Department of Politics and Public Administration, University of Konstanz
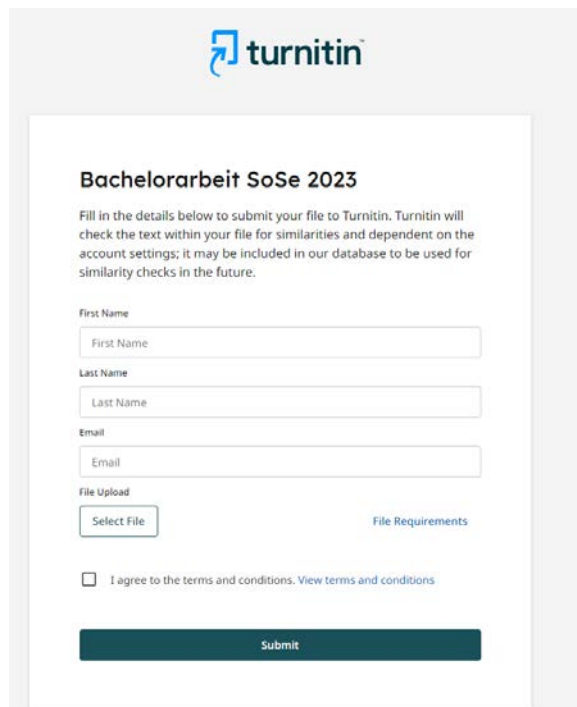
Instructions Turnitin for students

Last update: 10.08.2023

- In addition to submitting your thesis to the Central Examination Office, please upload it independently and voluntarily to the plagiarism detection software Turnitin.
- You will receive the link to submit your thesis via Turnitin from your first supervisor.
- Deadline for submitting the thesis = deadline for uploading to Turnitin.

Procedure for submission to Turnitin

1. Make sure that you have received the submission link from your first supervisor.
2. Make a copy of your thesis that does not contain any personal data (name, surname, addresses, date of birth, matriculation number, etc.).
3. Save the file preferably in .docx format (alternatively in .pdf format) under any file name, but which does not contain any personal data, for example under the name consisting of the first words of the title of your thesis.
4. Call up the submission link that you received from your first supervisor. The following window will open with the title of the submission folder created by the supervisor (e.g. "Bachelorarbeit SoSe 2023").

5. Fill in the required fields according to the following scheme. For data protection reasons, please do not enter any personal data.
   - *First Name*: Any name or "Bachelor's thesis" or "Master's thesis".
   - *Last Name*: Any name or current semester, e.g. "Summer term 2023".
   - *Email*: Enter your valid email address to receive confirmation of successful submission. Your email address will not be transmitted to the supervisor.

6. Under *File Upload* click on *Select File*. Upload your thesis - the previously created anonymised file. Place a tick at *I agree to the terms and conditions.* and then click on *Submit*. The submission is now complete. You will receive a confirmation of the successful submission of the file to the email address you provided.
7. The results of the plagiarism check are only accessible to your first supervisor.

Advices on scientific writing and plagiarism prevention

– Take advantage of the extensive information on academic work on the department's website (in German): https://www.polver.uni-konstanz.de/service/wissenschaftliches-arbeiten/
– Take the advice from your supervisors, clarify technical questions and uncertainties (including citation rules) with your supervisors.
– Take advantage of the counselling opportunities offered by the Writing Centre: https://www.uni-konstanz.de/en/writing-centre/.
– Don't be afraid of random matches with the unknown sources. Random matches of several words in a row are statistically almost impossible!
– Keep the working materials, such as copies, excerpts, drafts, sketches, etc., that you used when writing and that can prove the independent writing of the paper.

Further information sources

– Project Plagiarism Prevention – Refairenz:
https://www.plagiatspraevention.uni-konstanz.de/en/
– Mini writing workshop Citation on ILIAS (in German):
https://ilias.uni-konstanz.de/goto_ILIASKONSTANZ_crs_1046228.html
– Course information and IT support by KIM: https://www.kim.uni-konstanz.de/en/course-information-and-support/course-information-and-it-support-for-students/

If you have any questions about the general plagiarism check procedure with Turnitin, please contact your supervisor or the following contact persons:

Dr. Anna Vollert, Programme Coordinator Bachelor, Teaching Development
bachelor.polver@uni.kn, +49 7531 88 – 3501

Dr. Oliver Trevisiol, KIM (especially for technical questions)
oliver.trevisiol@uni-konstanz.de, +49 7531 88 2839