



Deutsche
Sporthochschule Köln
German Sport University Cologne

User Guide for the plagiarism detection software at the
German Sport University Cologne



Deutsche
Sporthochschule Köln
German Sport University Cologne

PlagScan

User Guide for the plagiarism detection software at the German Sport University Cologne

as at: 5 November 2016

Table of Contents

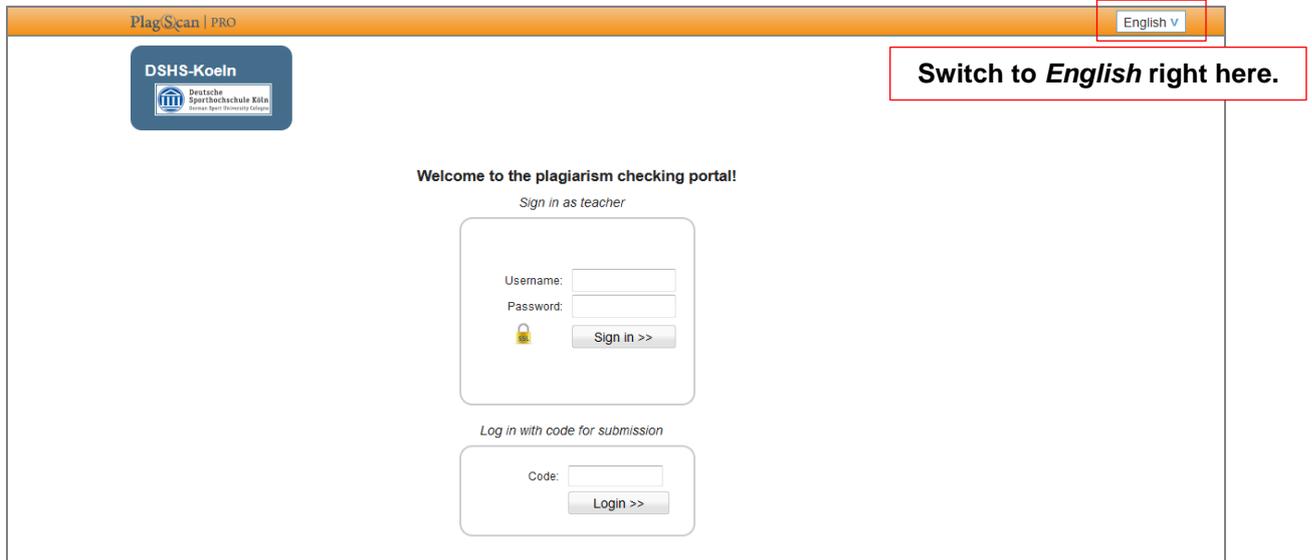
1. Sign-up / register	1
2. Upload a document.....	2
2.1. Upload documents by pressing the " <i>Upload a document</i> " button:.....	2
2.2. "Drag and Drop" option	3
3. Check documents.....	3
3.1. Check individual document	3
3.2. Check all documents	3
3.3 Check the same document several times	4
4. View report	4
4.1 Print the scan report for the Examinations Office	5
4.2 Display text passages in the document that are identical with other sources	5
5. N.B.....	6
5.1 PlagLevel.....	6
5.2 Credit.....	6
6. Contact.....	7
IT HelpDesk at the German Sport University Cologne	7
Prüfungsamt der DSHS Köln (Examinations Office at the German Sport University Cologne).....	7
Abteilung Hochschulentwicklung und Qualitätsmanagement (University Development and Quality Management Department).....	7

The German Sport University Cologne provides access to the plagiarism detection software which all employees may opt to use at their own initiative. This software is a mandatory quality assurance tool for written theses (cf. *User Guide for the plagiarism detection software at the German Sport University Cologne*, p.1)

1. Sign-up / register

Users sign up via <https://plagiatspruefung.dshs-koeln.de/>.

N.B.: Users can only access PlagScan from the German Sport University Cologne's network (DSHS-ID) or via the VPN Client!



Enter your **German Sport University Cologne ID** and relevant **password** on the PlagScan homepage.

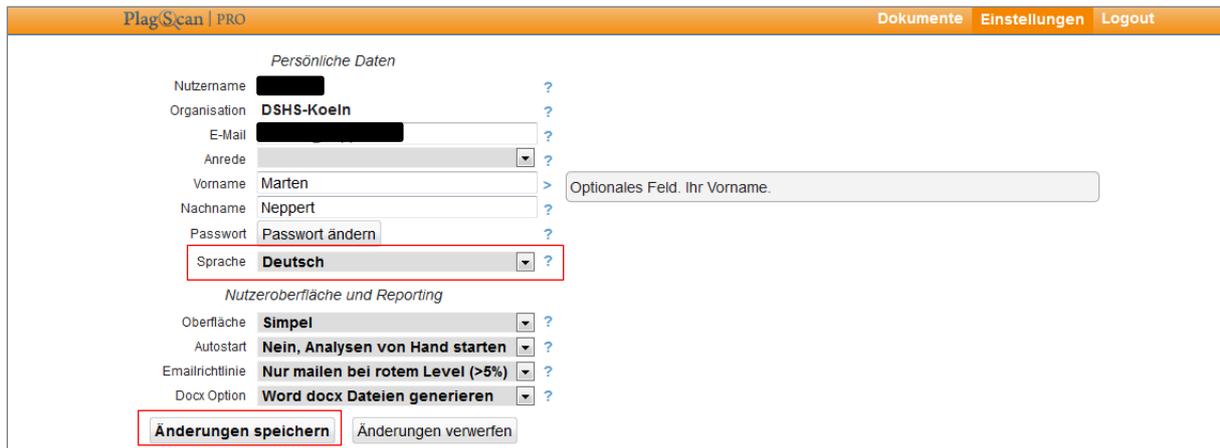


When you sign on for the first time, the following window will appear, prompting you to confirm and verify your registration data.

Once you have signed on successfully, you will automatically be taken to the main mask.



Select "Einstellungen" to switch into English.



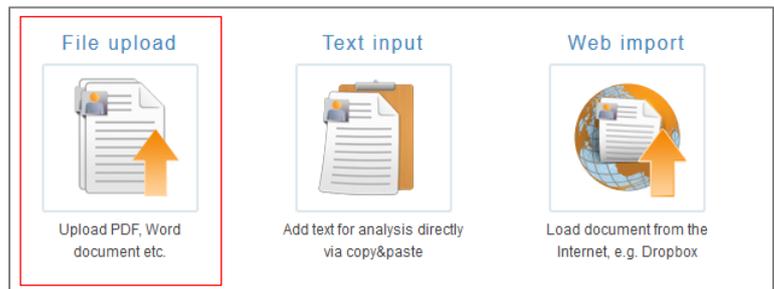
Select "English" and save your changes.

2. Upload a document

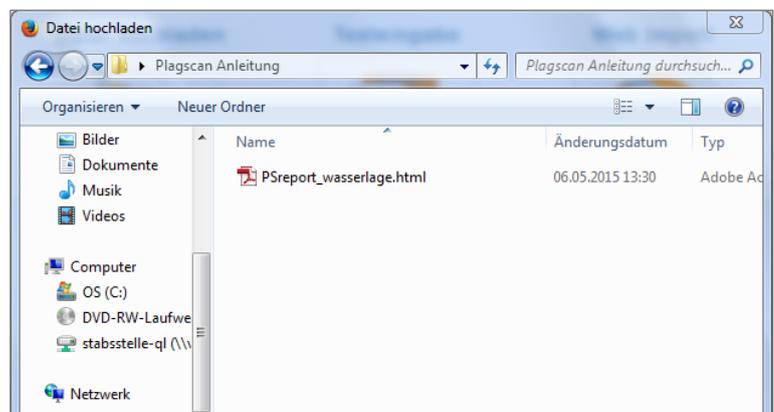
In principle, there are two ways of uploading documents. Both options are outlined in the following.

2.1. Upload documents by pressing the "Upload a document" button:

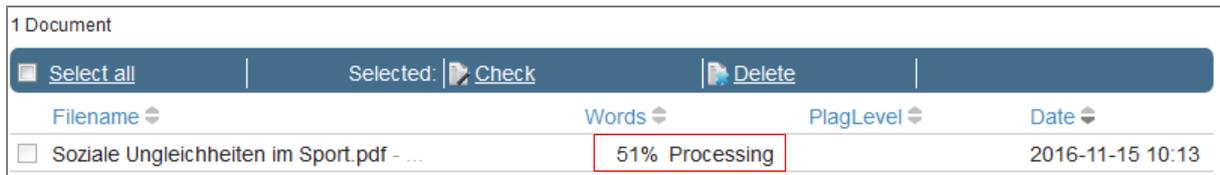
Select the "Upload a document" button to upload your document to the server.



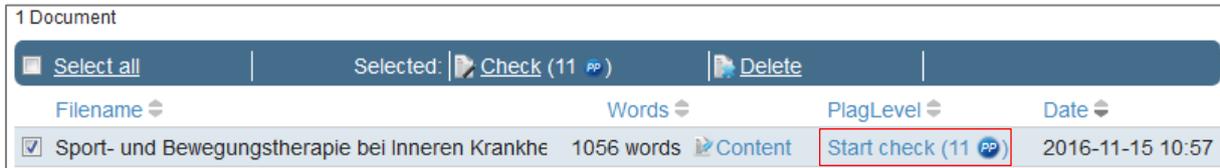
You will then be prompted to select the relevant file from your folder.



Select the desired file and confirm your selection. *PlagScan* will then upload the file.



Large files may take several minutes to upload (see image: *processing*). Do not close the browser window until processing has been completed (See Figure: "Start check")



2.2. "Drag and Drop" option

You can drag and drop your documents into the relevant field and upload the text. (Please note instructions in Clause 2.1.)

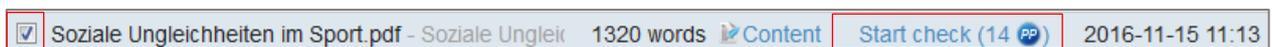


3. Check documents

Once you have uploaded your selected documents correctly, you can start the scan. As such, you have the option of checking individually selected documents or of checking all the documents at once.

3.1. Check individual document

If you want to check selected documents at once, check the box to the left of each document and then click "Start check".



3.2. Check all documents

To check all documents, click "Select all" and then click "Check".



The number in brackets indicates the number of *PlagPoints* required. Chapter 5: Instructions for this User Guide contains more detailed information about *PlagPoints*.

3.3 Check the same document several times

To check a document once again after it has been edited, delete the previous version. To do so, select the relevant document and click the "Delete" button.



N.B.!

When a document is checked again, it must be saved under a different file name even if it has been previously deleted.

All documents uploaded are automatically deleted after 48 hours.

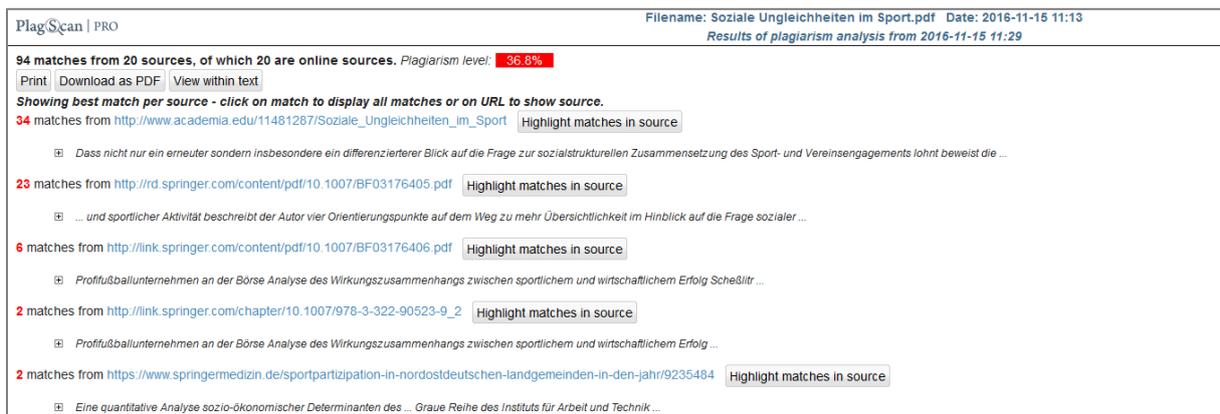
4. View report

You can subsequently view the report generated by *PlagScan*.



Simply select the "Report" button.

This command will take you to a different page offering a range of options.



4.1 Print the scan report for the Examinations Office

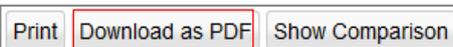
In accordance with Section 2.2, page 2 of the *User Guide for the plagiarism detection software at the German Sport University Cologne*, students having their thesis checked are obliged to submit a PlagScan report along with their thesis to the Examinations Office!

N.B.!

In order to create this report, print out the "Display results list".



Create a PDF document of the list displayed on the screen, print out the document, sign it in the top right-hand corner and attach the signed copy of the list to your thesis.



4.2 Display text passages in the document that are identical with other sources

Select this option if you would like to compare the document analysed with the text found from other sources.



Analyzed document	Matches in source
Soziale Ungleichheiten im Sport -----1/4----- 236 Besprechungen Das Interdisziplinäre setzt jedoch eine verbindende und verbindliche Leitkonzeption voraus. • H. MECHLING Und J. MUNZERT haben 35 Autoren für ihr Vorhaben gewinnen können. Jeder Beitrag wurde von zwei Gutachtern redigiert. Alle Beiträge un- terlagen einem Abstimmungs- und Terminfahrplan. Wer sich selbst schon einmal einer solchen Aufgabe gegenüber sah und sie so gut gelöst hat, wie die beiden Herausgeber, zollt Respekt und Anerkennung. RILO POHLMANN (Kamsdorf) MICHAEL NAGEL: Soziale Ungleichheiten im Sport (Sportentwicklungen in Deutschland, Bd. 16), Aachen: Meyer & Meyer 2004 270 S. - €18,90 Als ehemaliges Mitglied der regen Potsdamer Arbeitsgruppe um Jürgen BAUR, Sebastian BRAUN und Ulrike BURRMANN hat sich Michael NAGEL über längere Zeit dem Thema sozialer Ungleichheiten im Sport- und Vereinsengagement gewidmet. Der Ertrag dieser Forschungsarbeiten ist nun in seiner Dissertation	Soziale Ungleichheiten im Sport Das Interdisziplinäre setzt jedoch eine verbindende und verbindliche Leitkonzeption voraus MECHLING Und J Jeder Beitrag wurde von zwei Gutachtern redigiert Alle Beiträge un- Alle Beiträge un- terlagen einem Abstimmungs- und Terminfahrplan Soziale Ungleichheiten im

5. N.B.

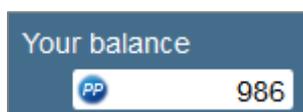
5.1 PlagLevel

The PlagScan software and PlagLevel provide information on how much content within a document is plagiarised. However, this information is **not** legally binding. The PlagLevel is merely a rough estimate of how much content within a document is plagiarized. Please note that the software also highlights bibliographical references and general wording from other sources as matches in source. These matches in source do not automatically indicate the text contains plagiarism. A high PlagLevel therefore does **not** necessarily indicate a large amount of plagiarism in the thesis, but merely a large number of matches detected in the text which may be reasonable considering the type of scientific work involved. It is the expert marking the written, thesis not the software who decides whether matching text passages contain plagiarism.

Regardless of the result of the scan carried out by the plagiarism detection software, examiners are obliged to check each case of suspected plagiarism with utmost care. The final assessment of the examination performance is incumbent upon the examiner in each concrete case who must write an expert opinion on the results of his or her analysis (*User Guide for the plagiarism detection software at the German Sport University Cologne, Clause 3.4, p. 4*).

5.2 Credit

Each account is given a certain number of *PlagPoints* as credit. A certain number of *PlagPoints* will be deducted from your credit for each PlagScan check carried out. (*See Check document: the credit required to scan a document is displayed in brackets beside the "Check" button*)



This measure is intended solely to prevent the plagiarism detection software from being misused.

If you have run out of credit after carrying out several scans on your texts, please contact the HelpDesk at the German Sport University Cologne immediately (See page 7 for contact details)



6. Contact

If you have any queries about how to use the plagiarism detection software, please contact any of the following:

Technical issues:

IT HelpDesk at the German Sport University Cologne

Am Sportpark Müngersdorf 6
50933 Köln
Hauptgebäude, 3. OG, Raum 303a

E-mail: support@-dshs-koeln.de
Tel.: +49 221 4982-6300

Opening hours:
Monday - Friday
9:00 a.m. - 12:30 p.m.
2:00 p.m. – 4:00 p.m.

Queries relating to the mandatory checks of theses:

Prüfungsamt der DSHS Köln (Examinations Office at the German Sport University Cologne)

Am Sportpark Müngersdorf 6
50933 Köln
Hauptgebäude, 1. OG

E-mail: pruefungsamt@-dshs-koeln.de
Tel.: +49 221 4982-6168 (Hr. Witteler)
<http://www.dshs-koeln.de/visitenkarte/einrichtung/pruefungsamt/>

Opening hours:
Monday - Friday
9:00 a.m. - 11:00 a.m.
Monday – Thursday 2:00 p.m. – 3:00 p.m.
and by appointment

Content-related queries about PlagScan reports etc.

Abteilung Hochschulentwicklung und Qualitätsmanagement (University Development and Quality Management Department)

Am Sportpark Müngersdorf 6
50933 Köln
IG III, 2. OG

E-mail: gm@-dshs-koeln.de
Tel.: +49 221 4982-4606/-6117 (Hr. Pfeiffer, Dr. Jesse)