

Geschäftsstelle Ombudswesen und Gute Wissenschaftliche Praxis

Information of preventive analysis of doctoral dissertations for plagiarism

Since January 2021, MHH provides all doctoral candidates with the offer to perform a one-time analysis of their doctoral dissertation for plagiarism before submission. By accepting this offer, the doctoral candidates consent to inform their supervisors about the results of the plagiarism analysis and to provide them with the results report upon request.

How to carry out the analysis:

- 1. To avoid irrelevant findings, please **prepare a designated copy of your doctoral dissertation** to submit for plagiarism analysis. From this copy, delete the following pages / sections:
 - a. Table of contents
 - b. Reference list
 - c. List of abbreviations
 - d. Publications included in full text in the thesis document
 - e. Declaration of independent work/authorship, Declaration on use of artificial intelligence (if applicable)
 - f. Elements containing personal information (Title page, CV, Publication list, Acknowledgements, Dedications, etc.)
- 2. Save the document as a .pdf.
- 3. **Doctoral candidates with MHH-Domain-Login:** Log into <u>ILIAS</u> and open Studium (Studiengänge) > Campuskompetenzen und weiterführende Angebote für Promovierende > Gute wissenschaftliche Praxis auf. This is where you find access to the plagiarism analysis (click on "Zugangscode für Plagiatsprüfung / Access Code Plagiarism Analysis").
- 4. **Doctoral candidates without MHH-Domain-Login:** Please send an email to ombudsstelle@mh-hannover.de with the subject line "plagiarism analysis" requesting an access link for plagiarism analysis. Kindly include your department and your supervisor's name in the email.
- 5. Enter the required information into the PlagScan online submission form, upload your ready-to-analyze version of the doctoral dissertation and click the button "Arbeit einreichen". You will receive an email from PlagScan confirming submission of your document.
- 6. When the analysis is completed, you will receive a second email vom PlagScan containing the result of the analysis, which can be downloaded in .pdf or .docx format. Please note that the analysis may require 1-2 days.
- 7. Please inform your supervisor about the result of the analysis and provide him/her with the report if requested.

Interpreting the result: Review all passages detected by PlagScan and ensure that direct/verbatim quotes, if included intentionally, are cited correctly (placement inside double quotation marks, followed by a reference). There is no definite rule as to which percentage of phrases detected by PlagScan would be considered acceptable. Please consult with your supervisor regarding the phrases in question or contact the Ombuds Office if you need further assistance.

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