Content

1. Important information for students

Why should I use the plagiarism software?

The creation of scientific papers needs to be practiced. Incorrect citation of sources or unintentional copying of individual passages can lead to your thesis losing its validity or not being recognized.

To prevent this from happening, we would like to support you in the best possible way by means of plagiarism software. For this purpose, the Faculty of Business Administration has acquired a license with which you can review and interactively revise your complete work without restrictions. PlagAware offers an interactive service to review your theses and works according to the General Data Protection Regulation (GDPR).

How is my data and the data of third parties protected?

You are responsible for the protection of other personal data in the context of your scientific work by deleting or overwriting them, e.g. by XXXXX
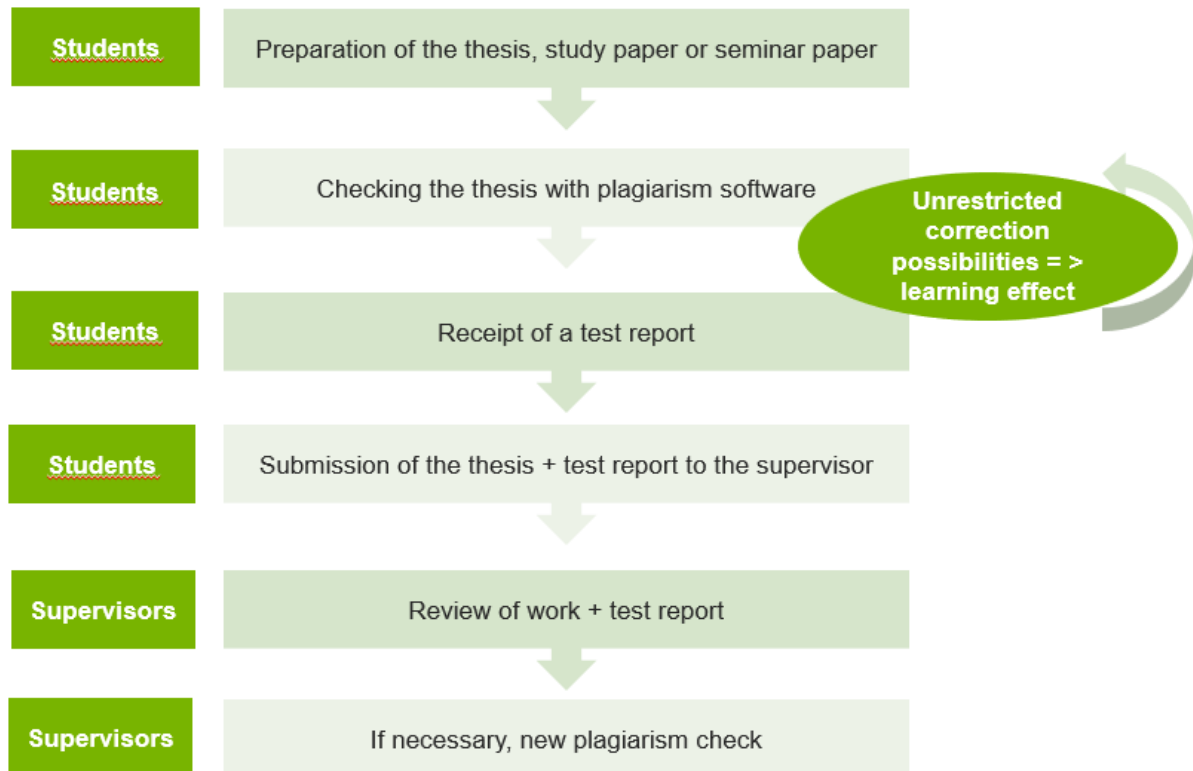
- Information about yourself in the thesis (e.g. name, place of residence) = > **voluntary**
- Information on third parties in case of duty of confidentiality (e.g. with companies) = > **mandatory**. In this case, a declaration of consent must be submitted beforehand.

When uploading your work, please also make sure that the **file name** does not contain any conclusions about personal data.

Declaration of consent in the event of a duty of confidentiality

If your work is subject to a duty of confidentiality, you **must** obtain a declaration of consent from the institution concerned that the thesis may be examined with plagiarism software. A corresponding template can be found here.

2. Process description plagiarism check

The review of your thesis is carried out independently by you. After the check has been carried out, you will receive detailed information about the sources you are using. Of course, if sources are displayed, this does not mean in the first step that you have plagiarized. Did you quote correctly? Then you can simply **accept** this **source** in the software. Have you forgotten to identify a passage as a quote? Then you can correct this in your thesis and accept the source at the next check. So you have unlimited correction options for your thesis. If you are sure that you have correctly identified all sources, download your test report.

Details on correction and submission of the test report can be found under point 4. Guide to review of theses and test report.

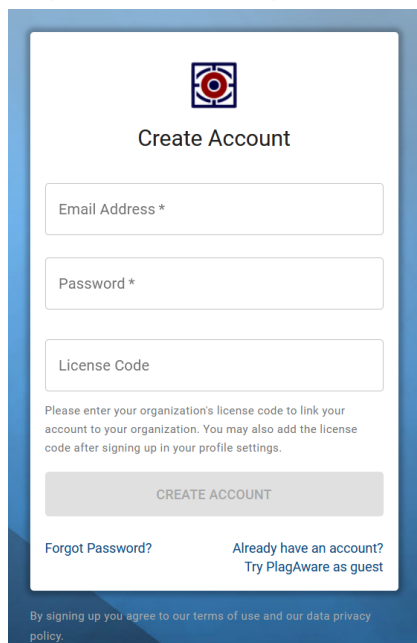# 3. Guide to registration and login

How do I get access to the software?

For data protection reasons, we recommend that you do not register, log in or carry out a plagiarism check with your private IP address. You can choose from the following access options: **CIP pool at the university, library computer, Eduroam with your private computer, or VPN access from home**. *Please log out of PlagAware after using shared computers (e.g. CIP pool).*

Landshut University of Applied Sciences will inculde you as a user with your university email address in the purchased licence. A registration email will then be sent to your university email address with a registration link from the provider of the PlagAware plagiarism software. After clicking on the link, you must register or create your account using the following form.

Registration and login

To register and for each additional login, use your university-e-mail address and a password of your choice. Please note that you choose a password that you do not yet use and set it taking into account the following password requirements: At least eight digits, lowercase and uppercase letters, numbers and special characters.

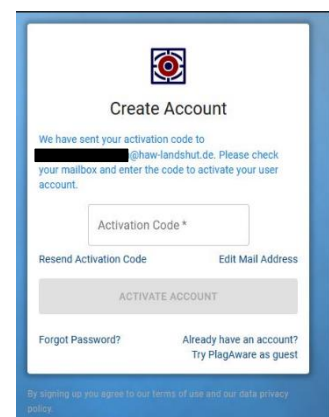The license code is already entered.

Please remember e-mail address and password or store them retrievably!

After entering your data, you will receive an e-mail in your inbox of the e-mail address of Landshut University of Applied Sciences, which contains an activation code.

Please enter this code in the mask at PlagAware to confirm your account. Subsequently, a welcome message appears with important information about anonymizing the data in your thesis, which you can only click away by confirming "Read" and "Understood". For more information, see „How is my data and the data of third parties protected?" at the top of this document.

Now you can start reviewing your thesis.

If you have any questions about accessing or using the software, please contact the mailbox plagiatssoftware-bw@haw-landshut.de.

4. Guide to review of theses and test report

Tips for deleting personal data

In the event that you need to anonymize, i.e. delete or overwrite many text passages, we recommend the following procedure:

1. *Make a copy of your thesis for the plagiarism check so that you do not have to laboriously complete the anonymized passages with personal content later. The file name should also not contain any personal data.*
2. *Use the search function to find all personal data certainly and quickly.*
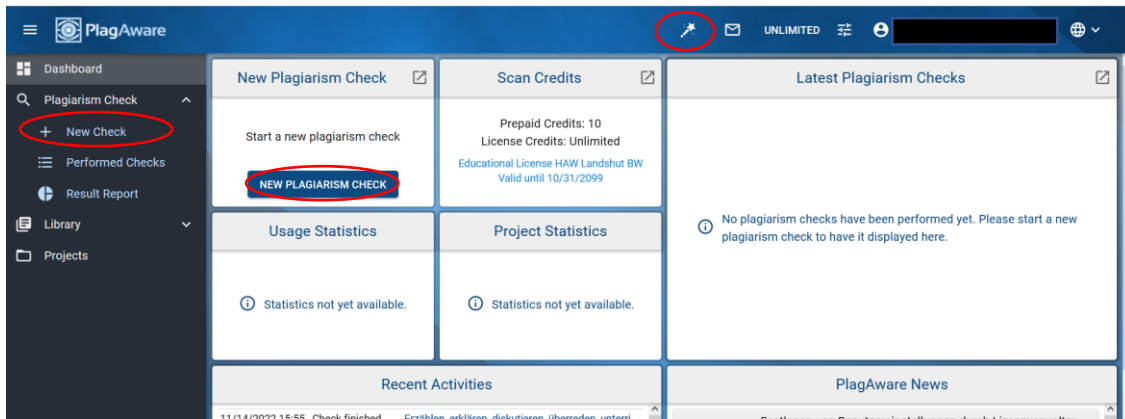
Perform plagiarism check

The steps for checking a thesis are well designed by the provider PlagAware via the menu navigation and with the help of the instructions. To get from the dashboard (see screenshot after that) to the **instructions**, click on the PlagAware icon in the upper left corner. By clicking on "My Account" you are back on your dashboard.
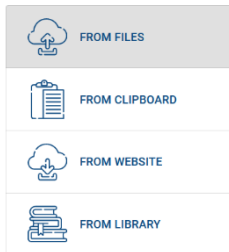

In addition, we provide you with the following brief instructions for carrying out your test and **important settings** that you must take into account in the **final preparation of your test report**.

On your **dashboard** you will find the sub-item "New check" in the left menu navigation under "Plagiarism check" or click directly on the blue button "New plagiarism check".
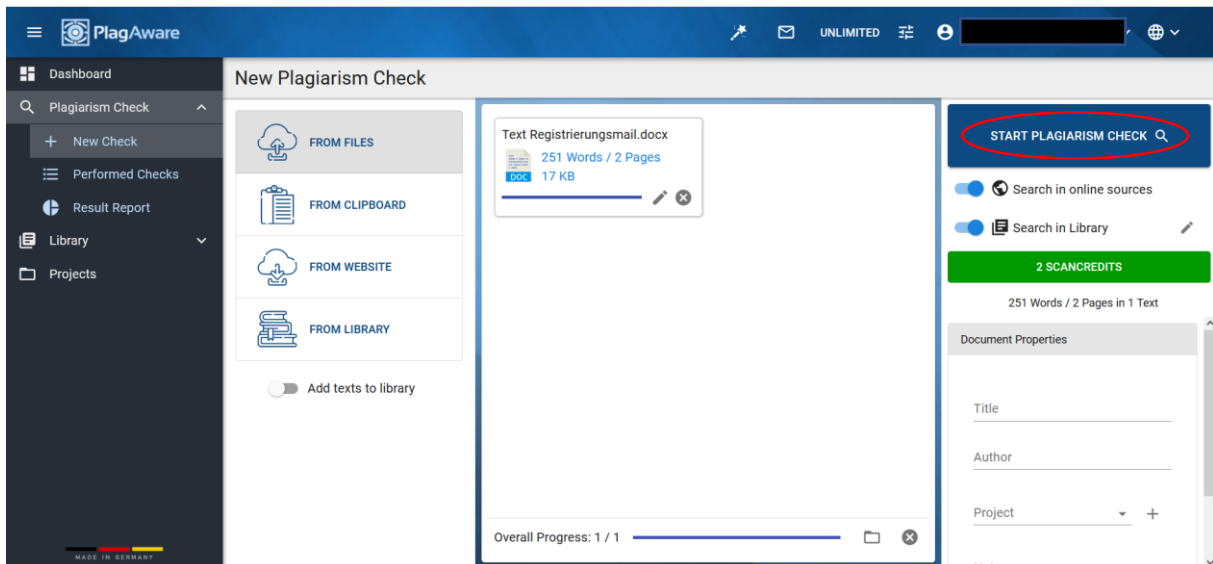

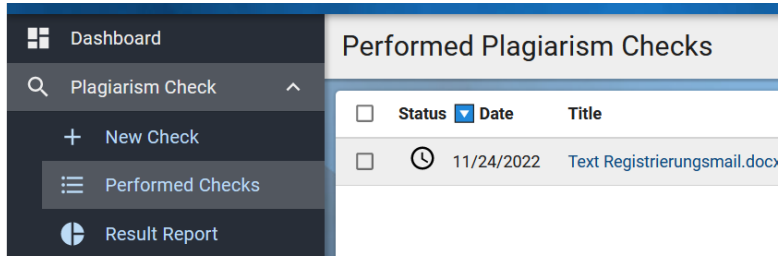Your control center – the dashboard of PlagAware

Then choose from one of the variants listed by the provider to upload your text to be checked (file name should be anonymous).

After the page has been uploaded, click on the dark blue button "Start plagiarism check" in the upper right corner to start the check.
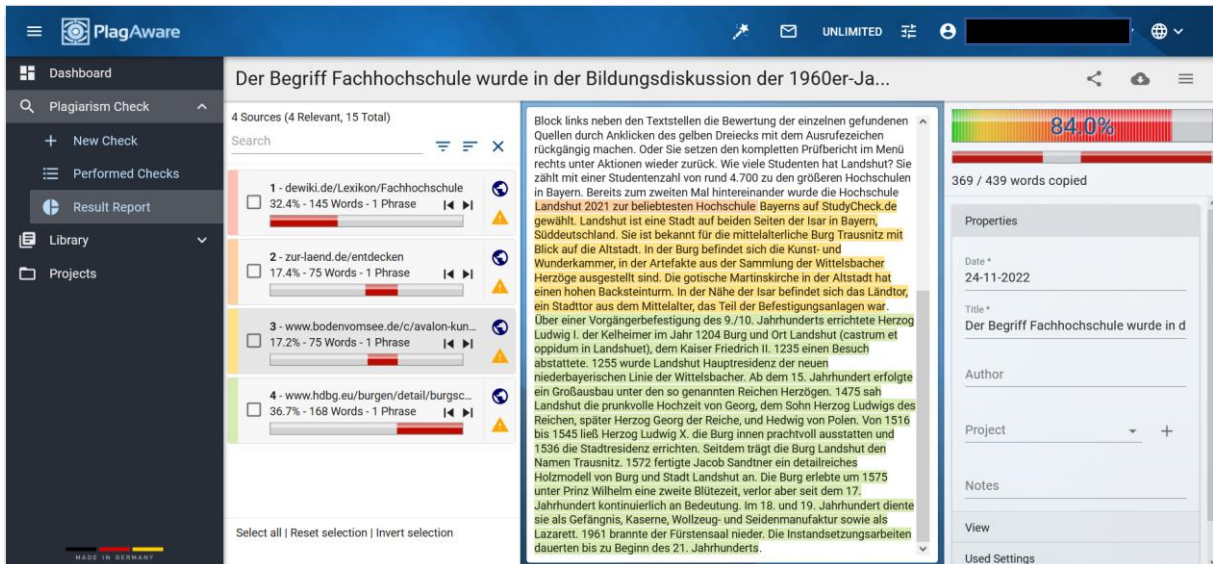
If you stay on the page and follow the current check by clicking on the title, you will automatically be redirected to the results page. You can also close the program. You will always receive an email from PlagAware as soon as the scan is finished, so you don't have to wait unnecessarily long for large files.

The settings on which your plagiarism check is based, e.g. the minimum length of a phrase, are preset.

Interactive work and handling of sources

From your dashboard you can access your result via the left menu navigation by clicking on the item "Result Report". You will get the following view:

Interactive test report of PlagAware

On the left side you will find the list of found sources, which are marked in colour for differentiation. In the middle you will find the corresponding text passages found in your thesis. At the top right, you will receive a percentage that tells you how much text of the total uploaded text has been filled with found sources.

Now you have the opportunity to check your thesis for correct references by going through the individual sources and, if necessary, correcting your thesis or citing the sources correctly. After that, set the source to "accepted" and your test report will be recalculated and the percentage will be revised downwards.

If you have accidentally accepted a source, you can undo the evaluation of the individual sources found in the block to the left of the text passages by clicking on the yellow triangle with the exclamation mark. Or you can reset the complete test report in the menu on the right under "Actions".
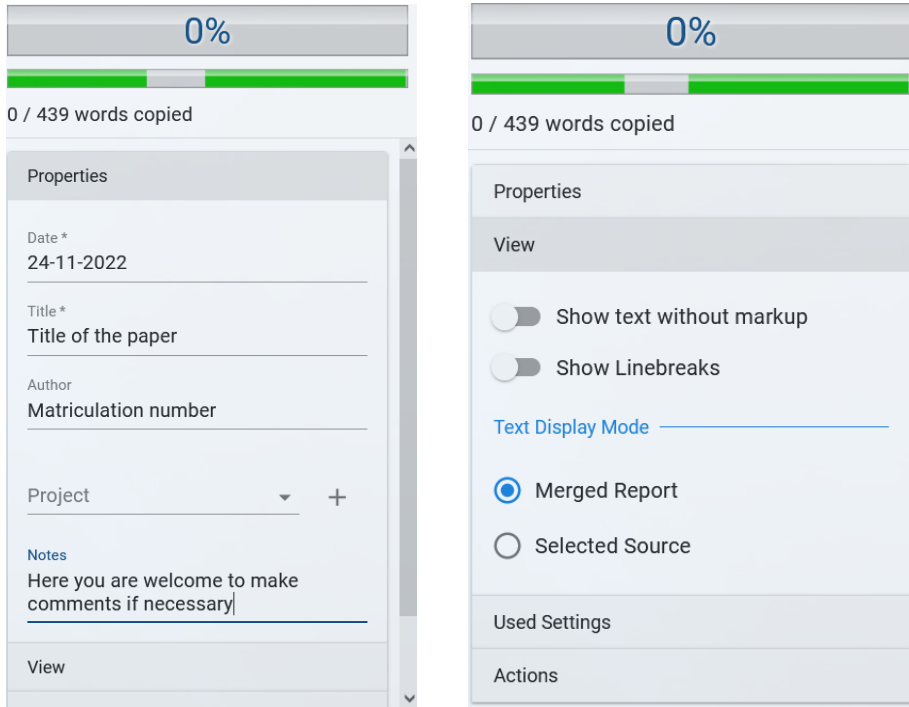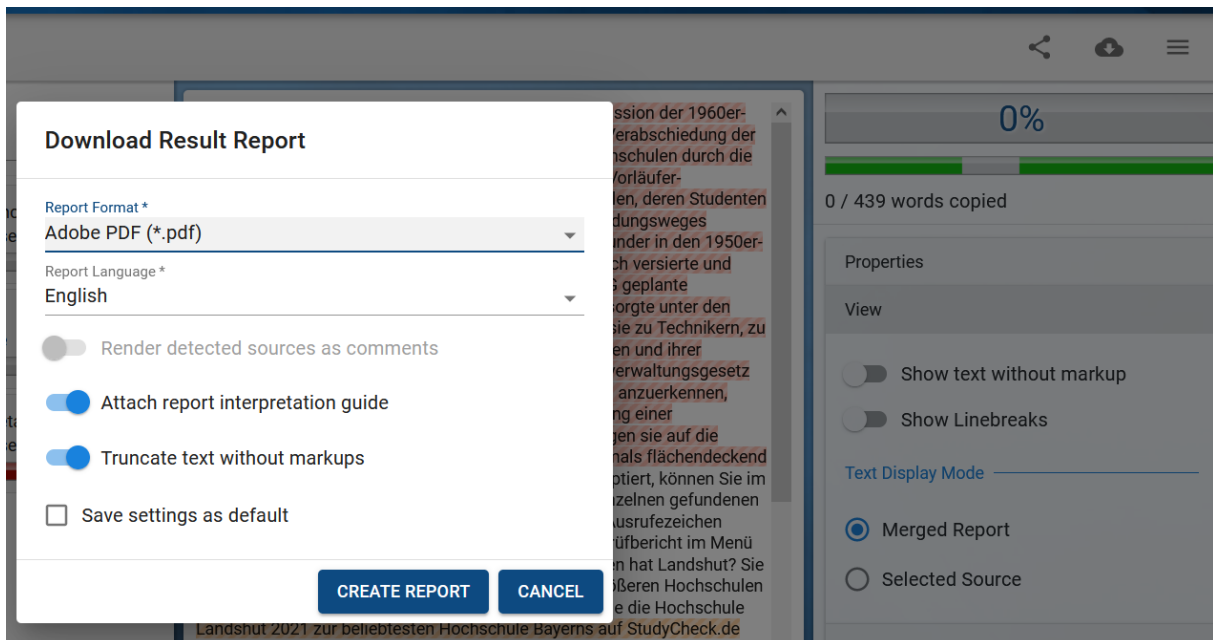
As a rule, after review and correction, you should reach 0%. Due to possible inaccuracies/deviations, a value of about five percent is accepted when submitting the thesis. These source(s) then remain(s) as (a) suspicious source(s).

Creation and submission of the test report

If you have correctly cited all sources in your thesis and can submit your thesis to your examiner together with the test report, please make the following settings for the creation of the report in the right-hand menu section:

Then please click on the cloud symbol at the top right to download your test report and make the reporting settings shown here:

Please afterwards save your test report for **digital** submission to your examiner and additionally print it out in **paper form** for submission.

5. Contact for questions

If you have specific questions about the use of the plagiarism software, please contact the support of the provider PlagAware directly:

https://www.plagaware.com/guide-plagiarism-checking

https://www.plagaware.com/service/faqs

For all other questions, e.g. about the pilot project, the process, the settings for the test report or data protection, please contact the mailbox of the Faculty of Business Administration at Landshut University of Applied Sciences:

plagiatssoftware-bw@haw-landshut.de

We look forward to hearing from you!

Your Faculty of Business Administration