

## APE and Thesis Submission via Turnitin

All Year 1 Annual Progression Exercises (APE) and thesis must be submitted to Turnitin. Your School will guide you on whether you need to submit subsequent annual progression exercises to Turnitin.

Turnitin is an online service which compares written work with other online sources (e.g. books, academic journal papers and webpages) and produces a similarity report. The Turnitin similarity report does NOT detect plagiarism, it is a tool which identifies text matching for which there may be a very good reason. The supervisors will review the Turnitin report to make a judgement on both the % match identified and the context of any matches. They assess if the matches are acceptable and do not infringe plagiarism standards.

PGRs will be asked to submit their APE or thesis to Turnitin using a designated Course Area in MyAberdeen.

**Note:** Submission to Turnitin is not an opportunity to proof check a draft for similarity. It is important students do not upload any drafts of their annual progression exercise or thesis for checking – only one upload is permitted.

### 1. Submission to Turnitin via MyAberdeen

#### i) Course area

You will automatically be enrolled onto a course area called ‘School of <your school> PGR Turnitin Submissions’ in MyAberdeen. Your supervisor will also have access to this course area. The course area will contain an assignment submission area containing a Turnitin site for uploading of your annual progression exercise submission and thesis. If your research spans two Schools you may have 2 course areas associated to your account. In these cases, you should submit your thesis to the assessment in the course for the School where your lead supervisor is based.

#### ii) Submitting your file

- a) Save your annual progression exercise assignment or thesis as a Word Document (.DOC or .DOCX) or a .PDF file.
- b) Before you can submit, you will have to answer questions regarding the size of the file and its confidentiality status (the latter is applicable to thesis submission only). The process is started by clicking ‘start here’. The answers to these questions will determine which Turnitin submission areas you should submit to. You can change your answers to these questions at any time.
- c) Once you have answered the question(s), re-entering the Course Area and you will now see an Area to upload your document. If you have a large file, you may see two areas to allow you to submit your documents in two parts.
- d) Please download and retain your digital receipt(s) from Turnitin as shown in the example videos on MyAberdeen.

#### Thesis submission – confidentiality question

The Annual Progression Exercise submission sites are set up so they will not store content.

For the thesis submission, the students will be asked if the thesis should be stored to the standard Turnitin site, which is accessible by other Institutions, or if it should be submitted to a

separate Turnitin link where content is not stored. It is on the benefit of the students the thesis to be stored to the standard site, so it is protected from plagiarism attempts in the future. However, in some cases the thesis needs to be kept confidential, i.e. when the content is related to sensitive research areas, or to confidentiality agreements/IP clauses in studentship agreements.

## **2. Actions required after the submission**

### Annual Progression Exercise instructions

Once you have submitted your annual progression exercise and receive a ‘submission complete’ message, you should alert your lead supervisor (and anyone else instructed by your School, such as the [School PGR administrator](#)) that the similarity report is ready for review and the document(s) are ready for collection.

### Thesis instructions

Once you have received a ‘submission complete’ message, you should alert your lead supervisor **and** Registry ([postgraduate@abdn.ac.uk](mailto:postgraduate@abdn.ac.uk)) that the similarity report is ready for review and the thesis ready for collection. You and your supervisor will both have access to the similarity report. Please attach your digital receipt and state if you have split your submission into two parts or if it contains confidential information.

**Registry will use your thesis submitted to Turnitin for examination** following confirmation from supervisors they have reviewed the similarity report and there are no concerns.

Please note, your thesis can not be examined unless you are either registered or approved to submit as a non-registered student.

## **3. Suspected cases of academic misconduct**

If there are any issues identified, the supervisor must report this to the Head of School and the PGR College who will take forward necessary steps to assess further action as outlined in the [Code of Practice on Student Discipline \(Academic\)](#).