



**HDR STUDENTS:
SUBMITTING YOUR THESIS THROUGH TURNITIN**

IMPORTANT INFORMATION:

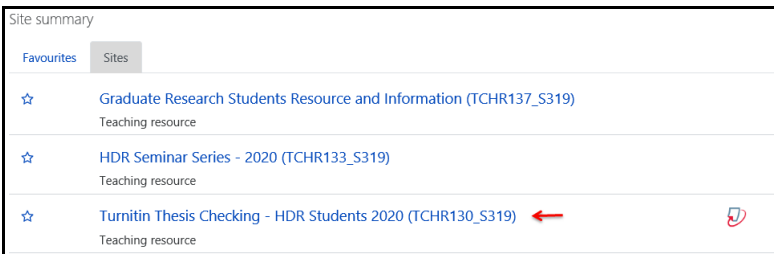
- Turnitin is accessed through SOLS.
- Submit your thesis to turnitin prior to submission of thesis.
- Your thesis will need to conform to the following:
 - Maximum of 400 pages.
 - File size not exceed 40 MB.
 - File format: Microsoft Word (.docx,.doc) or Adobe (.pdf).
 - Vector images to be pasted as images (NOT embedded).
- You will need to submit your Turnitin Originality Report to your supervisor for checking. GRS does not need a copy.
- There is no maximum percentage match requirement however, it is up to the discretion of your supervisor.

STEP BY STEP INSTRUCTIONS:

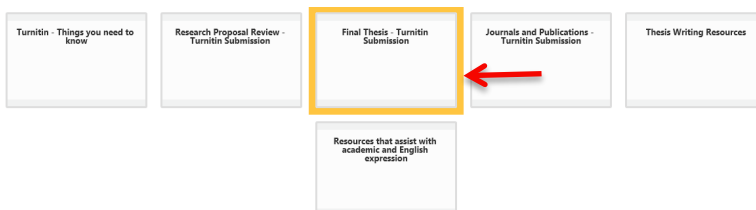
1. Log onto SOLS. Under ‘Current Session’, click on ‘e-Learning Details’.
2. Click on ‘Turnitin Thesis Checking - HDR Students’ corresponding to the current session (Autumn or Spring) and year.

Session	Subject	Subject Name	Site Name	Available From	Available To
Spring	THES924	Thesis Full Time	Turnitin Thesis Checking - HDR Students 2020 ←	17-01-2020	28-01-2021
Spring	THES924	Thesis Full Time	HDR Seminar Series - 2020	17-01-2020	23-03-2021
Spring	THES924	Thesis Full Time	Graduate Research Students Resource and Information	17-01-2020	28-01-2021

3. On the Platform log-in page, enter your username and password.
4. In the Site Summary box, click on ‘Turnitin thesis checking HDR Students’.

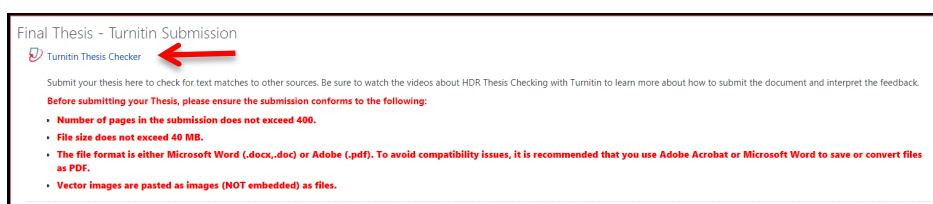


5. The Turnitin thesis checking page will open. This page contains resources on turnitin, thesis writing and academic and English expression. Click on ‘Final Thesis – Turnitin Submission’ to display the information.

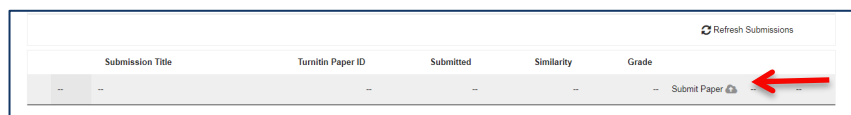




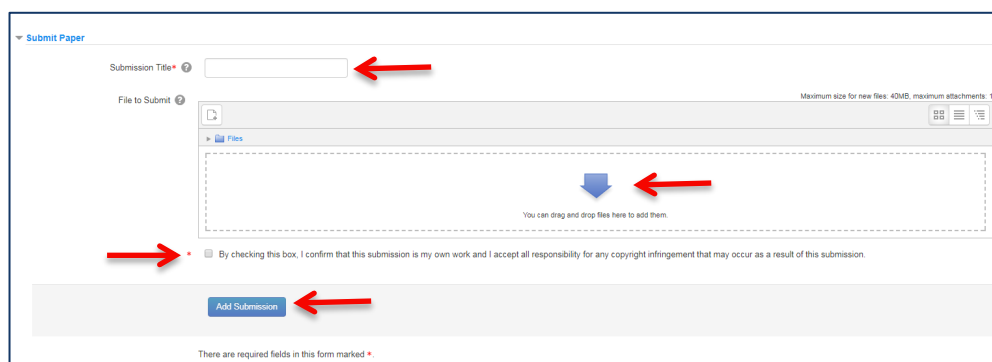
6. On the pop-up window, click on 'Turnitin thesis checker'.
(Note the important information in red.)



7. Click on 'Submit Paper'.



8. Enter thesis title and version number (if appropriate).
9. Either drag and drop file or click on arrow to browse your files.
10. Tick check box to confirm the submission is your own work.
11. Click on 'Add Submission'.



12. Thesis Checking Page – Under the Similarity column, it will initially show as 'Pending'. When the originality report is ready, a percentage of similarity will show which you can click on to obtain your report.

Please note: The first time you submit your thesis to Turnitin, the result will be available within approximately 20-30 minutes. Please note this may vary depending on the size of the thesis content. You can submit 3 times within 24 hours. Any subsequent submissions will take 24 hours.

When resubmitting your thesis to turnitin, any previous Originality reports will be deleted.

Turnitin Paper ID	Submitted	Similarity	Grade
778112320	2/03/17, 12:10	45%	--0

13. Once the report is open, click on the 'Match Overview' button (red button displaying the percentage similarity number) which will display a summary of all the matches. If you wish to see only some of the matches you can filter using the filter button.
14. Click the download button to download the report.
15. Click on 'Current view'.
16. Report will download as PDF.
17. Open and save report.
18. Review your matches to check they can be explained.
19. Email to your supervisor for checking.

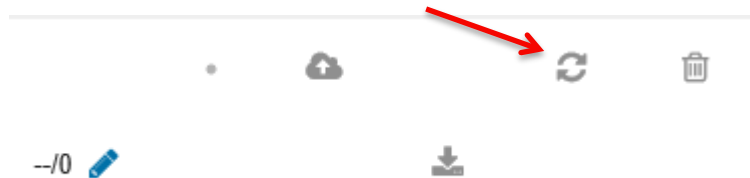




HINTS AND TIPS / FREQUENTLY ASKED QUESTIONS:

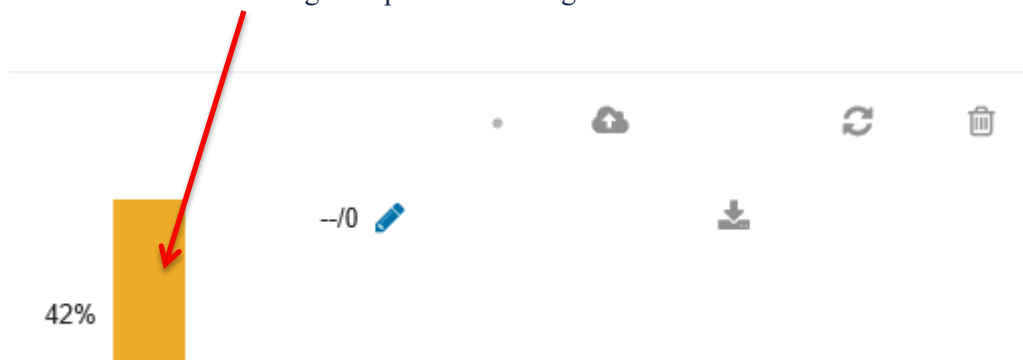
Q: I submitted to Turnitin hours ago but it hasn't finished?

A: Try clicking on the Refresh button



Q: I can see Turnitin has finished – how do I download the report?

A: Click on the coloured bar next to the percentage similarity. This will open up your report. It can then be reviewed and downloaded using the options on the right hand menu.



Q: Can I submit to Turnitin as I go/ start collating parts of my thesis to save time in the long run. Or can you only do this just before you plan to submit?

A: You can submit a draft version of your thesis chapters (followed by revisions of your thesis/whole document). You are advised to do it as the same activity in the same moodle site so that your chapters do not show up in the similarity report.

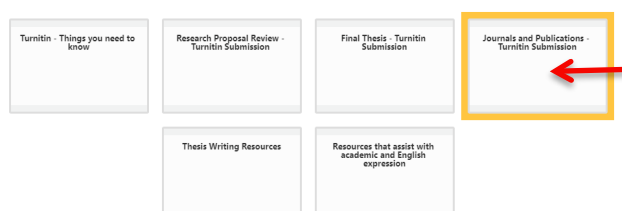
Q: I am also a staff member – can I check my thesis using my staff account?

A: Please refrain from checking in documents related to your thesis using alternate staff moodle/turnitin access.



Q: I have a publication for a journal that I would like to check in Turnitin – where do I do that?

A: Within the Turnitin moodle site there is a separate section for journals and publications. Submit your journal or publication here to check for text matches to other sources. If you submit your journal paper in the Journals and Publications section it is not deposited into the Turnitin repository.



Q: My thesis is over 40MB / 400 pages (ie: file uploaded is too big) – what can I do to put it through Turnitin ?

A: Turnitin will only accept files that are less than 40MB and 400 pages. To reduce the file size, ensure vector images are pasted as images (NOT embedded) as files. To reduce the number of pages, try shrinking the font size and removing the line spacing to bring it under 400 pages and then submit through Turnitin. NOTE: You will not be able to download your similarity report if your file is greater than 40MB or 400 pages.

HAVING DIFFICULTIES?

Contact GRS: (02) 4221 5452 or graduate-research-school@uow.edu.au