

Final Degree Project: How to Check Similarity in the Turnitin System and Upload it to eLABa Repository

Spring 2023

- Checking your Final Degree Project (FP) for plagiarism in the *Turnitin* system (on the Moodle platform) **BEFORE THE DEFENCE**
- Uploading the finalized version of your FP for evaluation to the Moodle platform **BEFORE THE DEFENCE**
- Uploading your FP to eLABa repository **AFTER THE DEFENCE**

The similarity check system *Turnitin* is part of the virtual learning environment Moodle

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- All Final Degree Projects must be checked for plagiarism in the *Turnitin* system that is part of the Moodle.
- The Projects are submitted to *Turnitin* via the Task on the Moodle course;
- Students may pre-check similarity (one time) before making the final submission. After submitting the project for the pre-check, a similarity report is generated; it can be viewed by both the supervisor and the student.

Similarity pre-check before the final submission to the supervisor

- Before making the final submission of the FP, students may pre-check (*one time*) similarity via the Task on the Moodle course; the Task will indicate the timeline for the pre-check. The pre-check is enabled by teachers who coordinate the FP module. Please contact them or your supervisor about this opportunity;
- Submitted projects are not stored on the *Turnitin* repository, so similarity with currently submitted projects will not be visible.

When you upload your FP to *Turnitin*, a Similarity Report will be generated. You will be able to use it for checking if you have cited correctly and provided references to all the sources you have used in your work.

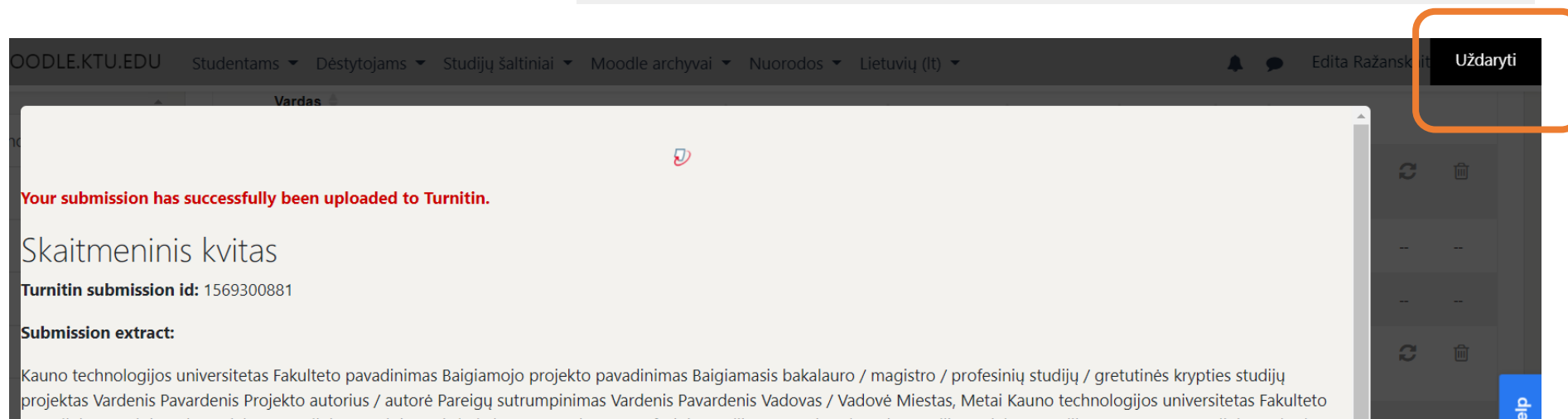
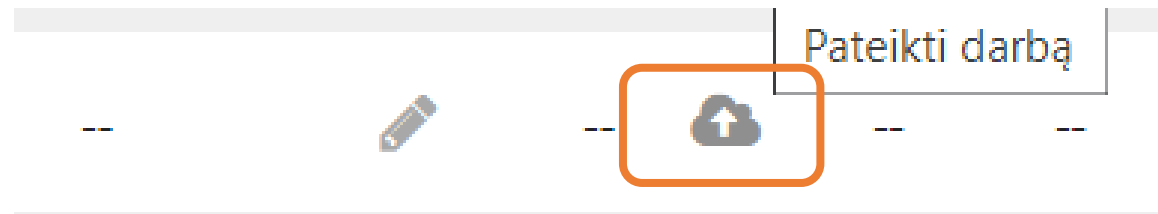
Time of generating the Similarity Report:

- ❖ when you upload a file to *Turnitin* (confirmed by the “digital receipt”), the system starts generating the Similarity Report (status: “pending”);
- ❖ this takes less than 15 minutes, even though in some cases it may take several hours. If this happens, click on “refresh submissions” but do not re-upload the file.

Similarity pre-check before the final submission

Uploading your FP:

Name of the file: Student's family name and first name, year, "Final Degree Project", e.g., Family Name First Name_2023_final degree project;
uploading confirmed by the **digital receipt**:



Similarity pre-check before the final submission

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The status is “Pending” when the similarity report is generated; when it is ready, a similarity index is visible and the similarity report may be downloaded.

Pavardenis_Vardenis_2021_baigiamasis projektas	1569300881	21/04/25, 22:14	<div>Pending</div>	/100					
Pavardenis_Vardenis_2021_baigiamasis projektas	1569300881	21/04/25, 22:14	<div>44% </div>	/100					

Similarity pre-check before the final submission

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The **menu in red** is for viewing the similarity report.

The screenshot displays the similarity pre-check interface. The main area shows the ktu logo and university name. A sidebar on the right contains a 'Match Overview' panel with a 44% similarity score and a list of matches. A red box highlights a menu in the sidebar, and an orange arrow points to it from the right.

Match Overview

44%

Currently viewing standard sources

[View English Sources \(Beta\)](#)

Match	Source	Similarity
1	vt.ktu.edu Internet Source	14%
2	epublications.vu.lt Internet Source	4%
3	Submitted to Kaunas U... Student Paper	3%
4	Submitted to Vilnius Ge... Student Paper	2%
5	Submitted to B.S.Abdur... Student Paper	1%
6	Submitted to King's Col... Student Paper	1%
7	eteismai.lt Internet Source	1%

Similarity pre-check before the final submission

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Filters and Settings

The following matches may be removed from the similarity report:

Quotes (Exclude Quotes);

Bibliography (Exclude Bibliography);

Exclude small sources that are less than 5 words.

The similarity index of the FP should not exceed 15 percent (5 percent with one source).

[Guidelines for Plagiarism Prevention](#) (institutional regulation)

Filters and Settings ✕

Filters

- Exclude Quotes ☒
- Exclude Bibliography ☒
- Exclude sources that are less than:
 - ☒ 5 words
 - ☐ %
 - ☐ Don't exclude by size

Optional Settings

- Multi-Color Highlighting ☒

0 44

Apply Changes **New Report**

Similarity pre-check before the final submission

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DALIJIMOSI EKONOMIKA GRĮSTŲ VEIKLOS MODELIŲ PLĖTROS
PROBLEMATIKA
Dalijimosi ekonomika, tai nauja greitai technologijų amžiuje populiarėjanti verslo forma.

Move between sources

View full source

Matching text is indicated

vb.ktu.edu
Internet Source

Full Source View

ausio mė–nesi atliktas visuomeni–s nuomon–s tyrimas, inicijuotas informacini³ technologij³ bendrov–s atliktas Tieto Lietuva ir banko atliktas Swedbank atliktas, kad per pastaruosius 12 mėnesių dalijimosi paslaugomis naudojosi 20 proc. visų Lietuvos gyventojų, o Y kartos atstovų net 32 proc. atliktas Tieto Lietuva vadovas Vitkus (2018) teigia, kad tūkstantmečio karta šiuo metu sudaro daugiau nei trečdalį darbingo

Bendrovės „Sprinter tyrimai“ 2018 m. sausio mėnesį inicijuotas

informacinių technologijų bendrovės „Tieto Lietuva“ ir banko „Swedbank“, atskleidė, kad per

pastaruosius 12 mėnesių dalijimosi paslaugomis naudojosi 20 proc. visų Lietuvos gyventojų, o Y

kartos

atstovų net 32 proc. Tieto Lietuva vadovas Vitkus (2018) teigia, kad tūkstantmečio karta šiuo metu

Match Breakdown

1	vb.ktu.edu Internet Source	14%
Match 1 of 84		
•	vb.ktu.edu Internet Source - 4 urls	14%
•	Jurgita. "Development poss...	8%
•	tė, Jovita. "Evaluation of co...	6%
•	andra. "Evaluation of the eff...	<1%
•	, Birutė. "Evaluation of facto...	<1%
•	Submitted to Vilnius Ge...	<1%
•	Submitted to Kaunas U...	<1%
•	www.epa.lt Internet Source - 2 urls	<1%
•	elitalpykla.vdu.lt Internet Source	<1%

Exclude Sources

Text-only Report High Resolution On

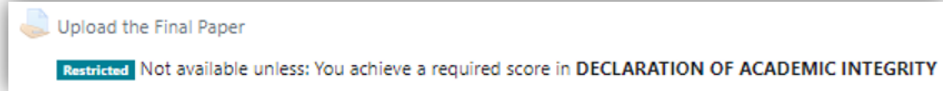
Count: 15238

Uploading your Final Degree Project for evaluation to Moodle

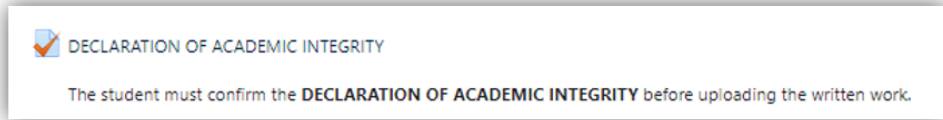
- All Final Degree Projects must be uploaded to Moodle for the final similarity check by the supervisor by the deadline set at the department;
- upon uploading, students confirm agreement with the statements of the Academic Integrity Declaration;
- students upload the final version of the Project (with no Annexes in case they are not PDF files);
- Name of the file: Student's family name and first name, year, "Final Degree Project", e.g., Family Name First Name_2023_final degree project;
- upon uploading, agreement with the *Turnitin* terms and conditions must be confirmed; the system generates a digital receipt which confirms the submission. The similarity report is being generated ("Pending").
- Students and supervisors will not see the similarity report of the final submission before the due date set by the administrator / coordinator of the study programme.
- The similarity reports will only be visible after the due date.
- Supervisors will check the similarity reports only when all students of the programme have submitted their Final Projects.
- If there are Annexes to the Project that are other than PDF files, they will have to be uploaded to a different repository.

Uploading your Final Degree Project for evaluation to Moodle

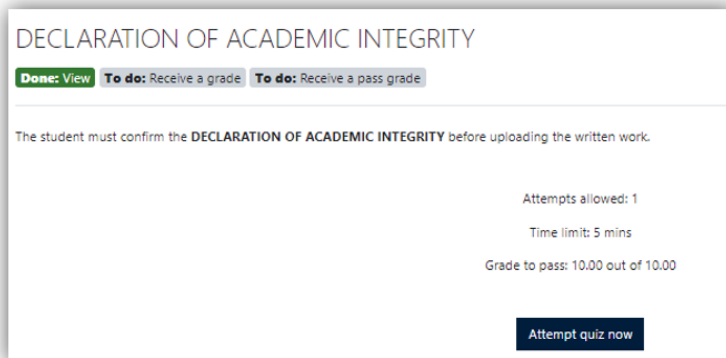
Declaration of Academic Integrity



It is a quiz:



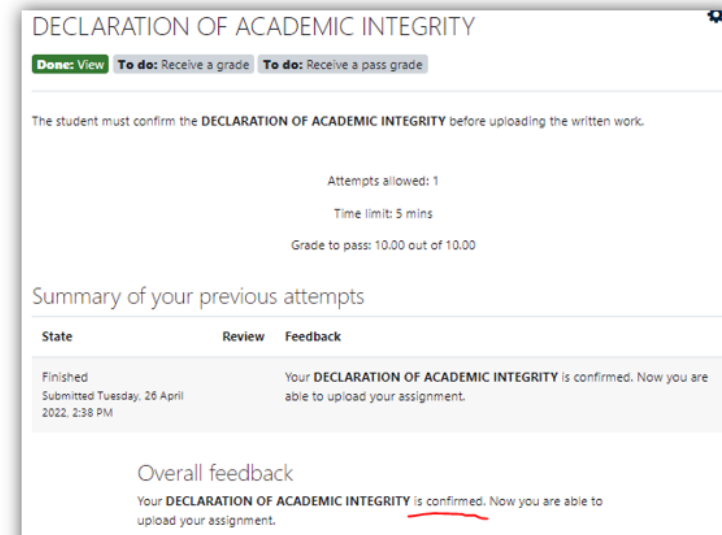
Attempt it:



There is one question (you have 5 min):—



After confirming: —



Uploading your Final Degree Project for evaluation to Moodle

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Agreement with the *Turnitin* terms and conditions:

☐ Man yra žinoma, kad kiekvienas studijų darbas yra įkeliamas į „Turnitin.com“, siekiant įgyvendinti akademinio sąžiningumo pažeidimų prevenciją, nustatyti teksto sutaptis ir patikrinti, ar darbas nėra plagiatas. Studijų modulio dėstytojas išanalizuoja studijų darbą ir įvertina, ar nustatyta teksto sutaptis nėra laikytina plagiatu. Darbas, kaip šaltinis, patalpinamas „Turnitin.com“ duomenų bazėje, siekiant ateityje jį palyginti su kitais įkeltais studijų darbais ir nustatyti, ar nėra plagiato. Nustačius plagiatą, taikoma atsakomybė pagal Kauno technologijos universitete nustatytą tvarką. // Herewith I confirm my awareness that every study paper is uploaded to Turnitin.com for the prevention of academic integrity violations, textual similarity review and detection of possible plagiarism. The lecturer of the study module analyses the paper and decides whether the detected textual similarity is not to be considered plagiarism. The paper is included in the Turnitin.com database as a source document for future comparison with other uploaded study papers and detection of plagiarism. If plagiarism is detected, the liability is applied under the procedure established at Kaunas University of Technology.

Uploading your Final Degree Project for evaluation to Moodle

If technical difficulties occur

If there are issues in uploading your FP to *Turnitin*, try logging in to Moodle again and reuploading;
if you want to pre-check similarity and the similarity report is not ready (“Pending”), click on “Refresh Submissions” (please do not reupload), try logging out and logging in the Moodle.

If you need to replace the file you have uploaded or you have other technical difficulties, contact moodle@ktu.lt.

There was an error trying to resubmit your submission to Turnitin
Please consult your tutor or Moodle administrator for further details
Message: A problem occurred saving the file to the database.



Loading Error

The request failed because of a server error.

/paper/1556006782/similarity/breakdown/0?lang=en_us&cv=1&output=json&tl=12&ares=1&ares_debug=0: 500

Ok

1548207011

21/04/12, 14:55

Pending

Uploading your Final Degree Project to eLABa repository

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AFTER THE DEFENSE:

- The defended Final Degree Project (as a PDF file) **no later than in 1 day after** the evaluation is entered on the Academic Information System, must be uploaded on the eLABa repository: students choose relevant terms of digital preservation (please see next slide) and sign the license agreement.
- Librarians no later than within 3 days after the defense check the file and metadata on the eLABa repository, correct them if necessary and confirm that the FP has been successfully uploaded.

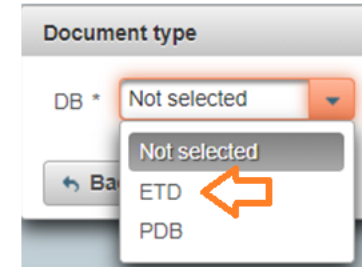
Uploading your Final Degree Project to eLABa repository

ktu

To upload your Bachelor or Master's Final Project:

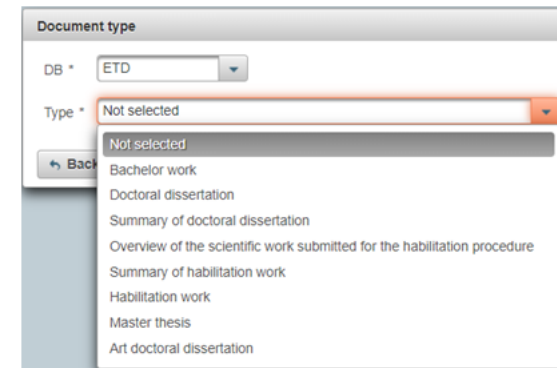
- Choose “Submit to repository” at:
<https://www.elaba.lt/elaba-portal/en/>
- Choose your institution – Kaunas University of Technology
- Enter your KTU SSO (username / password) for signing in
- Agree with the Terms and Conditions for using the system
- Click on “New document” and open a new window for entering the metadata.

1.



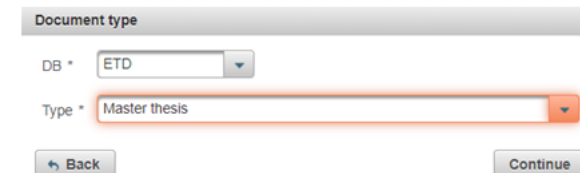
The screenshot shows a web form titled 'Document type'. It has a 'DB *' dropdown menu that is currently open, displaying three options: 'Not selected', 'ETD', and 'PDB'. An orange arrow points to the 'ETD' option. There is also a 'Back' button with a left-pointing arrow.

2.



The screenshot shows the same 'Document type' form. The 'DB' dropdown is now closed and shows 'ETD'. The 'Type *' dropdown menu is open, showing a list of document types: 'Not selected', 'Bachelor work', 'Doctoral dissertation', 'Summary of doctoral dissertation', 'Overview of the scientific work submitted for the habilitation procedure', 'Summary of habilitation work', 'Habilitation work', 'Master thesis', and 'Art doctoral dissertation'. 'Master thesis' is highlighted. A 'Back' button is visible on the left.

3.



The screenshot shows the 'Document type' form with both dropdown menus closed. 'DB' is set to 'ETD' and 'Type' is set to 'Master thesis'. There are 'Back' and 'Continue' buttons at the bottom.

Uploading your Final Degree Project to eLABa repository

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Enter the metadata in 5 steps: **Step 1**

Field of science / art.

Click on: Add field of science / art.

Studies fields.

Click on: Add studies field.

Step 1 Step 2 Step 3 Step 4 Step 5

Common data

DB * ETD

Type * Bachelor work

Institution of metadata creator Kaunas University of Technology

Department of metadata creator * Select

Date of creation of the metadata 2021

Date of confirmation

Creator of metadata

Document language English

Your data will appear here

Scientific fields

*Enter at least one field of science / art

Code	Title	Type	Actions
Empty			

+ Add field of science / art

Studies fields

Enter at least one studies field

Code	Title	Type	Actions
Empty			

+ Add studies field

Continue

Uploading your Final Degree Project to eLABa repository

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Enter the metadata in 5 steps:

Step 2

Title, summary and keywords.

Click on **Add**.

Choose the language: English (if your FP is in English). Title: paste in the title of your FP.

Note: *The title should be in lower case letters except the first letter of the initial word and proper nouns.*

Summary: copy and paste in the summary of your FP.

Keywords: keywords should be in lowercase letters (except for proper nouns), separated by semicolons (;).

Repeat everything in **Lithuanian**.

Add business collaboration – optional field.

Step 1 Step 2 Step 3 Step 4 Step 5

Title, summary, keywords

**The title, annotation and keywords must be in Lithuanian and English (lowercase)*

Title	Language	Annotation	Keywords	Actions
Empty				
+ Add				

Authors

** Add at least one record*

Author	Institutions	Relationship Term	Actions
Empty			
+ Add authors			

Recommendation: it is recommended to specify department as detailed as possible.

Business collaboration

Company name	Country	Comment	Actions
Empty			
+ Add business collaboration			

[← Back](#) [→ Continue](#)

Uploading your Final Degree Project to eLABa repository

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Enter the metadata in 5 steps:

Step 3

Physical data:

Scope: enter the number of pages (of the PDF file and letter p. (e.g. 90 p.)

Work defended: tick the box

Date of defense: select the date from the calendar

Department: choose the department from the menu

Other responsible persons

Click on **Add responsible person**

Add the names of the supervisor and the reviewer by searching the users.

Defense committee: please disregard and click on **Continue**.

The screenshot shows the 'Step 3' metadata entry form. At the top, there are five tabs: 'Step 1', 'Step 2', 'Step 3' (active), 'Step 4', and 'Step 5'. The form is divided into several sections:

- Physical data:** Contains a 'Scope' field with the value '90 p.' and an orange arrow pointing to it.
- Related sources:** A table with columns 'Source type', 'URI', 'Check date', and 'Actions'. It is currently empty, with an 'Add related source' button below it.
- ETD additional fields:** Contains a dropdown menu for 'Work done at the institution *' with 'Kaunas University of Technology' selected and a 'Select' button.
- Work defense:** Contains several fields: 'Work defended' with a checked checkbox and an orange arrow pointing to it; 'Equivalency examination' with an unchecked checkbox; 'Date of defence' with a date picker showing '2021-04-29'; and 'Department *' with a dropdown menu showing 'Faculty of Social Sciences, Arts and Humanities' and a 'Select' button.
- Other responsible persons:** A table with columns 'First name, last name', 'E-mail', 'Responsibility', and 'Actions'. It is currently empty, with an 'Add responsible person' button below it and an orange arrow pointing to it.
- Defense committee:** A dropdown menu showing 'Not selected' and a 'Select' button.

At the bottom of the form, there are two buttons: 'Back' and 'Continue'. An orange arrow points to the 'Continue' button.

Uploading your Final Degree Project to eLABa repository

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Enter the metadata in 5 steps: **Step 4**

Attached files:

Attach your FP file as a PDF.

Important! Student is responsible for uploading the final version of the FP.

Access status: please select the status according to the evaluation your FP has received (please check the details in the following slide).

Step 1 Step 2 Step 3 **Step 4** Step 5

Attached files

Main file * BP šablonas LT 2019.pdf Download

Publication version Authors manuscript

Title	Comment	Actions
Empty		

+ Add attachment

Access status * Public

Not selected

Public

Limited to institution intranet

Unavailable

Back Save as a draft Continue Back

Uploading your Final Degree Project to eLABa repository

The **access status** to the Final Degree Project on eLABa repository should be selected in accordance with the evaluation:

1. Bachelor and professional studies: FPs graded 9 or 10 – **Limited to institution intranet**, embargo period – 99 years. The Project will be accessible to the University community only;
2. Bachelor and professional studies: FPs graded 5, 6, 7 or 8 – **Unavailable**, embargo period – 99 years;
3. Master's projects: FPs graded 9 or 10 – **Public**. The choice of access status may be **Limited to institution intranet** or **Unavailable**. In this case the maximum embargo period is 2 years and the Project becomes **public**;
4. Master's projects: FPs graded 7 or 8 – **Limited to institution intranet**, embargo period – 99 years. The Project will be accessible to the University community only;
5. Master's projects: FPs graded 5 or 6 – **Unavailable**, embargo period – 99 years;
6. FPs that are referred to as confidential according to the institutional regulations have access status **Unavailable** with embargo period of 99 years. The author fills in the "Notes for the document" section: CONFIDENTIAL.

Uploading your Final Degree Project to eLABa repository

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Enter the metadata in 5 steps:
Step 5

Licence Agreement with the author: Electronic.

Download and read the Agreement.
Sign the Agreement by confirming that the data on it are correct.

Action:

Submit to the librarian to confirm
will appear at the bottom
Then click on “Save”.

Step 1 Step 2 Step 3 Step 4 Step 5

License agreements with the author

License type * ☐ Not needed ☒ Electronic ☐ Written

[Download the terms of the license agreement](#)

I confirm that the data provided in the license agreement is correct (author) ☒

License history

Type	Access term	Author	Employee	Effective Date	No.	File	Date of termination
Electronic	Public						

Non-public files

Name	Comment	Actions
Empty		

+ Add non-public file

Status

Author entering

Notes for the document

Actions

Possible actions

☒ Save data without changing the status of the document

☐ Delete

Save

Uploading your Final Degree Project to eLABa repository

If the Final Degree Project contains confidential information

The student prepares two versions of the final project: the first one with the full-text FP and the second one with the partial FP.

Student should upload the partial FP to eLABa repository. At the top right corner of the title page of the final thesis, the student adds a note: "CONFIDENTIAL. This final project is not published because it uses confidential data. Revision and / or publication without the consent of the author of the final thesis and the representative of the company as the owner of the project data is prohibited." In the partial FP, the section containing the confidential information must be deleted. Deleted parts are marked with the following note: "This part is not published for reasons of confidentiality." Parts that are based on information from other authors or literature may not be removed from the FP.

The student specifies the embargo period in the "Access status" section: "Unavailable for 99 years". The student writes in the "Notes for the document" section: "CONFIDENTIAL". This final project is not published because it uses confidential data. Revision and / or publication without the consent of the author of the final project and the representative of the company as the owner of the project data is prohibited."

- Turnitin User Guide: Moodle > Turnitin System > [Turnitin Guide for students](#);
- Uploading the Final Degree Project to *Turnitin* for similarity check and eLABa repository: Library, tel. +370 37 300 652, talpykla@ktu.lt, subject librarians.
- Information on technical issues: E-Learning Technology Centre, tel. +370 37 300 616, moodle@ktu.lt;