

Dear student,

Hereby we inform you about the compulsory Plagiarism Scan on the Graduation documents. The Plagiarism Scan has been integrated in Brightspace and is used to guarantee the authenticity of student's graduation work at the Faculty of Architecture and the Built Environment.

It is your responsibility to upload your graduation thesis, report or other graduation work with text one week before your P4 presentation. At your P4 presentation the originality score of your final version will be available for your mentors and delegate.

Please note that in the text below the 'final version' is the final version of your P4 documents (so not your P5 documents). This plagiarism scan is for your P4, not the P5. After the P4, you can make (small) adjustments to your P4 documents and finalize it. You do not have to re-upload your P5 documents.

How does the Plagiarism Scan work?

The first step is to immediately check if you are enrolled for the course 'Plagiarism scan MSc thesis - BK'. See: <https://brightspace.tudelft.nl/d2l/home/47493>, or login to Brightspace and search for the mentioned course.

If you are not enrolled, please contact the Board of Examiners. Make sure you are enrolled before September 14th.

The program which has been integrated into Brightspace, TurnItIn, has certain limitations concerning the documents which will be uploaded:

- The maximum file size is **25MB**
- The maximum amount of pages is 350 pages
- File format of the document should be PDF or Word
- You can upload one document (file)

We are aware that a lot of the current graduation documents are bigger than the allowed 25MB. In order to make it possible to scan your document, you can compress your file or delete images to reduce the file size. (For the Plagiarism Scan only the text is needed.)

There are two submission folders. The 'Provisional version' folder is for you to try out the plagiarism scan. You have the possibility to upload provisional versions of your graduation work as often as you want for plagiarism feedback. It may be a few hours before the feedback is visible.

The feedback and your submission will be visible for you. Teachers from your Master Track have access to your submissions in this folder. However, they will not take these similarities scores into account.

How to upload your provisional version?

There are two ways to go to submission folder where you can upload provisional versions.

1. Go to 'Content' > Click on your 'Master Track' in the left column. > Click 'Your Track: Provisional Version' > You are now in the submission folder. > Click 'upload' to upload a document. > Click 'Submit' if you want to submit the chosen file.
2. Go to 'Assignments' > Click 'Track: Provisional Version' > Click 'Add a File' > Click 'Submit' if you want to submit the chosen file. Please note that Brightspace may state that there is a maximum of 40MB, however, like we stated before, there is a maximum of 25MB.

How to review your feedback?

In the navigation bar below the TU Delft logo, click on Assignments. The Assignment Submission Folder(s) will be displayed. If an assignment was submitted successfully, the number of submissions for that assignment will display in the "Submissions" column. Click on the number of the relevant assignment. This will open the Submission History. The similarity score will display as a percentage mark. You will see that TurnItIn uses colour coding to indicate the amount of similarity detected between the submission and other sources. It ranges from blue (no, or little similarity) to red (a lot of similarity detected). If you click on the similarity score, you will enter the TurnItIn application. Here you can see where your similarity has been found.

Once you are confident with the results of your provisional version, you can upload your final version. Please read the description below the folder carefully before you upload anything in the 'Final version' submission folder. There is no going back once you submitted a document in this folder!

How to upload your final version?

You can upload your final version (of your **P4**) in the same way as the provisional version. Just click 'Your Track: Final Version' instead of 'Your Track: Provisional Version'.

The final version of your P4 document should be submitted in the final version folder of the plagiarism scan, at the latest ONE week before your P4 presentation.

PLEASE NOTE: You can only upload your work one time! If you click on submit you will not be able to remove or update your work.

Five important notices:

1. The document you upload should be one single file **with a maximum size of 25MB**.
2. Upload your final version of your P4. This document actually is considered an exam document and cannot be altered, removed or updated after the submission! You have one opportunity. You cannot upload additional versions.
3. Make sure to include all relevant appendices into the single document as well!
4. You will not see the result of your originality check after handing in your work here. The teacher will receive the submission and the result of the originality check.

The feedback from the Final Version will be visible for your mentors and delegate. Your main mentor will give you feedback at your P4 assessment. The result will be included in your P4 assessment.

What is 'plagiarism'?

Plagiarism is the use of another person's materials without adequate citation of the source.

Please visit the following link to know more about plagiarism and how to prevent it:

<https://www.tudelft.nl/library/actuele-themas/copyright/c/plagiarism/>

What will happen with the similarity score and your P4 documents?

Student papers that are submitted in Turnitin for feedback, get scanned for text similarity with academic sources, the web and other submitted student papers. For each submitted paper, a similarity report is created, that indicates to what extent the submitted work represents original work. **A high similarity score does not necessarily mean you are committing plagiarism.** Neither does a low score mean that you have not committed plagiarism. If you used adequate citation of the source, it is not qualified as plagiarism by your mentor. TurnItIn is just a tool to scan your document on similarities which might be plagiarism. Your mentor will check these similarities. If you want to know more about preventing plagiarism, please visit the following link:

<https://tulib.tudelft.nl/writing-publishing/how-to-cite/>

The mentor will contact you about the result if this is necessary. The examination committee will be contacted if the mentor thinks there is intentional plagiarism.
None of the P4 documents you submit will be stored in any repository.

If you have questions concerning the Plagiarism Scan and related procedures, please contact the Board of Examiners.

For more information about TurnItIn and how it works, please visit the following link:
<http://www.icto.tudelft.nl/tools/turnitin/check-for-originality/>

If you still have trouble with the use of TurnItIn and/or Brightspace, please do not hesitate to contact Brightspace Support.

Brightspace Support Contact

Mon – Fri

09:00 – 17:00

www.brightspace-support.tudelft.nl

Email: brightspace@tudelft.nl

Phone: 015 27 84333