

### **PROCEDURE FOR APPLYING THE COINCIDENCE ANALYSIS SYSTEM FOR THE APPROVAL OF THE DOCTORAL THESIS BY THE ACADEMIC COMMITTEE**

Once the doctoral thesis has been completed and before its submission for approval by the Programme's Academic Committee, the thesis supervisor will register the student in the Virtual Classroom so that he/she can carry out the coincidence analysis on the thesis using the **Turnitin programme**.

If the supervisor/s considers that the results obtained from this analysis are adequate for the presentation of the thesis, he/she will fill in the coincidence analysis report, setting out the percentage of coincidences detected in the thesis and their justification. When the percentage of coincidences is below 24%, it will not be obligatory to provide any justification for these coincidences; however, it may be appropriate to comment on the reason for the coincidences detected, thus dispelling any doubts about the originality of the work.

Should the detected coincidences exceed 24%, the supervisor must provide a justification of the reason for this value and the grounds for authorizing submission of the doctoral thesis.

The doctoral student will submit this report, together with the favourable report of the supervisor/s regarding the examination of the thesis and the final version of the Thesis, for approval by the Academic Committee. This documentation must also be accompanied by the complete report generated by Turnitin, in pdf format. The pdf file will be sent by the Committee to the Doctoral School to be included in the student's file.

Given the differences that may exist between the different doctoral programs, each Academic Committee will establish the basic parameters that have to be used in the programme, especially the filters referring to the exclusion of sources (repositories used for the analysis of coincidences) that have fewer than a certain number of words or less than a certain percentage. These parameters will establish the maximum values to be used.

The final copies of the thesis must include both the favourable report and the authorization resulting from the analysis carried out with the Turnitin program. Thus, on the first, second and third page of each of the copies of the thesis in paper format, three reports will be included, with original signatures:

1. The supervisor's/supervisors' **favourable report for examination of the thesis**, signed by the doctoral thesis supervisor(s) and the student's tutor, if different from the supervisor.
2. The **report analysing coincidences** detected in the thesis.
3. The examination authorisation of the academic committee, signed by the doctoral programme's coordinator.

In the case of electronic copies, these three reports will be included scanned in the pdf file of the thesis and the original documents will be submitted to the Doctoral School when the thesis is deposited.

#### **Thesis by compendium of articles.**

In the case of a thesis by compendium of articles, if all the articles included have already been published, the coincidence analysis and, therefore, the authorisation deriving from it, will not be necessary unless the Academic Committee expressly requests it. In the event that any of the articles presented in the Thesis has not been published, the coincidence analysis and consequent supervisor's report must be performed for all those parts of the work that have not been published. The thesis must include the other two reports mentioned above (the favourable report of the supervisor(s) and the academic committee's examination authorisation).

### **Thesis supervised by non-UAH members**

Should the supervisor(s) of the thesis not be members of the University of Alcalá, the tutor will be in charge of registering the student in the Virtual Classroom so that he/she can perform the coincidence analysis of the thesis using the Turnitin program. The tutor will send the report resulting from the analysis in pdf format to the supervisor(s) so that he/she/they can issue the corresponding report.