THE UNIVERSITY OF HONG KONG

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

Plagiarism Check before **Submission of Thesis for** a) to open Turnitin accounts for students at least 6 months prior to **Examination** the expiry of the end of their study **Faculty Office** period or upon receipt of the c) after receiving the Class ID Notice of Intent to Submit a Thesis, and Enrollment Password whichever the earlier from the Faculty, to submit the draft thesis to the Turnitin b) to inform the student of the *Class* as many times as the student ID and Enrollment Password wants, but at least one time before a formal submission RPg students 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 **Supervisors** submit the latest originality g) to give advice to the student on report in hard- or e-copy to the the refinement of thesis, where supervisor(s) & invite appropriate him/her/them to sign the Thesis Submission Form by h) to view the latest originality Supervisor of MPhil/PhD report submitted by the student Thesis before signing the Thesis Submission Form by Supervisor of MPhil/PhD Thesis to confirm that the thesis is ready for submission for examination / reexamination **Formal Submission of Thesis** for Examination i) to submit hard copies of the RPg students thesis for examination, and the Thesis Submission Form by Supervisor of MPhil/PhD Thesis signed by the

Note:

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

Graduate School

Supervisor(s) to the Faculty

Revised: November 2016