



## Guidelines for Postgraduate Researchers using THESIS TURNITIN CHECKER

- Postgraduate researchers (PGRs) who wish to run a similarity report on a piece of work may use the 'THESIS TURNITIN CHECKER' on SULIS for this purpose.
- The THESIS TURNITIN CHECKER facility is an effective way of avoiding the risk of plagiarism as it enables you to identify similarities between your work and published material already in the public domain.
- The THESIS TURNITIN CHECKER helps you to ensure your compliance with the University's [Research Integrity Policy](#), the [Procedure for Managing Allegations of Misconduct in Research](#) and with one of the requirements of your [Annual Research Student Progression Panel](#) .
- You may use the THESIS TURNITIN CHECKER up to twenty times while you are registered as a PGR, although you may apply to ITD to use the facility more often, if required.
- The THESIS TURNITIN CHECKER facility does not store your results of your similarity check on TRUNITIN. This allows you to make submissions of your completed thesis to TURNITIN without your work being flagged for similarity and/or self-plagiarism.
- If the piece of work you submit has a very high similarity ratio with work already in the public domain it may be helpful to discuss the report you receive from THESIS TURNITIN CHECKER with your supervisor(s) and decide what action, if necessary, to take.
- Please be aware that THESIS TURNITIN CHECKER has a number of features which allow you to filter out elements within your work such as particular quotes and words, as well as aspects of your thesis such as the Bibliography.
- There is no obligation or compulsion on PGRs to use the THESIS TURNITIN CHECKER facility. However, it would be considered prudent to ensure that your ongoing work is not overly reliant on already published work.



## HOW TO USE 'THESIS TURNITIN CHECKER'

**STEP 1: Go to:** <https://sulis.ul.ie/>

If you can't get access to this site, please log a call with ITD ([service.desk@ul.ie](mailto:service.desk@ul.ie))

**STEP 2: Insert your Username and Password using your Student ID Number (as stated on your Student ID card):**

Connecting to sulis.ul.ie

Enter your credentials

User name

Password

Remember my credentials

OK Cancel

**STEP 3: Once you enter your Username and Password you should see a page similar to the following:**

The screenshot shows the University of Limerick website dashboard. The top navigation bar includes the university logo and name, and a user profile for 'Gerard'. Below the navigation bar, there are several tabs for different courses: 'Home', 'Thesis Turnitin Checker', 'L&D Unit Site Profess ...', 'International PhD in ...', 'CM8003 2019/0 SEMS', and 'Online Professional D ...'. The main content area is divided into two columns. The left column has a sidebar with 'Overview' selected, and a main content area with a 'Message Of The Day' section. The right column has a 'Calendar' section. The 'Message Of The Day' section contains a message about the Module Satisfaction Survey (MSS) being live. The 'Calendar' section shows a calendar for December 2020, with the 3rd of December highlighted.

Message Of The Day

Options

Dear students,

The Module Satisfaction Survey (MSS) is now live. Please complete the MSS by clicking on this [link](#) or the Evaluation System tab on left (from mobile, select Tools from the top tab then Evaluation System). The MSS allows you to provide mid-semester feedback on your modules and only takes about 30 seconds to complete per module.

Calendar

Options Publish (private)

December 2020

Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20



**STEP 4: On the SULIS page go to 'Sites'**



View Site As:

Sites

Home Thesis Turnitin Checker L&D Unit Site Profess ... International PhD in ... CM8003 2019/0 SEMS Online Professional D ...  
PO5052 PO5052 PO5052 Sp10 PS5101 SEM2 2009/0

Overview EMI SUMMMER PROGRAMME Print view Print all Index of pages Link  
Add Content + Reorder Back  
Orientation EMI Summer Programme > Module 1-Spoken EMI

**STEP 5: In the 'Sites' page go to 'Projects'**

View All Sites

Create New Site

Preferences

Sites

Organize Favorites (8) ⚠

★ 2019/0 SEM2

★ International PhD in ...

☆ 2015/6 SEM2

☆ ID6711 SEM2 2015/6

☆ ID6712 SEM2 2015/6

☆ ID6713 SEM2 2015/6

☆ ID6721 SEM2 2015/6

☆ ID6722 SEM2 2015/6

☆ ID6731 SEM2 2015/6

☆ ID6732 SEM2 2015/6

☆ ID6741 SEM2 2015/6

★ Professional Development

★ L&D Unit Site Profess ...

★ Online Professional D ...

OTHER

🏠 Home

☆ PROJECTS

☆ Irish Aid Development ...

★ Thesis Turnitin Checker



**STEP 6: Under 'Projects' click 'Thesis Turnitin Checker'**

The screenshot shows a user interface with two columns of project dropdown menus. The left column is under the heading '2019/0 SEM2' and contains one dropdown menu labeled 'International PhD in ...'. Below it is the heading '2015/6 SEM2' followed by eight dropdown menus with IDs: ID6711 SEM2 2015/6, ID6712 SEM2 2015/6, ID6713 SEM2 2015/6, ID6721 SEM2 2015/6, ID6722 SEM2 2015/6, ID6731 SEM2 2015/6, ID6732 SEM2 2015/6, and ID6741 SEM2 2015/6. The right column is under the heading 'Professional Development' and contains two dropdown menus: 'R&D Unit Site Profess ...' and 'Online Professional D ...'. Below these is the heading 'OTHER' with a 'Home' dropdown menu. Underneath is the heading 'PROJECTS' with two dropdown menus: 'Irish Aid Development ...' and 'Thesis Turnitin Checker'. A red arrow points from the 'Thesis Turnitin Checker' dropdown menu to the right.

**STEP 7: In 'Thesis Turnitin Checker' read the 'Upload a Paper to Turnitin in Sulis' PDF**

The screenshot shows a web browser displaying the 'Thesis Turnitin Checker' page. The browser address bar shows the URL: sulis.ul.ie/portal/site/eb20dccb-f63a-4619-a04f-157baf247629/tool/33a3abd3-c0c8-4ec9-9a4b-1570054f08?panel=Main#roleSwitch. The page header includes the University of Limerick logo and the text 'UNIVERSITY OF LIMERICK OLLSCOIL LUIMNIGH'. Below the header is a green navigation bar with 'HP4057 SEM1 2009/0' and 'PS5101 SEM2 2009/0'. The main content area has a title 'THESIS TURNITIN CHECKER' and a 'Print view' button. The page is divided into sections: 'Introduction' and 'How It Works'. The 'Introduction' section contains a light blue box with text: 'This area is available to research students to allow you to check drafts of your thesis in Turnitin. As default we have provided 20 individual checks. Requests for additional checks can be made by [logging a call to ITD](#).' The 'How It Works' section contains a light green box with text: 'Please follow the instructions in the following document to upload your Thesis and then access the Turnitin Report.' Below this text is a link: 'Upload a Paper to Turnitin in Sulis.pdf'. A red arrow points from the 'Introduction' section down to the PDF link.



**STEP 8: Go to 'Turnitin Check' (PGRs may use Turnitin Check up to a maximum of 20 times)**



Please follow the instructions in the following document to upload your Thesis and then access the Turnitin Report.

[Upload a Paper to Turnitin in Sulis.pdf](#)

Here are some helpful online guides to help you understand what the Turnitin report means.

[Turnitin Quickstart Guide](#)

[Interpreting the Report](#)

**Thesis Draft Checks**

Turnitin Check

Turnitin Check 2

Turnitin Check 3

Turnitin Check 4

Turnitin Check 5

Turnitin Check 6

Turnitin Check 7

Turnitin Check 8

Turnitin Check 9

Turnitin Check 10

Turnitin Check 11

Turnitin Check 12

Turnitin Check 13

Turnitin Check 14

Turnitin Check 15

Turnitin Check 16

Turnitin Check 17

Turnitin Check 18

Turnitin Check 19

Turnitin Check 20

**STEP 9: Go to 'Choose File' and upload your paper**



No attachments yet

**Submission**

Your submission will be sent to Turnitin to be electronically reviewed for plagiarism. Only the following file types will be accepted: Word (.docx), Excel (.xls, .xlsx), PowerPoint (.pps, .ppsx, .ppt, .pptx), PDF (.pdf), PostScript (.eps, .ps), plain text (.txt), HTML (.htm), Rich Text (.rtf), Hangul (.hwp)

**Attachments**

No attachments yet

Select a file from computer

Choose File

No file chosen

Submit

Preview

Save Draft

Cancel

Don't forget to save or submit!



**STEP 10: Press 'Submit' for a similarity check to Thesis Turnitin Checker'**

UNIVERSITY OF  
**LIMERICK**  
OLLSCOIL LUIMNIGH

No attachments yet

**Submission**

Your submission will be sent to Turnitin to be electronically reviewed for plagiarism. Only the following file types will be accepted: Word (.doc, .docx), Excel (.xls, .xlsx), PowerPoint (.pps, .ppsx, .ppt, .pptx), PDF (.pdf), PostScript (.eps, .ps), plain text (.txt), HTML (.htm, .html), Rich Text Format (.rtf), Hangul (.hwp)

**Attachments**

No attachments yet

Select a file from computer Choose File No file chosen

Submit Preview Save Draft Cancel Don't forget to save or submit!

**STEP 11: You receive a 'Submission Confirmation' message**

**Submission Confirmation**

You have successfully submitted your work. You will receive an email confirmation containing this information.

User: [REDACTED]  
Class site: [REDACTED]  
Assignment: Turnitin Check  
Submission ID: **22d7d072-39b9-441d-915d-3f69f50aeaa1**  
Submitted on: 02-Dec-2019 12:43

**Your submission included the following:**

No submission text

**Submitted Attachments**

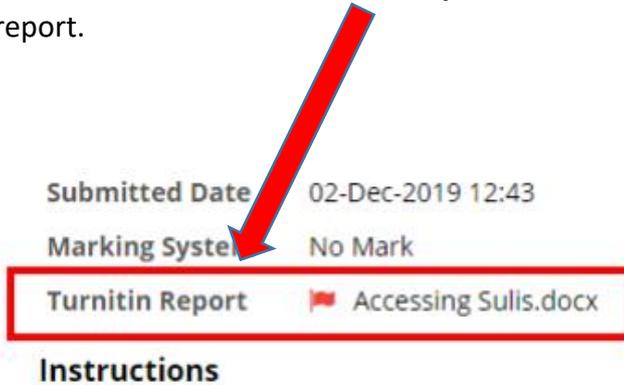
Accessing Sulis.docx ( 13 KB; 02-Dec-2019 12:43 )



## STEP 12: Get access to your Turnitin report

To get access to your report:

- Go to the **Assignment** tool.
- From the list select the **“Turnitin Check”** you uploaded to, e.g. ‘Turnitin Check 3’.
- Find the field marked **“Turnitin Report”** and click on the small flag icon to open the report.



Getting accessing to your Turnitin report may take **between 20 and 30 minutes**. If you do not receive a report one hour after you made your submission please contact ITD ([service.desk@ul.ie](mailto:service.desk@ul.ie)), including your Student ID number, the Sulis site, the assignment you uploaded and the submission ID.