Workflow for Compulsory Plagiarism Check on MPhil/PhD Theses through *Turnitin* before Submission of Thesis for Examination

**Plagiarism Check before Submission of Thesis for Examination**

- **Faculty Office**
  - a) to open *Turnitin* accounts for students at least 6 months prior to the expiry of the end of their study period or upon receipt of the *Notice of Intent to Submit a Thesis*, whichever the earlier
  - b) to inform the student of the *Class ID* and *Enrollment Password*

- **RPg students**
  - c) after receiving the *Class ID* and *Enrollment Password* from the Faculty, to submit the draft thesis to the *Turnitin* as many times as the student wants, but at least one time before a formal submission
  - d) to view the originality report(s)
  - e) to consult supervisor(s), if necessary, for refinement of the draft thesis
  - f) before submitting the thesis for examination to the Faculty, to submit the latest originality report in hard- or e-copy to the supervisor(s) & invite him/her/them to sign the *Thesis Submission Form by Supervisor of MPhil/PhD Thesis*

- **Supervisors**
  - g) to give advice to the student on the refinement of thesis, where appropriate
  - h) to view the latest originality report submitted by the student before signing the *Thesis Submission Form by Supervisor of MPhil/PhD Thesis* to confirm that the thesis is ready for submission for examination / re-examination

**Formal Submission of Thesis for Examination**

- **RPg students**
  - i) to submit hard copies of the thesis for examination, and the *Thesis Submission Form by Supervisor of MPhil/PhD Thesis* signed by the Supervisor(s) to the Faculty

**Note:**

Members of the Thesis Examining Committee (TEC) will receive an electronic copy of the *Turnitin* originality report for reference.

Graduate School
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