You are required to submit your Confirmation Review report and final PhD thesis to Turnitin.

**What is Turnitin?**

Turnitin is text matching, electronic submission and feedback software. It is used in the University of Sheffield for Originality checking and as part of something called Electronic Management of Assessment (EMA).

Turnitin allows you to submit your work electronically. You can submit from any desktop or laptop computer whether on or off campus. The software can then look to see if text in the submission has any matches to text, both online and in its extensive essay bank.

It is used as an aide to plagiarism detection but it cannot detect plagiarism itself. To ascertain whether plagiarism has occurred, Turnitin’s Originality Report must be interrogated by an appropriate staff member.

**Confirmation Review Document Submission**

This has been set up to give you one practice attempt before you submit your finalised confirmation review document.

Instructions

Log in to MOLE.

Under organisations you will see

MGT Confirmation Review Document, click here, you will see a folder called

Draft Submission

Practice submissions are not saved on the Turnitin repository, only you will see the report that is created.

Just before the 1st September confirmation review deadline you will be able to see a further folder called Final Submission. You should submit your finalised confirmation review document to this folder. Your confirmation review document cannot be assessed until the General Assessor has checked the Turnitin report and confirmed there is no cause for concern.
PhD Thesis Submission

To access Turnitin go to MOLE, under organisations you will see

MGT PhD Thesis Submissions
click on that and you will see
PhD Draft Submission 1
PhD Draft Submission 2
PhD Draft Submission 3

You are allowed to submit once only to each “folder” giving you 3 practice attempts in total. These attempts are not logged by Turnitin and only you can see the report that is produced.

When you are ready to submit your finalised thesis please email M.Robertson@shef.ac.uk and you will be given access to one further “folder” called Final Submission. This is the one that counts and submissions to this cannot be taken back under any circumstances so please be careful to submit the correct version.

Your thesis will not be despatched to the External Examiner until the Internal Examiner has checked the Turnitin report and confirmed there is no cause for concern.

If you have any concerns about the originality report please see your supervisor who will be able to help you understand how the percentage match figure is calculated.

General information on Turnitin can be found here including a helpful FAQ section for students

http://www.sheffield.ac.uk/cics/turnitin