inform their teacher of this.
- Will make corrections to their thesis according to any feedback given. After corrections, the work can only be submitted for plagiarism detection one more time.
- Once the students have received information about a passed originality check, they will submit their thesis for assessment according to the faculty instructions.

You can use Turnitin to check your thesis or any other written work independently through your Moodle course at <https://moodle.uef.fi/course/view.php?id=5502>.

System instructions [for students](#)

TRAINING AND SUPPORT SERVICES

Oppitupa provides training on how to use the system. Please see the training calendar for details (the Staff Training icon). Help Desk services are available at Oppitupa (oppitupa@uef.fi).

Instructions on the use of a plagiarism detection system for licentiate theses and doctoral dissertations

LICENTIATE THESES AND DOCTORAL DISSERTATIONS:

- The main supervisors provide the students with the title of the Moodle course and the course key, enabling them to find the Turnitin plagiarism detection tool.
- Students submit their texts to the Turnitin tool as a single doc or docx file. Students should note that one of the Turnitin tools will save the students' work and the other one will not.
- Students must inform their instructors once the Turnitin report is completed.
- Plagiarism detection must be carried out before submitting the licentiate thesis for assessment. If authors of theses wish, they may save or archive their work in the Turnitin database at this stage.
- Plagiarism detection must be carried out before submitting the doctoral dissertation for assessment. If authors of doctoral dissertations wish, they may save or archive the work in the Turnitin database at this stage.
- In the case of doctoral dissertations and licentiate theses consisting of articles, only previously unpublished texts will be checked, i.e., the summary and any previously unpublished articles. They must be submitted in the Turnitin tool as a single file!
- If significant changes are made to the doctoral dissertation after the preliminary assessment, the author should run the plagiarism check before publishing the work.
- Instructors check the plagiarism detection report and, if necessary, go through the results with students. Instructors must check the report within two weeks of its completion and the notification received from students.
- Students will make corrections to their work according to any feedback given. After corrections, the work can only be submitted for plagiarism detection one more time.
- Before the assessment process, instructors will inform the faculty administration in writing of whether, in their opinion and based on the plagiarism detection report, the work is acceptable.
- The reports are stored for one year.
- If they wish, students may use their initiative and run the Turnitin tool on their texts at various stages of the work. We recommend that authors of licentiate theses and doctoral dissertations use their initiative and check any articles intended for the thesis in students' Turnitin before sending the work to publishers, <http://www.uef.fi/fi/opiskelu/sahkoinen-plagiaatintunnistus>

Another use of Turnitin:

According to the Rector's decision (18 December 2014), the system can be used for examining the originality of texts whenever there are grounds for suspicion of plagiarism. If a professor assessing an application for the right to pursue postgraduate studies has grounds for suspecting that the research plan was not written by the applicant, they can check the research plan using the Turnitin tool. However, the professor must inform the applicant that the research plan is being subjected to plagiarism detection. Also, if an application is rejected due to detected plagiarism, the reason must be mentioned in the rejection decision.