

Dear PhD students and main supervisors (copy to PhD Board, Head of programs and the PhD Study Director)

As of 15 April 2021, a new procedure for reference check of PhD theses is implemented throughout the university.

The procedure involves two checks of the PhD thesis – one before submission and one after submission. The reference check before submission will be handled at the department. An appointed person at the department will upload your preliminary thesis to Ithenticate 3-4 weeks prior to final submission.

The report from Ithenticate will be sent to you and your supervisor as a basis for discussion. Read about the procedure here: <https://www.handbook.aau.dk/document/?contentId=347696>

The final check of your PhD thesis will take place after submission at the Doctoral School following the already established procedure.

Important information:

- Only 1 check is possible before submission.
- The PhD student and supervisor are responsible for interpreting the report.
- Pay attention to self-plagiarism.
- A high percentage is not dangerous – often this is because your papers have been published – just make sure to apply proper references throughout the thesis – and especially in the extended summary.
- A low percentage can be deceiving – i.e. a few sentences may constitute plagiarism if they are not cited properly. Therefore – do not pay attention to the percentage – look at the overlapping text.
- Be sure to learn from the report. The report is a snapshot in the moment. I.e. if you have papers that are not submitted at the time of the first check but at the time of the second check these may result in a different report. It is therefore of the utmost importance that you use the report as a learning tool to use proper citation.
- The Academic Council is responsible for developing guidelines for good scientific practice at the faculty
- The Danish Code of Conduct for Research Integrity can be found here (both DK and UK versions): <https://ufm.dk/publikationer/2015/den-danske-kodeks-for-integritet-i-forskning>

Questions to the new procedure may be directed at [aauphd@adm.aau.dk](mailto:aauphd@adm.aau.dk)