

16.3.2016



UNIVERSITY OF  
EASTERN FINLAND

*University of  
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## **USE OF THE ELECTRONIC PLAGIARISM DETECTION SYSTEM AT THE FACULTY OF SOCIAL SCIENCES AND BUSINESS STUDIES**

These instructions supplement what is stated in the [University's Rector's decision](#) (18/12/2014) about the use of the electronic plagiarism detection system which entered into force on 22 December 2015.

The provisional requirements of the Faculty of Social Sciences and Business Studies are as follows:

As from 20 February 2016, all submitted theses whether preliminary or final shall undergo an authenticity verification performed by using the electronic plagiarism detection system. As for other written study attainments, the system shall be used if it is mentioned in the curriculum (course description) or at the beginning of the course. In group instruction, the system shall apply to all students from all courses. However, if there is a well-founded suspicion of plagiarism (or any other cheating), including the authenticity of individual written work, it can be determined. Students may also choose to always verify the authenticity of self-written work without reporting to the supervisor/teacher.

The authenticity of the Bachelor's thesis at the Bachelor's seminar is verified as follows:

- The verification shall be made after the opponency before the critical review of the thesis, if the student has an opportunity to revise her/his thesis after the opponency.
- This will prepare the thesis opponent, if the thesis is not allowed to be revised after the opponency.

The authenticity of the Master's thesis shall always be verified before being lodged with the review process.

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The authenticity of the Licentiate- and Doctoral theses shall be verified as follows:

- the authenticity of a monograph thesis shall always be verified prior to its submission to the review process. If significant changes are made to it after the preliminary review, the candidate shall be recommended to verify the authenticity before it is published.
- the authenticity of an article- or essay thesis shall be verified during the preliminary review of an article yet to be published.
- the authenticity of only the unpublished pieces of articles and essays in an article- and essay form licentiate thesis shall be verified before submitting for review.

The student is recommended to verify the authenticity of the Bachelor's thesis independently during the writing process.

NB! In the Faculty's series' publishing agreement, it is mandatory for a candidate to declare that the thesis is verified.

If on the basis of a report cheating is suspected, it will be investigated. If cheating is detected, the supervisor shall assess the degree of the seriousness. If the found correspondences are not serious, the supervisor shall give the student feedback to revise the thesis. The revised work can only be submitted once to the plagiarism detection system. In serious cases, the supervisor shall notify the cheating and found correspondences in writing (e-mail) to the Dean, the Head of the Department and the Head of Academic Affairs. The Dean shall hear the student and decide, after consultation, the possible follow-up action to take.

Harri Siiskonen  
Dean

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## PROCESSES

The authenticity of the theses shall be verified in the Turnitin system, which is used for e-learning environment Moodle.

### Teacher

- Add Turnitin assignment to the Moodle course.
- Will interpret the results of the authenticity of the report produced by the Turnitin system.
- Will decide whether they comply with source references and citations of good scientific practice and therefore are acceptable.
- If the source of references and quotations are acceptable, the teacher/supervisor shall inform the student that the authenticity of the inspection is approved.
- If the source of references and quotations are not in place, the teacher/supervisor shall decide the seriousness of the found correspondences.
- Mild: shall provide the student with feedback to revise the thesis.
- Serious: shall inform the Dean, the Head of the Department, and the Head of Academic Affairs.

You can add a Turnitin assignment to any of your Moodle-courses, see "Add Activity or Material". After this, the students shall return their work to this assignment, either as text or as an attachment. If you do not have courses in Moodle, you can order it on Moodle's front page link.

Before you use the system, accept the terms and conditions of use.

1. Open the Internet Explorer browser.
2. Write <http://www.uef.fi/turnitin> in the address bar. Login via the HAKA-authentication system and accept the system's Terms and Conditions.

You can then add a Turnitin assignment to your course.

[System instructions for the teacher](#)

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**Student**

- Shall return the doctrine of the thesis to the Turnitin-assignment and inform the supervisor about the return
- Shall see the authenticity of the report produced by the Turnitin system.
- Shall revise the thesis on the basis of the feedback that she/he may receive. The revised work can only be submitted once to the plagiarism detection system.
- Shall get the information that the authenticity of the thesis is approved and send it for review in accordance with the guidelines of the Faculty (Master's theses, Doctoral theses).

You can test your thesis or other written work independently through Turnitin's next Moodle course

<https://moodle.uef.fi/course/view.php?id=5502>.

[System instructions for the student](#)

**TRAINING AND SUPPORT**

Training on the use of the system is organised by *Oppitupa*. Courses are available on the training calendar (Staff-Training icon). User support is available from *Oppitupa* ([oppitupa@uef.fi](mailto:oppitupa@uef.fi)).