

Submitting the PhD Thesis through Turnitin – A process map for research students and their supervisors

During the writing up phase: It is recommended that the supervisor continues to have conversations about research integrity and plagiarism awareness and provides guidance to their students on these matters. Supervisors should continue to provide students with feedback on their draft chapters. Students are reminded that they can refer back to the content within the [online plagiarism awareness course](#), at any time.



Exam Entry: At least 4 months prior to thesis submission, student initiates the examination entry process through the PGR Milestones section of MyImperial.



Examiner nomination: Supervisor nominates examiners. Examiner details and exam entry reviewed by Director of PG Studies. Once approved, Registry confirm exam entry to student.



Thesis Submission: Once the thesis is ready for submission, the student submits it through the PGR Milestones section of MyImperial. The submission date is recorded in the usual way. Students must submit their thesis by the deadline given in MyImperial, regardless of status of exam entry process.



Thesis submitted to Turnitin: Once the thesis has been submitted to MyImperial, student follows their department's process for submitting the thesis to Turnitin. This will be through the department's Blackboard Thesis submission centre. Departments can choose either to: a) enrol the supervisor and internal examiner onto the Blackboard thesis submission centre so that both can access the "live/interactive" Turnitin similarity report (good practice) or b) to allow their PGR Administrator to send a downloaded (static) Turnitin similarity report to the supervisor and internal examiner.

Thesis sent to examiners: Following confirmation of examination entry and thesis submission to the PGR Milestones section in MyImperial, the student's thesis and relevant examination information will be circulated to the examination panel. This will be coordinated by the Registry Assessment Records Team, and the student and supervisor will receive a notification once this has been done. Examiners should not accept a thesis from any other source.



Examiner discussion: Ahead of the viva, the Internal examiner (or the PGR administrator) sends a copy of the similarity report to the external examiner(s). The examiners (internal and external(s)) together discuss whether they have any concerns about the originality of student work and use the similarity report to inform their discussion. The examiners may ask the supervisor for clarification if needed.

After reviewing the similarity report, the examiners together determine which of the following outcomes apply:



Option A: No concerns raised. Internal examiner informs supervisor that the viva can be scheduled.

Option B: Minor concerns raised, student and supervisor informed that these will be explored as part of the viva. Internal examiner informs supervisor that the viva can be scheduled.

Option C: Serious concern raised with respect to the integrity of the research. Internal examiner informs supervisor and the student. The viva is postponed and an investigation under the [Research Misconduct procedures](#) is initiated.

The outcome of the investigation will determine whether the viva can proceed. Where the investigation determines that the viva can proceed, the examiners will be provided with a copy of the investigation report.



Supervisor schedules viva.

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During the viva, if minor concerns are addressed by the student, and the examiners are satisfied that they have no remaining concerns, then no further investigation is needed.

The examiners may require the student to address the minor points/concerns as part of thesis corrections before the final version is submitted. Additionally, the College Secretary who is Secretary of the College's Research Misconduct Response Group should be informed of the outcome of the examiners exploration of minor concerns.

However, should the examiners determine that their concerns have not been addressed during the viva, then the [Research Misconduct procedures](#) can be initiated.