

CHECKIT – SIMILARITY CHECK FOR THESIS – GUIDANCE FOR PGR STUDENTS

Urkund (used via WISEflow) recently replaced Turnitin as the University's similarity checker.

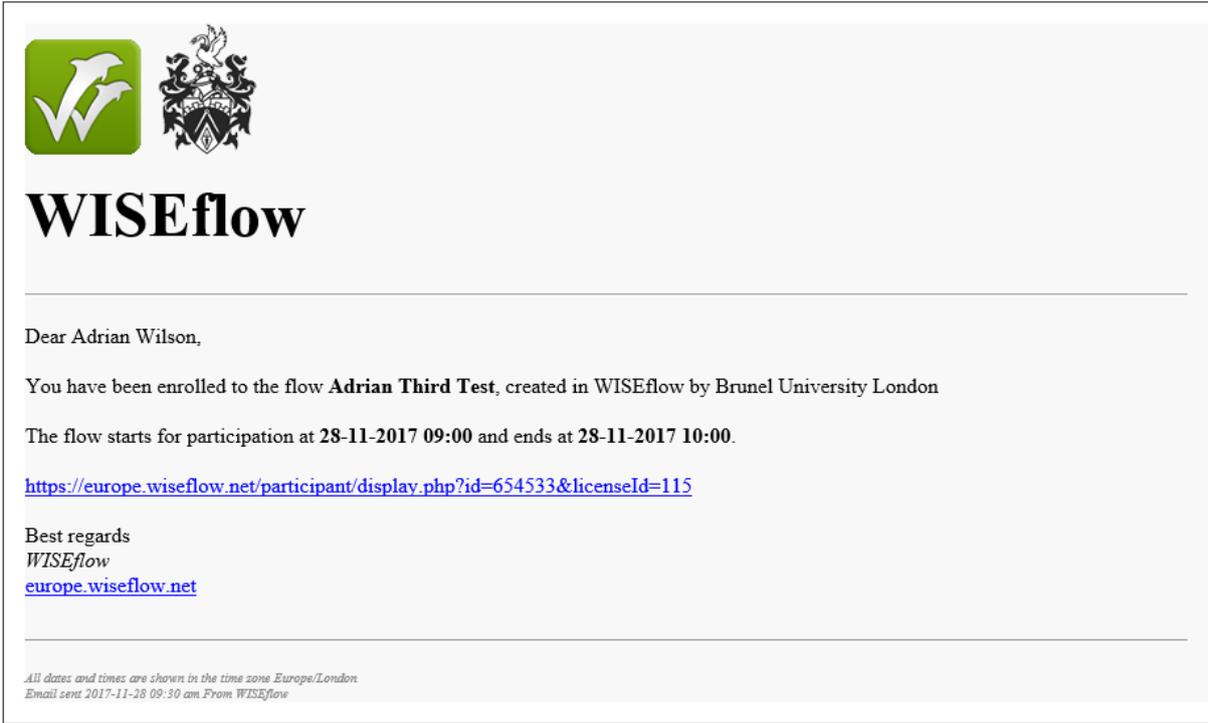
From 2nd January 2018, the service will officially be managed by your College PGR Programmes Office and not by the Library or the Digital Examinations Project Officer.

Please read the following guidance on how to submit your thesis for a similarity check carefully.

1. At least *four but no less than two weeks prior to submission of the hard copies of your thesis* you will need to advise your College PGR Programmes Office at cbass-pgr-office@brunel.ac.uk of the date you would like to submit your final complete draft to CheckIt;
2. On receipt of your email your College PGR Programmes Office will activate a flow;
3. You will receive an email confirming that a submission point is available for you on WISEflow with a direct link to log in. Alternatively, you can log in to WISEflow at <https://uk/wiseflow.net.brunel>
4. Once logged into WISEflow, your submission point can be accessed from your overview page;
5. You can then upload your final, complete draft thesis as a PDF file called "FULL NAME_STUDENT ID_PhD Thesis.pdf" Note: other document formats such as word, etc will not upload to WISEflow;
6. You will have 2 working days to upload your thesis in PDF format to WISEflow. If you do not upload within this deadline you will need to email cbass-pgr-office@brunel.ac.uk to open another flow for you.
7. If you want to withdraw your submission for any reason you can do so as many times as you want before the end of your 2 working day deadline. Once your deadline has passed you will not be able to upload any further submissions or edit your uploads;
8. Your principal supervisor will receive a notification that you have uploaded your thesis once your deadline has passed. He/she will have 3 working days to review your thesis and feedback on the similarity report generated by Urkund.
9. Once your principal supervisor has accepted the similarity report generated by Urkund you can finalise your thesis for the submission of three hard and one soft/electronic copy to the CBASS PGR Programmes Office.

Guidance in Pictures:

1. When your flow is activated, you will receive this email:



The image shows an email notification from WISEflow. At the top left, there is a green square logo with a white checkmark and a crest of Brunel University London. The text 'WISEflow' is prominently displayed. The email is addressed to 'Dear Adrian Wilson,' and informs him that he has been enrolled in a flow named 'Adrian Third Test' created by Brunel University London. It specifies the flow's duration from 09:00 to 10:00 on 28-11-2017 and provides a URL for participation. The email concludes with 'Best regards' and the WISEflow logo and website. A footer note states that all dates and times are in the Europe/London time zone and the email was sent on 2017-11-28 at 09:30 am.

Dear Adrian Wilson,

You have been enrolled to the flow **Adrian Third Test**, created in WISEflow by Brunel University London

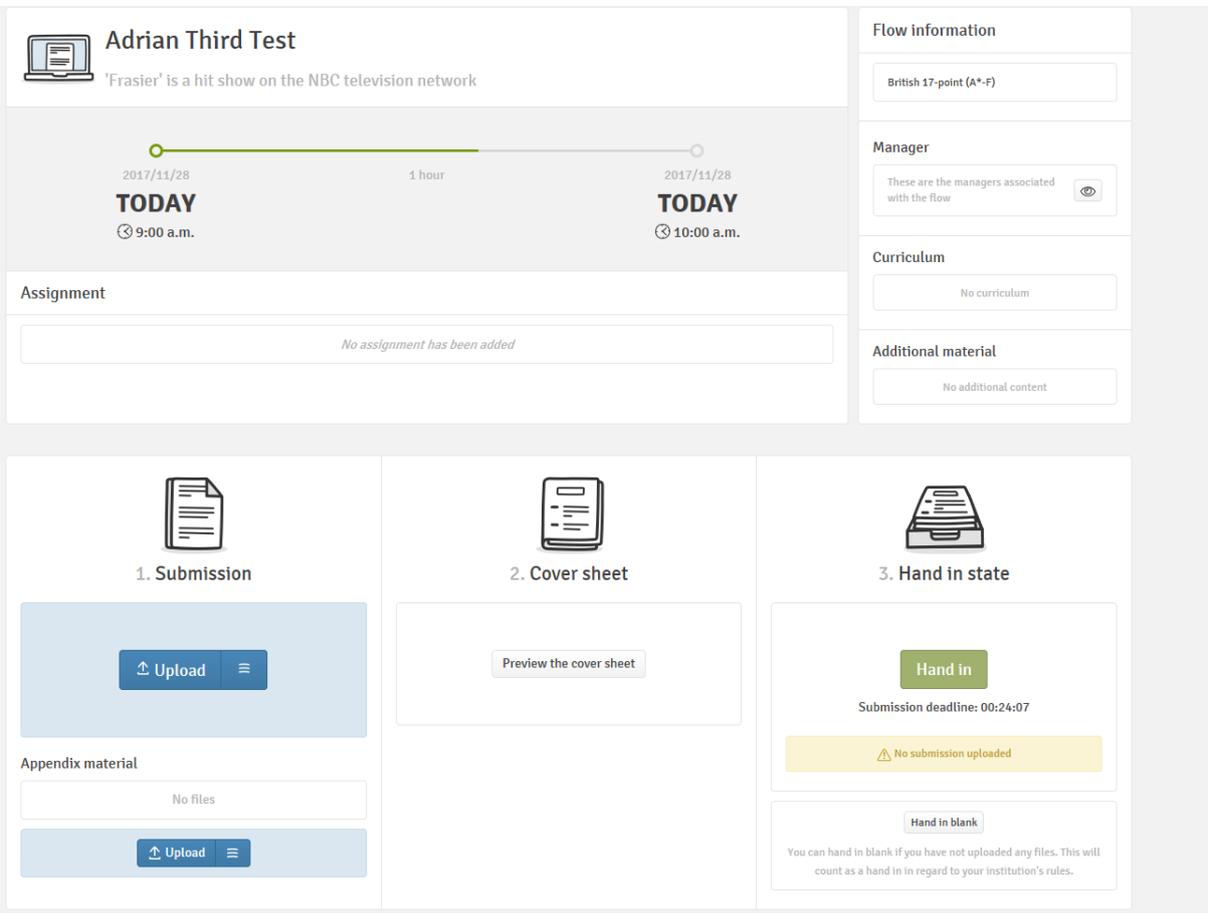
The flow starts for participation at **28-11-2017 09:00** and ends at **28-11-2017 10:00**.

<https://europe.wiseflow.net/participant/display.php?id=654533&licenseId=115>

Best regards
WISEflow
europe.wiseflow.net

All dates and times are shown in the time zone Europe/London
Email sent 2017-11-28 09:30 am From WISEflow

2. When you click on the link you will see this overview page:



The image displays the 'Adrian Third Test' overview page. The main header shows the test title and a description: "'Frasier' is a hit show on the NBC television network". A progress bar indicates the test duration of 1 hour, starting on 2017/11/28 at 9:00 a.m. and ending at 10:00 a.m. on the same day. The 'Assignment' section is currently empty, with a message stating 'No assignment has been added'. On the right side, there are three informational panels: 'Flow information' (British 17-point (A*-F)), 'Manager' (no managers associated), and 'Curriculum' (no curriculum). Below these, the 'Additional material' panel shows 'No additional content'. The main content area is divided into three columns: 1. 'Submission' with an 'Upload' button and an 'Appendix material' section (currently empty). 2. 'Cover sheet' with a 'Preview the cover sheet' button. 3. 'Hand in state' with a 'Hand in' button, a submission deadline of 00:24:07, a warning that 'No submission uploaded', and a 'Hand in blank' button. A note explains that handing in blank counts as a hand in if no files are uploaded.

Adrian Third Test
'Frasier' is a hit show on the NBC television network

2017/11/28 1 hour 2017/11/28
TODAY **TODAY**
🕒 9:00 a.m. 🕒 10:00 a.m.

Assignment

No assignment has been added

Flow information
British 17-point (A*-F)

Manager
These are the managers associated with the flow

Curriculum
No curriculum

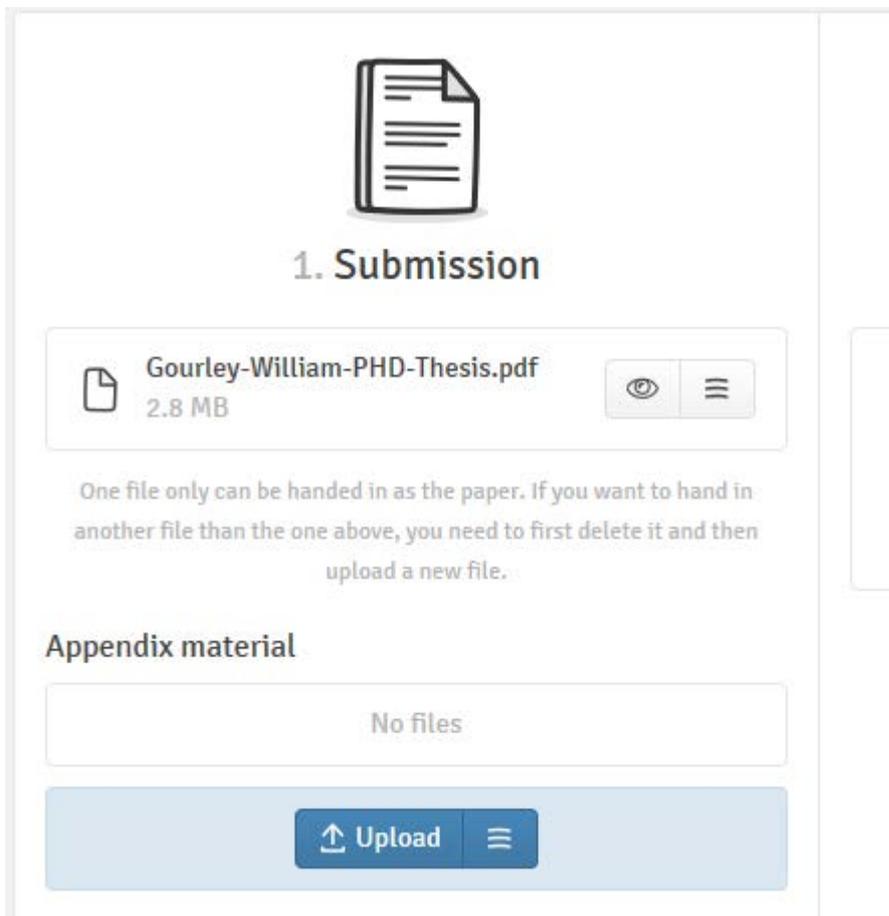
Additional material
No additional content

1. Submission
Upload
Appendix material
No files
Upload

2. Cover sheet
Preview the cover sheet

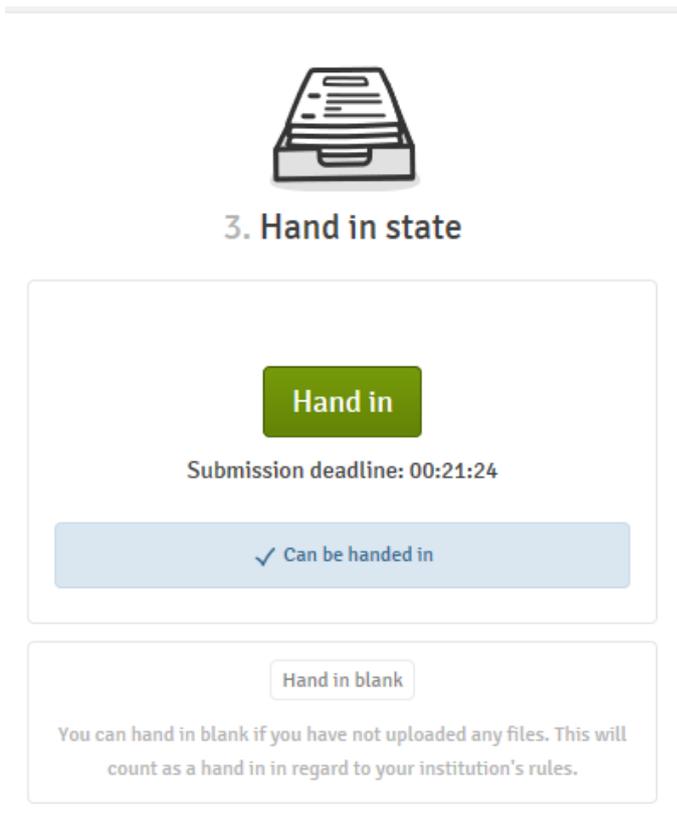
3. Hand in state
Hand in
Submission deadline: 00:24:07
⚠️ No submission uploaded
Hand in blank
You can hand in blank if you have not uploaded any files. This will count as a hand in in regard to your institution's rules.

3. Click “upload” to submit your thesis to the similarity check - this will allow you to select a file from your PC in the same way eVision does. As you file uploads you will see a progress bar followed by:



The screenshot shows a submission interface. At the top, there is a document icon. Below it, the heading "1. Submission" is displayed. A file upload box contains a document icon, the filename "Gourley-William-PHD-Thesis.pdf", and the size "2.8 MB". To the right of the filename are icons for a preview (eye) and a menu (three horizontal lines). Below the file box, a message states: "One file only can be handed in as the paper. If you want to hand in another file than the one above, you need to first delete it and then upload a new file." Underneath this is a section titled "Appendix material" with a box containing the text "No files". At the bottom, there is a blue bar with an "Upload" button (with an upward arrow icon) and a menu icon.

4. You then click “hand in” – you can skip item 2 as you are not required to upload a cover



The screenshot shows the "Hand in state" interface. At the top, there is a briefcase icon. Below it, the heading "3. Hand in state" is displayed. A large green button with the text "Hand in" is centered. Below the button, the text "Submission deadline: 00:21:24" is shown. A light blue bar with a checkmark icon and the text "Can be handed in" is positioned below the deadline. At the bottom, there is a button labeled "Hand in blank". Below this button, a message states: "You can hand in blank if you have not uploaded any files. This will count as a hand in in regard to your institution's rules."



3. Hand in state

✓ Handed in

2017/11/28, 9:39 a.m.

Request receipt

Withdraw submission

5. You can request a receipt by clicking the “Request Receipt” button:



3. Hand in state

✓ Handed in

2017/11/28, 9:39 a.m.

Request receipt

Withdraw submission

Receipt has been sent to Adrian.Wilson@brunel.ac.uk

6. If you request a receipt you will receive this email:



WISEflow

Dear Adrian Wilson,

The following material has been handed in on the flow below the 28-11-2017 09:39 :

Adrian Third Test

- Gourley-William-PHD-Thesis.pdf (2.89 MB)

This is your documentation for a timely hand in.

<https://europe.wiseflow.net/participant/display.php?id=654533&licenseId=115>

Best regards
WISEflow
europe.wiseflow.net

7. If you withdraw your upload you will see this message on screen and receive the email below as confirmation you have withdrawn your submission:

Warning 

This will withdraw your paper and cancel all receipts you have might received.

You can edit the uploaded files and the cover sheet information, but if you do not click "Hand in" again before the submission deadline, your paper will not be rightfully handed in.

Execute the action



WISEflow

Dear Adrian Wilson,

Your hand in on the flow **Adrian Third Test** has been withdrawn. Previously sent receipts have been cancelled.

<https://europe.wiseflow.net/participant/display.php?id=654533&licenseId=115>

Best regards

WISEflow

europe.wiseflow.net

8. Your principal supervisor will have 3 working days, called the "Assessment Period", to review your thesis and feedback on the similarity report generated by Urkund. When your "assessment period" ends you will receive this message. You will need to click the link in the email or log back into WISEflow to view your principal supervisor's feedback:



WISEflow

Dear Narinder Malhotra,

The assessment period has ended today at 06-12-2017 12:00 for the following flow:

Roz's Thesis

<https://europe.wiseflow.net/manager/display.php?id=665393&licenseId=115>

Best regards

WISEflow

europe.wiseflow.net