

Faculty of Medicine and Dentistry

Electronic submission of Postgraduate Research Dissertations through Turnitin

The University of Bristol requires that all postgraduate research dissertations submitted for examination from January 2015 are checked for plagiarism. The University's Library provides information and advice to students on plagiarism and all students are strongly advised to review this material prior to submission (<http://www.bristol.ac.uk/library/support/findinginfo/plagiarism/>). This requirement means that in addition to the two temporary bound copies submitted to the examinations office students will also be required to submit an identical electronic version. This electronic version will be submitted to a text comparison software package called Turnitin. The TEL Team provides information on Turnitin and at the end of this document are links to guidance intended for both staff and students. The guidance contains links to short videos, which you are strongly encouraged to review prior to looking at any Turnitin similarity reports.

The report that Turnitin generates includes a number referred to as a 'similarity index'. It is important to be aware of the fact that there is no absolute figure for the 'similarity index' that is acceptable nor is there a figure that will trigger further investigations. Each report linked to a final dissertation submission will be reviewed by an academic and a judgement made on the likelihood of whether plagiarism may have occurred based on the report and the piece of work in question.

During the term of a research degree the Faculty hopes students will publish the results of their research. If this occurs prior to submission of their dissertation, Turnitin may show similarities between the dissertation and any papers the student has written and had published as a result of the research. We do not wish to discourage research students from publishing their work for fear of being accused of plagiarism to their own papers. To cover this all students should include a statement near the start of their dissertation which clearly lists any publications arising from their research and explicitly stating their involvement in generating the publication. This statement should be signed by at least the first and final authors of each publication to show their agreement of the student's contribution. Alternatively if an authors contribution statement has been published in the journal then the student may choose to include a copy of this instead. This information will be viewed by the academic reviewing the Turnitin report of the submitted dissertation.

It is the responsibility of the postgraduate research student (PGR) to ensure that both the electronic and bound versions of their dissertation are identical, submitted correctly and within the maximum period of study. Please note that final submission will not be considered complete until the electronic and bound versions have been submitted correctly. It is important to note that Turnitin is a text matching piece of software. This means that a 'clear' report from Turnitin does not exonerate the student in the event that other academic problems, such as other forms of plagiarism or scientific misconduct (eg falsification of data, copying of figures or equations without attribution, etc) are subsequently detected within the dissertation.

This document outlines the Faculty's policy for the use of Turnitin by its postgraduate research students and the staff supporting these students.

Guidelines for Practice Use of Turnitin

General Points:

- In order to provide students with opportunity to discuss any concerns relating to plagiarism, to raise awareness of the Turnitin software and process and the importance of correct referencing protocols, the Faculty of Medicine and Dentistry requires all research students to submit examples of their work to Turnitin prior to final dissertation submission.
- It is anticipated that these practice submission opportunities will enable students to learn what is and isn't acceptable practice in academic writing and hence ensure they are able to avoid any accidental plagiarism in their final dissertation submission.
- From the start of the 2014/15 academic year students in the Faculty completing a first or second year annual progress report will be required to submit this to Turnitin. Any research student is also able to submit draft chapters or other examples of their work to Turnitin. This will be done via a Blackboard submission point. You can access Blackboard via the MyBristol portal (see detailed procedure notes below).
- Once you have submitted your work to Turnitin you will be able to review the text comparison/similarity report that the software generates. This report should be discussed with your supervisor and also at with your annual progression meeting. Any concerns regarding potential plagiarism issues that are raised by these reports will be highlighted to you and discussion around good academic practice can occur.
- In addition to submitting their 1st and 2nd year annual progress reports students will also have the opportunity to submit up to three more pieces of work to Turnitin prior to their final dissertation submission.
- It is for students, in discussion with their supervisors, to decide how to use these additional practice submission opportunities. They can be used to submit drafts of single chapters, drafts of multiple chapters or drafts of your whole dissertation.
- Once you have submitted work to the practice Turnitin submission point you should review the similarity report generated (see detailed procedure below) and seek guidance and support from your supervisor in the first instance. Further advice and guidance can be sought from your School's postgraduate team if necessary.
- Each student will normally only have 5 opportunities to submit work to Turnitin prior to final dissertation submission.
- The recommended file formats for Turnitin submission include Microsoft Word and PDF files – check with your School Graduate Director well in advance of your submission deadline if there is an essential reason for you to use a different format.
- Files submitted to Turnitin should not exceed 20 Mb in size – this does not mean that the size of your dissertation should be restricted. If you suspect that the size of your report or draft chapter(s) will exceed 20 Mb, please contact the Graduate Director of your School for advice well in advance of when you plan to submit your work to Turnitin.
- No practice submissions will be retained in the Turnitin database. This means that new submissions will not be highlighted as being similar to previous submissions and give a report with a high similarity index.

Detailed Procedure:

- Log in to Blackboard (<https://www.ole.bris.ac.uk>) or click on the "Go to Blackboard" button in MyBristol.
- A list of organisations in which you are enrolled will appear in a box headed "My Organisations". This should include one involving postgraduate e-submission and will

include the name of your school. For example:

- Clinical Sciences Postgraduate E-submission
- Social and Community Medicine Postgraduate E-submission
- Oral and Dental Sciences Postgraduate E-submission



- Clicking on your School link will take you into the Blackboard submission area. On the left-hand side of the screen you will see a coloured menu; select 'Practice submission area'.



- You will see information explaining the types of files that are acceptable for upload and instructions for how to upload your draft document.

- Scroll down and you will see five Turnitin submission points.

The screenshot shows a vertical list of five submission points, each in a separate box. Each box contains a document icon with a red arrow, the title of the practice, and a '>> View/Complete' link.

- Clinical Sciences PGR Thesis Practice 1 - 1st Year Report**
>> View/Complete
- Clinical Sciences PGR Thesis Practice 2 - 2nd Year Report**
>> View/Complete
- Clinical Sciences PGR Thesis Practice 3**
>> View/Complete
- Clinical Sciences PGR Thesis Practice 4**
>> View/Complete
- Clinical Sciences PGR Thesis Practice 5**
>> View/Complete

- Select the relevant submission point, depending upon whether you're submitting your 1st or 2nd Year Annual Progress Report or drafts of your dissertation, and click the 'View/Complete' link under the relevant heading.
- Clicking this link will take you into the Turnitin software and show you the 'Assignment Inbox' for the submission. Click on the 'Submit' button.

Assignment Inbox: Clinical Sciences Postgraduate E-submission			
	Info	Dates	Similarity
Clinical Sciences PGR Thesis Practice 1 - 1st Year Report		Start 27-May-2014 3:21PM Due 27-May-2015 11:59PM Post 05-Jun-2015 12:00AM	<input type="button" value="Submit"/> <input type="button" value="View"/> <input type="button" value="Download"/>

- This will present you with a web based form in which you give your details and select the file you want to submit from its current location. Once the file is selected, click on

the 'Upload' button.

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

First name
Richard

Last name
Baker

Submission title
Plagiarism Policy

What can I submit?

SSL Policy on Plagiarism in PGR Dissertations June 2014 _submitted 20.08.14.doc Clear file

Upload Cancel

- You will be asked to confirm these details by clicking the 'Confirm' button.

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

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

Author:
Richard Baker

Assignment title:
Clinical Sciences PGR Thesis Practice 1 - 1st Year Report

Submission title:
Plagiarism Policy

File name:
SSL Policy on Plagiarism in PGR Dissertations June 2014 _submitted 20.08.14.doc

File size:
116.5K

Page count:
7

Word count:
2838

Character count:
15896

Policy on Plagiarism in PGR
The University of Bristol requires that all dissertations submitted for assessment must be original work. This means that you must not copy or plagiarise the work of others. Plagiarism is the use of another person's work without their permission and is a serious offence. It is a breach of the University's Academic Regulations and may result in a student being asked to leave the University. The University has a policy on plagiarism which is available on the University's website. The policy states that a student who is found to have plagiarised their work will be asked to leave the University. The policy also states that a student who is found to have plagiarised their work will be asked to leave the University. The policy also states that a student who is found to have plagiarised their work will be asked to leave the University. The policy also states that a student who is found to have plagiarised their work will be asked to leave the University.

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Confirm Cancel

- On the next page select 'Go to assignment inbox' to view the report.
- You will see a list of any papers you have previously submitted. When the report is ready to be viewed you will see a percentage appear in the column entitled 'Similarity'. Click on this number to view a copy of the report.
- You should discuss any concerns about the report with your supervisor. If you submitted either your first or second year annual progress report you should print out a copy of the similarity report and take it to your progress interview for discussion.

Guidelines for Final Dissertation Submission

General Points:

- From January 2015 any research dissertation submitted to the University of Bristol will need to be submitted in both paper and electronic format.
- A final dissertation submission point has been created in Blackboard for postgraduate research students in each School within the Faculty of Medicine and Dentistry. Please note that there are separate areas within each School's submission area of Blackboard for both practice and final dissertation submission.
- Students are responsible for meeting submission deadlines by submitting both their hard copies to the exams office and an electronic copy of their dissertation through Turnitin.
- Students are advised that they should **NOT** leave submission until just before the deadline, as they risk encountering unforeseen problems, such as failure of their home computer or internet connection problems. Late electronic thesis submissions, which are attributed to a lack of familiarity with the Turnitin process, will not be excused.
- The recommended file formats for Turnitin submission include Microsoft Word and PDF files – check with your School Graduate Director well in advance of your submission deadline if there is an essential reason for you to use a different format.
- Files submitted to Turnitin should not exceed 20 Mb in size – this does not mean that the size of your thesis should be restricted. If you suspect that the size of your thesis will exceed 20 Mb, please contact the Graduate Director of your School for advice well in advance of your submission date.
- The electronic copy of your dissertation can be submitted in advance of the hard copy. However, each student will be required to sign a written declaration confirming that the electronic copy and hard copy thesis submissions are identical.
- It is the student's responsibility to inform the School once the electronic submission is complete. This will be via a generic School email address.

Detailed Procedure:

This is largely the same as for practice submissions. The main difference is that there is a different submission area within your School's e-submission course.

- Log in to Blackboard (<https://www.ole.bris.ac.uk>) or click on the "Go to Blackboard" button in MyBristol.
- A list of organisations in which you are enrolled will appear in a box headed "My Organisations". This should include one involving postgraduate e-submission and will include the name of your school. For example:
 - Clinical Sciences Postgraduate E-submission
 - Social and Community Medicine Postgraduate E-submission
 - Oral and Dental Sciences Postgraduate E-submission
- Clicking on your School's link will take you into their Blackboard submission area. On the left-hand side of the screen you will see a coloured menu; select 'Final submission area'.
- You will see information explaining the types of files that are acceptable for upload and instructions for how to upload your draft document.
- Scroll down and you will see a pre-submission statement. Click on this pre-submission statement and click 'Continue' on the following page.
- You will be presented with a statement asking you to confirm if the electronic and printed versions are identical. Select your answer and click on 'Save and Submit'.
- The final Turnitin submission point will then become available. Click the 'View/Complete' link under the relevant heading.
- Clicking this link will take you into the Turnitin software and present you with a web based form in which you give your details and select the file you want to submit from

- its current location. Once the file is selected click on the 'Upload' button.
- You will be asked to confirm these details by clicking the 'Confirm' button.
 - As this is your final thesis submission you will not see the similarity report. Instead you must email your School's e-submission email box notifying them of your submission. This email address is present in the final submission area under 'Instructions'.
 - The School's PGR team will assess your submission and notify you of the outcome according to the University's procedures detailed in the Code of Practice for Research Degrees (Annex 8).

Turnitin Report Guidance.

Below are links to documents stored in Blackboard's Content System.

For students – https://www.ole.bris.ac.uk/bbcswebdav/xid-4518383_4

For staff – https://www.ole.bris.ac.uk/bbcswebdav/xid-4518382_4