



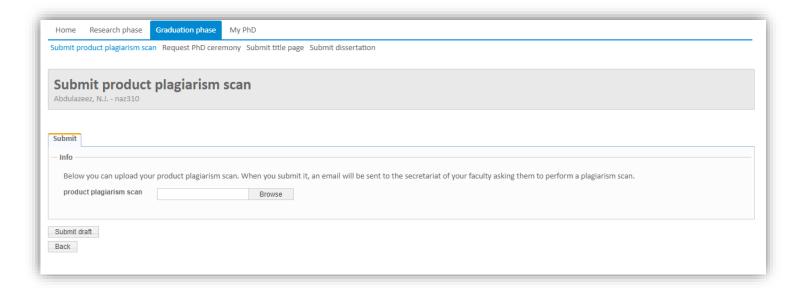
Plagiarism scan

The PhD candidate may not pursue a doctoral degree until the plagiarism check has been completed. This means the plagiarism check data must be completed before the PhD student uploads the manuscript for review. The plagiarism check is mandatory for PhD candidates starting on or after 1 September 2022.

For a process description, please see document 03.06.00. This manual only explains how to register the data in Hora Finita.

Registration of the plagiarism scan

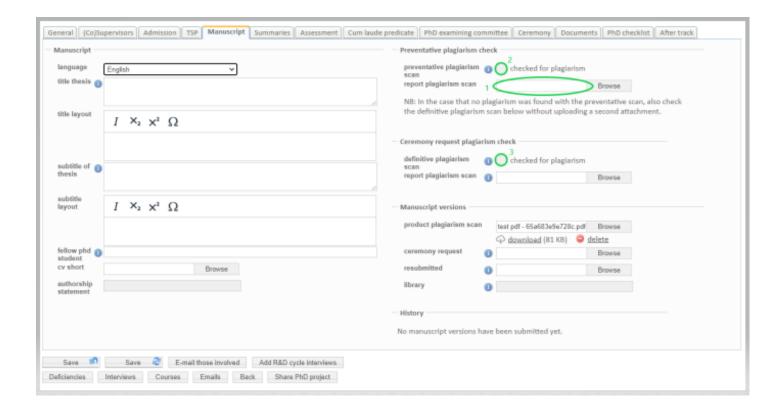
The PhD candidate uploads the product for the plagiarism scan under the heading 'Graduation phase', within the first two years.



After submitting the document, the key user of the faculty automatically receives an email notification.

The key user uploads the report of the plagiarism scan (1). Please note, the check mark that indicates that the check has been performed (2) cannot be placed until the report has been uploaded.

If no plagiarism was found in the preventative scan, the key user should also check off the final plagiarism scan right away (3), without uploading a second attachment.



The final plagiarism scan is not editable until the preventative scan has been ticked off. The key user uploads a report of a second plagiarism scan (on the entire doctoral thesis) only if the second check has been found mandatory as a result of the preventative scan.

Ticking the checkbox on the final plagiarism scan is a prerequisite for uploading the manuscript. That means, if this checkbox is not ticked, the manuscript cannot be uploaded and the PhD cannot plan a defense date.

The PhD candidate will receive a reminder by email if the checkbox of the preventative scan has not been ticked after two years from the start date.