

Procedure for prior plagiarism check of doctoral theses to be submitted after the 2017 doctoral degree regulations

Please make sure you plan in enough time for the procedure as described below. You should allow approx. 2 weeks for the plagiarism check carried out by the Research Integrity Office. If any revisions are required as a result, this will require additional time. Please note that your thesis may not be submitted in parallel to the Office for Doctoral Studies until the plagiarism check along and any necessary revisions are completed.

1. Send an electronic version of your thesis, as checked and approved by your primary supervisor, to the following email address - including all required information, as shown in the example email below:

diss-plagiatstest@charite.de

Please enter as the subject line: **“Dissertation YourLastName YourFirstName Plagiatstest”**. Please provide the name of your **primary supervisor** and his or her **email address**.

We need two versions of your thesis, ideally as **Word** documents (please no zipped files or download links):

- a) The **complete dissertation** in the form that will be submitted to the Office for Doctoral Studies with the file name: **“YourLastName YourFirstName Diss lang”**
and
- b) a **truncated version** of the dissertation, containing only the thesis text itself (**without** *Title page, Preface, Table of contents, List of abbreviations, Reference list, Statutory declaration, Acknowledgements, CV, List of publications etc*) with the file name:
“YourLastName YourFirstName Diss kurz”.

Please do not send us any preliminary versions of your thesis.

If your thesis is based on an unpublished paper that has already been accepted by a journal, please also send us the relevant manuscript in a separate file.

2. The Research Integrity Office will email with a **report of the results** to you and your primary supervisor, together with a set of guidelines explaining how to evaluate the report and a form to be signed you and your primary supervisor. This is to confirm that you have read the report thoroughly and have carried out any revisions to your thesis that may be necessary.
3. When you submit your revised thesis to the Office for Doctoral Studies, please also submit a signed version of the form as well as the email from the Research Integrity Office containing the report.

Example email:

Subject: Dissertation Smith John Plagiatstest

Dear Research Integrity Team,

please find my dissertation for the plagiarism check prior to submission.

Title: “XXXXXXX”

Your name: Smith, John

Your email address: john.smith23@charite.de

Supervisor: Prof Smith, Supervisor

Email address of supervisor: supervisor.smith@charite.de

Kind regards

Attachments: 1. Complete dissertation with file name: **“YourLastName YourFirstName Diss lang”**
2. Truncated dissertation, ideally as a Word file, with file name:
“YourLastName YourFirstName Diss kurz”