

## Rules for Checking Similarity for Postgraduate Theses/Dissertations

The purpose of checking similarity index is to detect the text copy ratio of the theses/dissertations through the academic similarity detection system/software. According to academic standards, all cited/quoted texts must indicate the sources. The University requires all master's and doctoral students to check similarities before submitting their theses/dissertations or after the oral defense results are passed with significant revisions. The result of the similarly check must meet the respective Faculty/Institute's requirements before submitting to the University for approval of graduation qualification.

## Work Flow of Similarity Check for Postgraduate Theses/Dissertations

Before submitting a thesis/dissertation, students should upload the thesis to Thesis Similarity application on WeMust:

- File format should be saved as .doc/.docx for thesis written in Chinese; File format should be saved as .doc/.docx or .pdf for thesis written in English or other languages;
- The upload thesis must be a completed file which includes cover, table of contents, abstract, main body, acknowledgements, appendices (if any), bibliography, etc. The size of the thesis/dissertation should not exceed 1GB. The Library will check the checking history of the student. If this is the second check onward, a checking fee of If this is the first application for a similarity check, checking fee will HKD/MOP 200 will be charged. not be charged. (Payment can be made by MUSTPAY) The Library will upload the Similarity Report generated by the If the similarity result and the thesis/dissertation checking system (CNKI/Turnitin) meets the Faculty/Institute's requirements, the to the supervisor within 7 working respective Faculty/Institute will arrange the thesis days. oral defense. If the result does not meet the Faculty/Institute's requirements, the student needs to revise his/her The supervisor reviews thesis/dissertation based on the supervisor's Similarity Report on the Thesis comments. A second similarity check will be **Similarity** application required for re-submission after amendment. determine if the result meets the Faculty/Institute's requirements. Appeal application for the result can be submitted to the Faculty/Institute if needed. All appealing applications will be assessed by

Faculty/Institute Academic Committee.