

### Who conducts the plagiarism scan?

TU Delft Plagiarism Support, part of the TU Delft Library, is responsible for conducting plagiarism scans at TU Delft. TU Delft uses plagiarism detection software of iThenticate.

### Why check for plagiarism?

To prevent plagiarism in draft dissertations. The Board for Doctorates decided to introduce a compulsory plagiarism scan for all doctoral dissertations as of 1 January 2015 (Implementation Decree Doctoral Regulations 2014, section D 1.4.)

### When should the plagiarism scan be conducted?

A draft dissertation must undergo a plagiarism scan before it can be approved by the promotor or copromotor. If the dissertation passes the scan, the promotor or copromotor uses Form B to inform the Board for Doctorates that the scan was performed, the report has been processed and the draft dissertation has been approved. The next step of the process is picking a date for the Doctoral Defence Ceremony.

### How does the plagiarism scan work?

- The applicant sends a draft version of the document to [plagiarism-lib@tudelft.nl](mailto:plagiarism-lib@tudelft.nl). Large files can be submitted via <https://filesender.surf.nl>.
- For every applicant an account is created in iThenticate. Within 3 days, the applicant will receive a TU Delft Plagiarism Support e-mail stating that the plagiarism report has been posted to his/her personal account on the iThenticate website.
- After submitting the document, the applicant receives the 'TU Delft - iThenticate Quick Start Guide explaining how to use iThenticate' by e-mail, explaining how the website works.

### How can I use the results?

- A report is compiled with standard settings. Users can modify or exclude certain items, such as minor sources or similarities (in word counts or percentages) and bibliographical details.
- In the case of large files (such as dissertations), a 1% threshold can mean a high level of exclusion. For a 100-page file, 1% exclusion means that a whole-page similarity will not appear in the results. It is therefore important to take this into account when modifying the report parameters. The report indicates the number of words from each source. This is a good indication of the similarity found.

**Will all possible sources be found?**

The report contains all similarities found. This does not mean that all sources are properly included in the citation. iThenticate scans the internet for similarity and scans the websites of most major publishers. see <http://www.ithenticate.com/content>. There is however no guarantee that all possible matches will be found. iThenticate tries as much as possible, to incorporate the relevant sources in the database. Some publishers provide paid access problems for searching the entire pdf by iThenticate. Some societies that publish via large publishers require other conditions. That is why these sources cannot be found.

**Do all similarities found actually represent cases of plagiarism?**

The report is merely a tool used to check for correct citation. Similarities found do not necessarily means a source has been plagiarised. The reports are merely intended as a tool to verify that all information has been included fully and correctly in the list of sources.

**I've forgotten my password for the iThenticate website!**

If you forget your password, you can generate a new one via [https://app.ithenticate.com/en\\_us/login](https://app.ithenticate.com/en_us/login). You have the option of setting a secret question when you first register. The answer will only be used if you want to change your password once you have logged onto the programme.

**Are files and information stored securely?**

We believe that the information in the separate TU Delft iThenticate database is sufficiently secure. iThenticate is a leading plagiarism detection software tool The cloud-based system requires users to accept the terms & conditions of the users agreement before logging on for the first time.

**Can I scan a dissertation myself?**

TU Delft's licence with iThenticate is restricted in terms of numbers of users and submissions. This limited access means that doctoral candidates cannot create their own account or scan their own files.

**Can I ask to have an article or paper scanned?**

TU Delft Plagiarism Support can perform a plagiarism scan for individual articles or papers of TU Delft staff. A simplified process is devised for this purpose. As opposed to dissertations you do not need to create a separate account. The results of the scan are sent to the applicant in a PDF file by e-mail within 3 working days.

**Which file types can I submit?**

Files must be in PDF format and not contain any watermarks. The PDF file must not exceed 100MB in size, or 400 pages. Contact [plagiarism-lib@tudelft.nl](mailto:plagiarism-lib@tudelft.nl) for files that do not meet these criteria. We can look for a solution.

**Can iThenticate detect similarities in tables, images, figures and formulas?**

Tables, images, figures and formulas can not (yet) be found by iThenticate.

**Can I submit a dissertation more than once?**

If a dissertation is amended after similarities have been found, it can be returned to the promotor for another plagiarism scan. The report name must be changed to prevent the original file from being overwritten. You might do this by adding (2) to the file name, for example.

**Where can I find more information about iThenticate and the reports?**

- The iThenticate website has plenty of information about plagiarism and the main partners and customers.
- An explanation of the [iThenticate Document iThenticate Document Viewer Similarity Report Guide](#) (PDF)
- An explanation of similarities found in a CrossCheck article [Understanding the Similarity Score](#)
- A short video about interpreting the report in [Understanding Report views](#)
- A short video about the results of the uploaded documents [Interpreting Results of Uploaded Documents](#)