

Contributor guide to thesis evaluation and review upload

(2024/2025/2. semester)

Dear consultants and opponents,

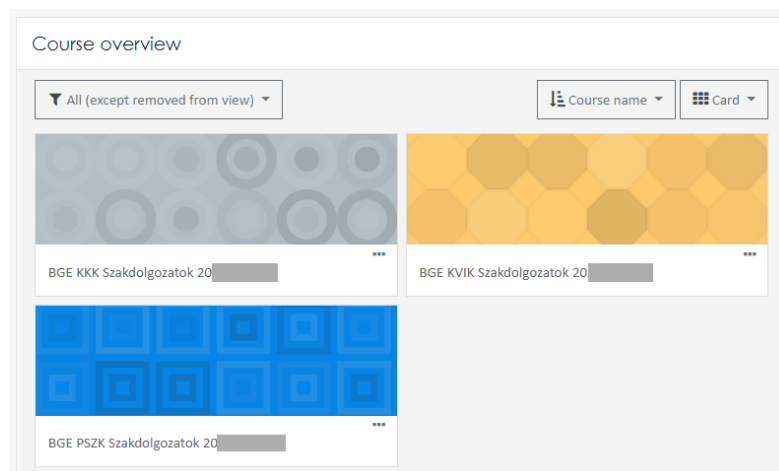
Our graduate students upload their thesis on the BUEB Moodle e-learning interface, and the reviewers can also view the uploads and the results of plagiarism checking on this interface. Also in Moodle, reviewers have the option to rate uploaded works as well as upload their review.

Your tasks are

- Log in to the Moodle thesis upload course
- Overview of the uploaded theses of the consulted/reviewed students
- Overview of the results of plagiarism checking
- Consultation with the student based on the results
- If you are a reviewer, evaluation of the uploaded papers and uploading a review

Access to theses to be evaluated:

- Log in to the Moodle interface (<https://moodle.uni-bge.hu>)
 - for BBS instructors, with the **institutional ID** (username) and password,
 - for non-BBS instructors, with the access data **received in the e-mail**.
- On the main page (or by clicking on the **Dashboard** in the left menu), select the thesis course corresponding to the Faculty (where you are a consultant/opponent) from the "courses taken" in the "Course Overview" block. This is probably the only course for external contributors. Or the following links point directly to the Faculty courses in this guide:
 - **[Faculty of International Management and Business \(FIMB\)](#)**
 - **[Faculty of Commerce, Hospitality and Tourism \(FCHT\)](#)**
 - **[Faculty of Finance and Accountancy \(FFA\)](#)**




- When you enter the course, you will find a “**Szakdolgozatok feltöltése és megtekintése – Upload thesis and view uploaded theses**” link in the middle of the page, which will take you to the upload interface within the course.

 Szakdolgozatok feltöltése és megtekintése - Upload thesis and view uploaded theses

- On this interface, in the list that appears, you can see the thesis drafts/theses submitted by your students, the plagiarism checking results and other data of the theses.
- If you do not find a specific student in the list, it is probably because that student has not yet uploaded the thesis or has not yet assigned you to the uploaded thesis.
- If you see “**Nothing to display**” when you sign in, no one has yet marked you as a consultant or assigned you as a reviewer for any thesis.

Viewing the thesis and plagiarism checking

- You can view the **full text** of any of the theses in the list by clicking on the red pdf icon in the “**Thesis**” column to open it.

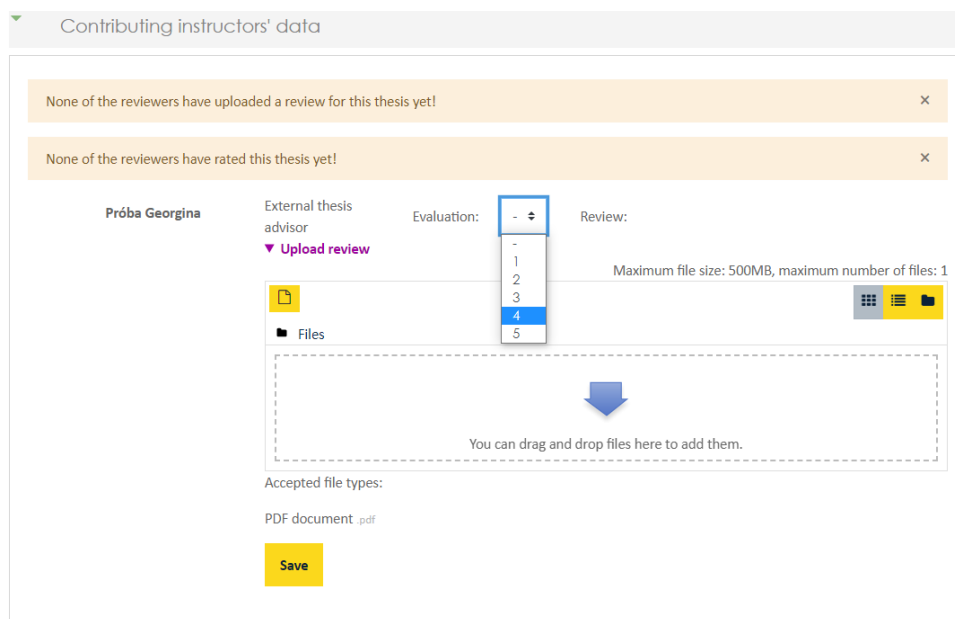
Title	Thesis	Similarity
Teszt dolgozat		13 %

- You can view the **plagiarism check** result by clicking on the percentage in the “**Similarity**” column, which in the example below is 13 %. *(If there is no percentage next to the thesis, but you see “**Pending**,” the plagiarism check is still running. In the case of an “**Error**” message, the check did not run for some reason, the upload will probably need to be repeated by the student.)*
- The detailed data of the thesis can be accessed by clicking on the eye icon (👁).

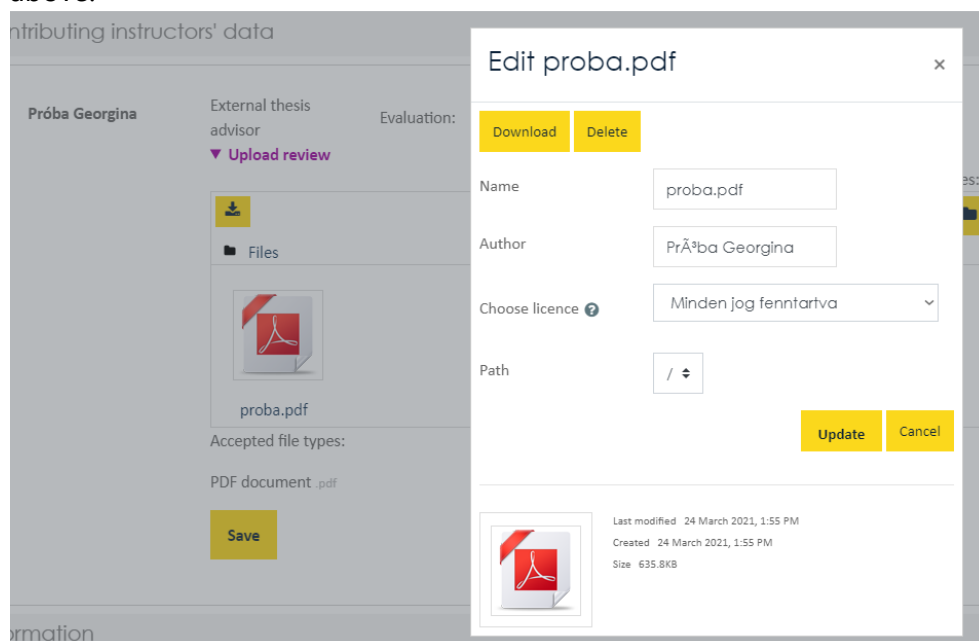
Uploading evaluation, review

- After opening the detailed view (👁) of the thesis, the interface is available where you can evaluate the thesis as a reviewer.
- The form of the assessment depends on the type of training, most often it is with a grade of 1-5, but in some FOSZK trainings, the assessment is scored.
- On the scale of selectable values, select the appropriate one to evaluate the thesis. Once selected, the rating will be saved automatically and any changes will also be saved.
- Under the rating field, in the window that opens by clicking on the „**Upload review**” link, you have the option to upload the review in **pdf** format or to replace a previously uploaded review ([see below](#)).

- You can upload the review file by dragging it with the mouse in the upload field, and then save it in the system with the **"Save"** button.



- To replace or delete the file, click on the previously uploaded file and in the window that opens, click on the "Delete" button. You can then drag in a new file to upload, as above.



If you have any further questions based on the above, please contact the following staff of the Faculty Libraries:

- **FIMB – Andrea Hargitai-Lőrincz**, Head of FIMB Library (lorincz.andrea@uni-bge.hu)
- **FIMB – Erzsébet Kovály**, Librarian (kovaly.erezsebet@uni-bge.hu)
- **FCHT – Andrea Bakonyi**, Head of FCHT Library (bakonyi.andrea@uni-bge.hu)
- **FFA – Zsolt Kovács**, Librarian (kovacs.zsolt@uni-bge.hu)

Notes on plagiarism checking:

After each new upload and replacement of an existing thesis file, the thesis plagiarism check will run automatically in the Turnitin system. The check usually only takes a few minutes. Until there are no results, the "Similarity" column will say "Pending." If the scan is complete, the percentage of matches found with other documents in the plagiarism filtering program database is displayed. This number does not mean that this percentage of the thesis is plagiarism. This is a common misunderstanding, the percentage refers only to detected text matches that may be completely correctly referenced in the thesis. At the same time, too high a number may indicate - even in the case of completely correct references - that there is too much information and quotations taken from elsewhere without change, which indicates the modesty of authorial originality and independent, creative work. Obviously, this may also depend on the specifics of the topic. Discuss the results with your student, but there is no formal requirement for the specific percentage itself.

Viewing the Turnitin report

The screenshot shows a Turnitin report interface. At the top left, the user's name "Barbara Teszt" and the document title "Teszt dolgozat" are displayed. A question mark icon is in the top right. The main content area contains three paragraphs of Latin text. The first paragraph is highlighted in pink, and the second and third paragraphs are highlighted in light blue. A sidebar on the right contains several icons: a stack of papers, a speech bubble, a red box with the number "13", a funnel, a download arrow, and an information icon. A small number "4" is visible at the bottom right of the document area.

Barbara Teszt | Teszt dolgozat

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Clicking on the percentage of the result will open the plagiarism check report on the Turnitin page. The first time you use it, you must accept the terms of use for Turnitin, and then you can view the detailed results of the detection.

Parts of text found to match the source in the Turnitin are highlighted in color in the text. In the sidebar, you can click through the sources to see which detail matches the given source. The matches also include trivial things, such as the name of the University in every thesis: „Budapest University of Economics and Business”.

Barbara Teszt | Teszt dolgozat

Match Overview
✕

13%

Match 1 of 1

Currently viewing standard sources

[View English Sources \(Beta\)](#)

Sources		
1	teltest2.synsystem.net Internet Source	5% >
2	bigcoinlaundry.com Internet Source	4% >
3	www.hawkheatingsupp... Internet Source	3% >
4	ar.scribd.com Internet Source	2% >

Of course, these matches do not necessarily mean plagiarism, however, what is important is whether the **sources used** are **referenced**. Turnitin does not check if the matches are referenced, it just finds what is the same as other documents, so it's worth reviewing the report to avoid evaluation just by the percentage result.