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Munich Medical Research School
Doctoral Office



iThenticate Originality verification of text passages

Dear Supervisor,

with the introduction of „iThenticate“, the new plagiarism detection software, the LMU’s Medical Faculty now offers you the possibility to verify the originality of doctoral theses you have supervised, before these are officially submitted to the Doctoral Office (Promotionsbüro), and – if necessary – to have potentially critical paragraphs revised by the doctoral candidate.

In order to receive an iThenticate account, you need to send a short email to the MMRS (mmrs@med.uni-muenchen.de). We will create an account for you, as well as a personal folder, which only you will be able to access. You will receive your login credentials in an automated email generated by iThenticate.

Please send the thesis that is to be checked as a **PDF** or a **word document** to mmrs@med.uni-muenchen.de. In the file, please only include the actual text of the thesis – please remove the title page, table of contents, acknowledgements, CV and reference list. Figure legends, tables and table legends should remain part of the document and will be scanned. Figures do not have to be removed. We will upload the file to your personal folder. The **originality report** is automatically created by the system, upon which you can then assess the originality of the submitted thesis.

Step-by-Step instructions:

When logging onto the system for the first time (https://app.ithenticate.com/en_us/login) you will see figure 1:

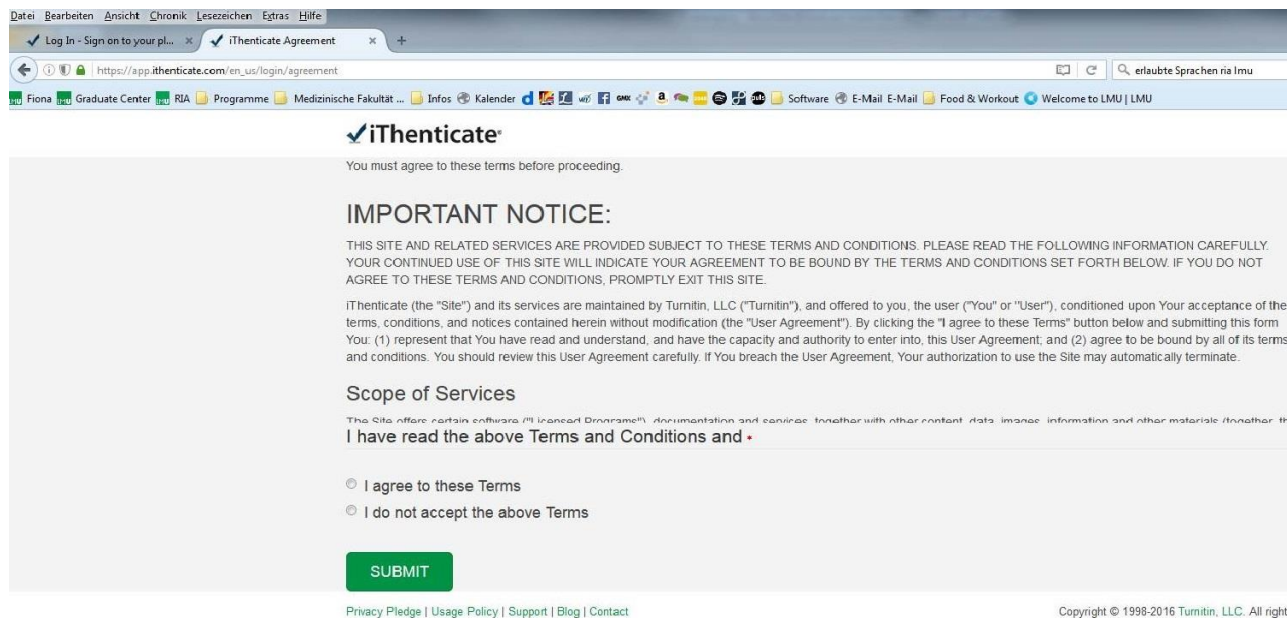


Figure 1: Acknowledgement of terms of use.

Please acknowledge the terms of use. Afterwards, you will need to change your password (figure 2), which need to consist of at least 6 characters and contain at least one numeral.

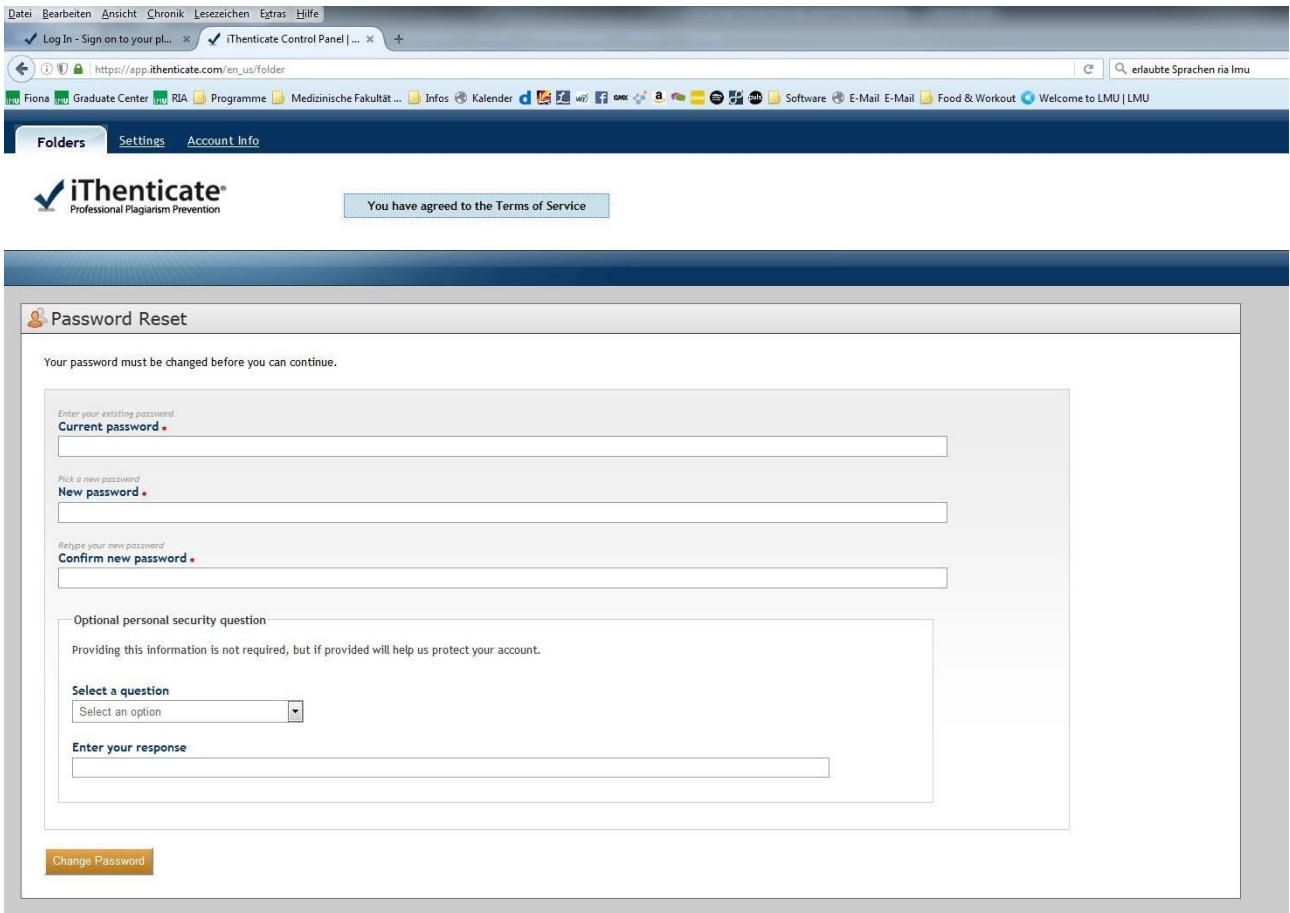


Figure 2 – changing your password

Upon changing your password, you will be directed to the home page of the portal (figure 3). On the left side of the screen, you will see the file tree “Munich Medical Research School”. Upon selection of this, a folder with your name will appear. Selecting this folder will then show you all theses you have submitted for verification on the main part of the screen.

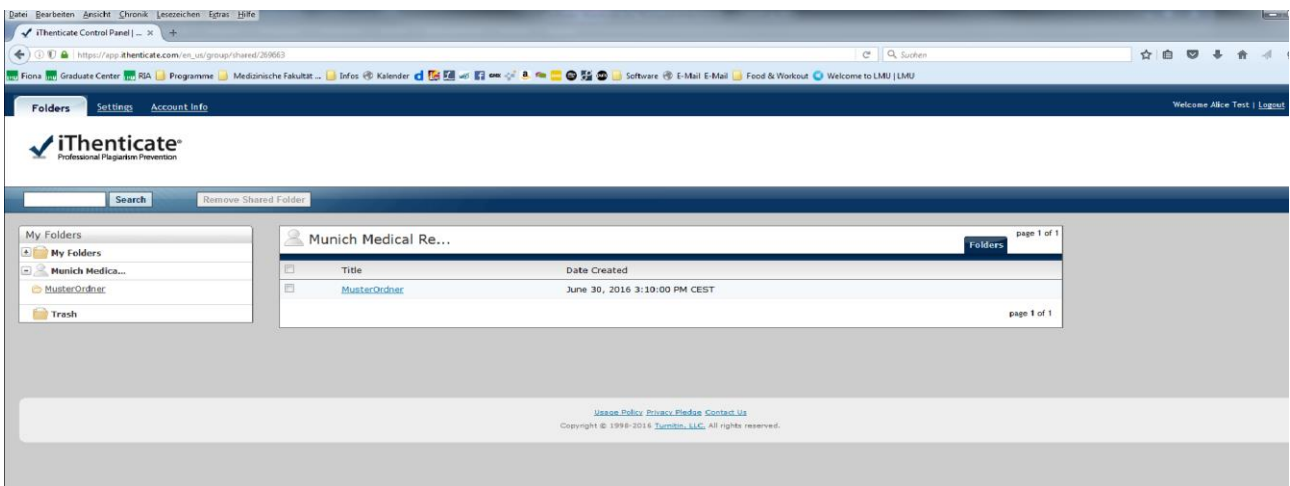


Figure 3 - Homepage

Select the verification report that is to be assessed, by clicking on the percentage shown (figure 4).

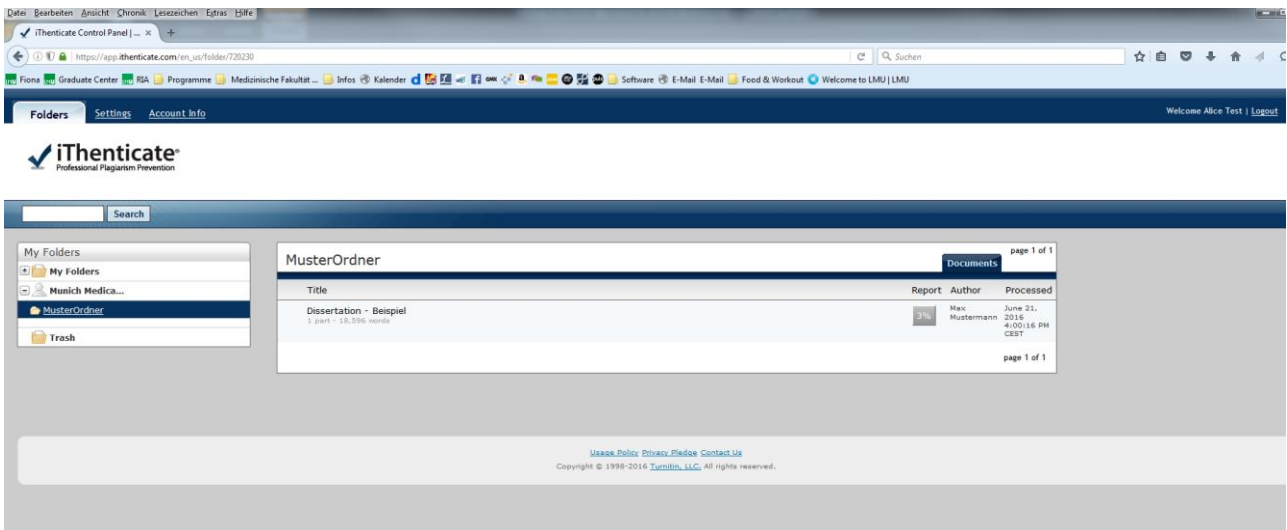


Figure 4 - example

Please note: the shown percentage is an indicator for how much of the submitted text directly coincides with searched internet databases. It is not an indicator for whether for submitted text is plagiarized or not! iThenticate also shows correct citations, common phrases and coincidental congruencies. Only you can determine whether the submitted text contains plagiarisms, by carefully assessing the originality report.

After selecting the button showing percentages, the entire text will appear in a new tab, whereby text fragments coinciding with internet databases will be highlighted in different colours. The colours as well as the number shown in the highlighted text correspond to the internet source shown in the right-hand column (figure 5). If you select a number in the text, the corresponding internet source will be shown in a smaller window.

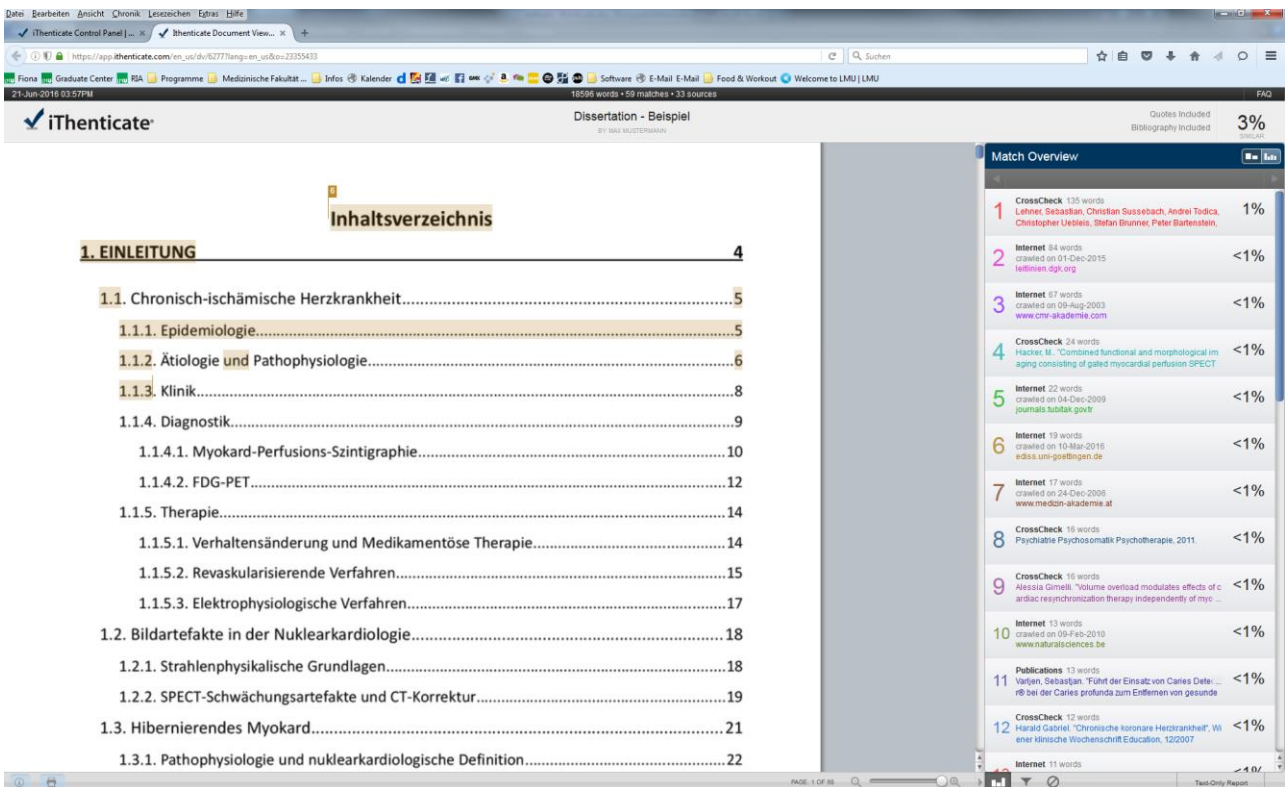


Figure 5 – Verification report

It is possible to exclude certain sources by hovering over the corresponding percentage in the right-hand column and clicking on the arrow appearing there. A further view will open, where a button "exclude sources" adds checkboxes to the list of sources.

The final verification report – which contains the entire submitted and highlighted text, as well as the corresponding internet sources – can be printed and saved by clicking on the printer symbol on the bottom left part of the task bar.

In order to give the portal enough time to load each page of the submitted text, please scroll through the report slowly! Once you have assessed the entire report, please fill out the "Statement for the verification of originality of submitted theses using iThenticate" and sign it. The statement must be submitted to the Doctoral Office along with the thesis and the remaining application documents.