



Vrije Universiteit Brussel

FACULTEIT INGENIEURSWETENSCHAPPEN

Use of the TurnItIn software package for screening PhDs.

Please execute carefully the following steps:

1. Activate your TurnItIn account using the email you received from TurnItIn.
2. Login via the website http://www.turnitin.com/en_us/login
3. Click on “All Classes”.
4. Push on the right “Add Class” button, and select the class type “master” in the pull down menu. Choose a Master class name and a teaching assistant (TA) join password. Select in the subject area(s) “engineering” and the student level(s) “postgraduate”.
5. Click on the “+ Section” and enter the first name, last name and email address of the teaching assistant (here: a professor) who will automatically have access to all similarity reports created in this section. In the next step choose a section name and enrollment password.
6. Open the section by clicking on the section name, push on the right “Add Assignment” button, and choose an assignment name.
7. Click on the “More actions” pull down menu and select “edit settings”.
8. Set the dates and click on “optional settings”. Make the following selections:
 - a. Exclude bibliographic material
 - b. Submit papers to: select “no repository”. Proceeding in this way the PhD thesis is not stored in TurnItIn.
 - c. Search options: deselect “Student paper repository”. Proceeding in this way the same document can be screened and made visible in different sections of the master class.
9. Click in the assignment on “View”.
10. Click on “Submit File” to upload a PhD. TurnItIn is screening now the document in background (typical 20 min. for a PhD) and you can quit the program. When the screening is ready, a similarity score appears under the title “similarity”.
11. The chairman of the PhD committee sends his conclusions to the vice-chairman and the secretary of the jury. To make the similarity report visible to the vice-chairman, and the secretary of the jury 2 sections should be created in the master class with their respective names and email addresses as teaching assistant (see step 5), and the PhD thesis should be uploaded twice (steps 6-10).
12. If the promoter screens the PhD thesis he/she creates 3 sections in the master class with the names and email addresses of the chairman, vice-chairman, and secretary of the PhD committee as teaching assistant (step 5), and uploads the PhD thesis 3 times (steps 6-10). The chairman sends his conclusions to the vice-chairman and secretary.
13. Delete the report and the section after the public PhD defense.