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

Fall 2024

- Pre-check your Final Degree Project (FP) for similarity 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

Similarity check in Turnitin

Pre-check

- Recommended, not required
- Enabled by FP module coordinating teacher
- in Moodle, as a task (check timeline)
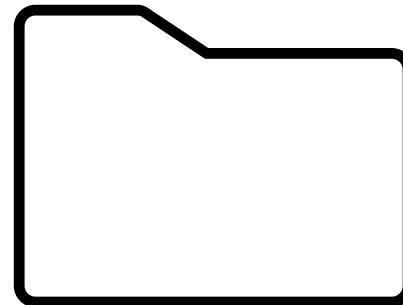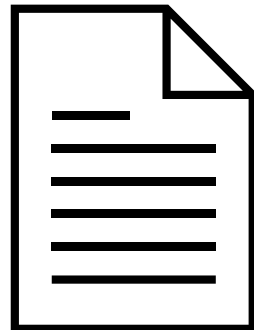- Similarity report is generated in max 15 minutes

Final check

- It is mandatory to upload FP for final similarity check
- Before uploading FP, Declaration of Academic Integrity must be signed (in Moodle)
- Only PDFs are uploaded (files in other formats are uploaded to different repositories)
- Similarity report will not be visible before the due date
- Similarity reports will be checked only after all students of the study program have submitted their FPs

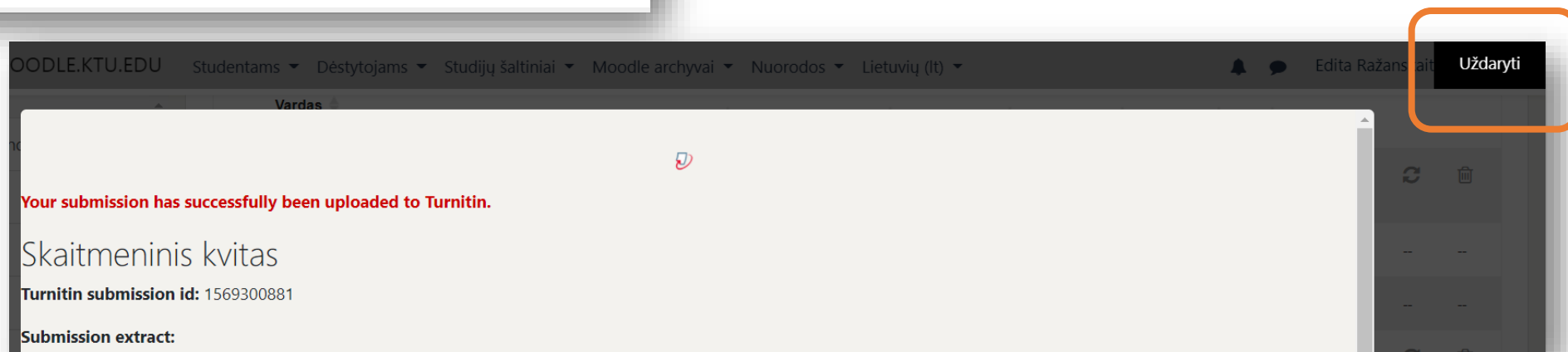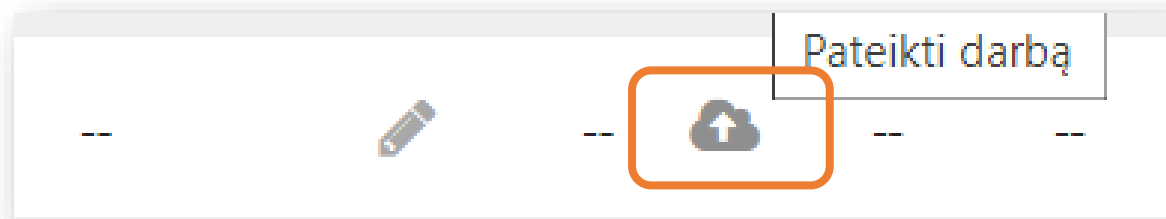# Preparing the FP file for uploading to the Turnitin

File format: PDF
File name format: Author's family name and first **name_year_final degree project**,
e.g., Smith John_2025_final degree project;

Similarity pre-check *(Turnitin)* ktu

1. Go to Moodle, and open the Task.
2. Upload the file
3. Uploading will be confirmed by the **digital receipt**:

Your submission has successfully been uploaded to Turnitin.

Skaitmeninis kvitas

Turnitin submission id: 1569300881

Submission extract:

Similarity pre-check *(Turnitin)*

The status is "Pending" when the similarity report is generated (max 15 minutes). If status does not change, click „Refresh";
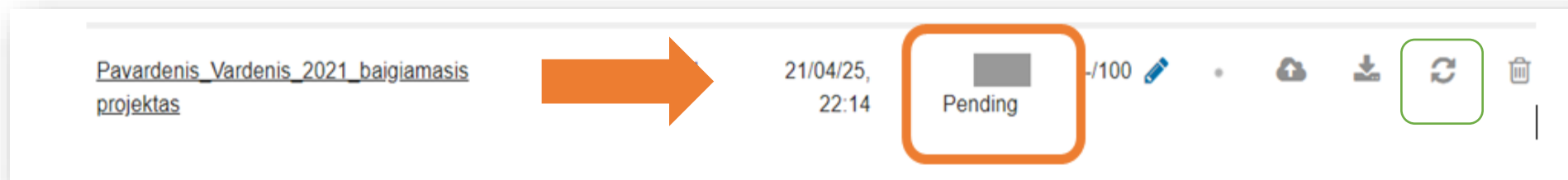
When Report is ready, a similarity index is visible and the similarity report is available to download.
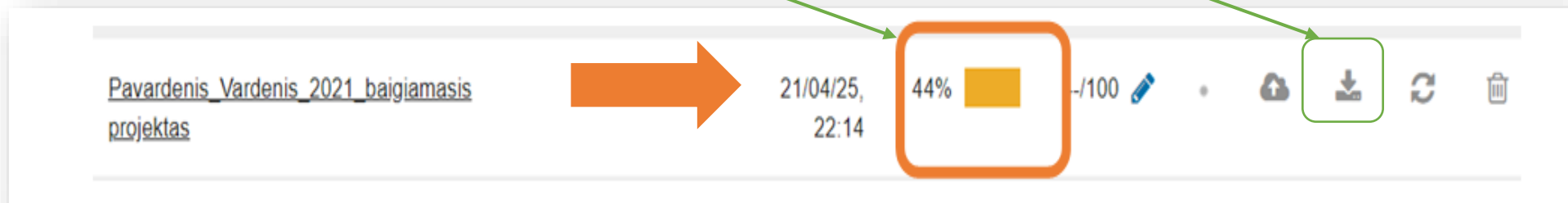
Similarity pre-check

red menu for viewing the similarity report.
grey menu for downloading your FP with marked citations and receipt

Uploading your Final Degree Project for evaluation to Moodle

Declaration of Academic Integrity

Upload the Final Paper

Restricted Not available unless: You achieve a required score in **DECLARATION OF ACADEMIC INTEGRITY**

It is a quiz:

DECLARATION OF ACADEMIC INTEGRITY

The student must confirm the **DECLARATION OF ACADEMIC INTEGRITY** before uploading the written work.

Attempt it:

DECLARATION OF ACADEMIC INTEGRITY

Done: View   **To do:** Receive a grade   **To do:** Receive a pass grade

The student must confirm the **DECLARATION OF ACADEMIC INTEGRITY** before uploading the written work.

Attempts allowed: 1

Time limit: 5 mins

Grade to pass: 10.00 out of 10.00

Attempt quiz now

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

Time left 0:04:50

Question **1**
Not yet answered
Marked out of 1.00
⚑ Flag question
⚙ Edit question

DECLARATION OF ACADEMIC INTEGRITY

I confirm that I have performed / will perform the task independently and honestly without any violations of the ethical requirements stipulated by the Code of Academic Ethics of Kaunas University of Technology, or the copyrights or other rights of others, following the provisions of the Law on Copyrights and Related Rights of the Republic of Lithuania, the Regulations on the Management and Transfer of Intellectual Property of the University. I understand that in the case of any discovery of the fact of dishonesty or violation of any rights of others, the academic penalties will be imposed on me under the procedure applied at the University, possibly – expulsion from the University.

I confirm

○ I confirm

○ I do not confirm

Finish attempt ...

After confirming:———

DECLARATION OF ACADEMIC INTEGRITY   ⚙

Done: View   **To do:** Receive a grade   **To do:** Receive a pass grade

The student must confirm the **DECLARATION OF ACADEMIC INTEGRITY** before uploading the written work.

Attempts allowed: 1

Time limit: 5 mins

Grade to pass: 10.00 out of 10.00

Summary of your previous attempts

State	Review	Feedback
Finished Submitted Tuesday, 26 April 2022, 2:38 PM		Your **DECLARATION OF ACADEMIC INTEGRITY** is confirmed. Now you are able to upload your assignment.

Overall feedback

Your **DECLARATION OF ACADEMIC INTEGRITY** is confirmed. Now you are able to upload your assignment.

Uploading your Final Degree Project for evaluation to Moodle

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.

If technical difficulties occur

1. If there are issues in uploading your FP to *Turnitin*, log in to Moodle again and reupload FP;

2. If you need to replace the file you have uploaded or any other technical difficulties occur, 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

Uploading your Final Degree Project to eLABa repository
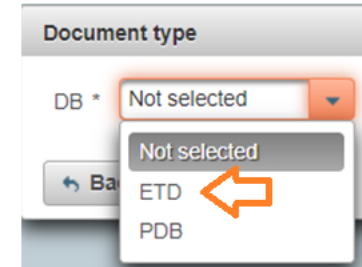
AFTER THE DEFENSE:
- The defended Final Degree Project (as a PDF file) **no later than in 1 day after** the evaluation is entered on the Academic Information System, must be uploaded on the eLABa repository

- Librarians no later than within 3 work 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

To upload your Bachelor / 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 "New document" to enter the metadata.

Uploading your Final Degree Project to eLABa repository

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.
Sustainable development goals

please disregard and click on **Continue.**

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.

Uploading your Final Degree Project to eLABa repository

ktu

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.**

Uploading your Final Degree Project to eLABa repository

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).

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. <u>Bachelor and professional studies</u>: FPs graded 9 or 10 – **Limited to institution intranet**, embargo period – 99 years. The Project will be accessible to the University community only;

2. <u>Bachelor and professional studies</u>: FPs graded 5, 6, 7 or 8 – **Unavailable**, embargo period – 99 years;

3. <u>Master's projects:</u> 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. <u>Master's projects:</u> FPs graded 7 or 8 – **Limited to institution intranet,** embargo period – 99 years. The Project will be accessible to the University community only;

5. <u>Master's projects:</u> 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

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".

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."

Support

- 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;