



**HELLENIC REPUBLIC
UNIVERSITY OF THESSALY
SCHOOL OF HEALTH SCIENCES
FACULTY OF MEDICINE**

**MSc in Public Health. Streams: (a) Public health and
Epidemiology and (b) Public Health and Maritime
Transport**

INSTRUCTIONS FOR ASSIGNMENT PREPARATION

Approved by the 6th/2023-2024 General Assembly of the Faculty of Medicine on 20-12-2023

Instructions for assignment preparation

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1. Introduction

Assessment strategy

In the MSc “Public Health. Streams: (a) Public health and Epidemiology (b) Public Health and Maritime Transport” students are assessed through:

- time-limited online examinations
- individual module assessments (which may be essays or other written assignments, short written tests, reports or presentations, or other methods)

Assessment scope

Assessments are designed to assess through the most appropriate method, whether learning objectives have been achieved. The completion of assignments allows students to demonstrate their level of understanding of the courses and their ability to apply and adapt the principles taught in real-life conditions.

The methods of assessment and type of assignments are presented in detail in the module specifications of the MSc.

2. Procedure for determining topics for the written assignments

Assignments topics are defined by the module coordinator in consultation with the module tutors. The topics of the assignments should be formulated considering the learning objectives of the module as described in the module specifications.

Students will receive detailed written instructions for each assignment that will include the objectives of the assignment, the topic(s), the proposed write-up method and proposed structure, grading criteria, submission deadline.

The teaching material provided by the tutors should be absolutely sufficient for the writing of the assignments.

The topics of the assignments are provided to the students in a timely manner, so that students have sufficient time to prepare the assignment within the specified deadline.

3. Structure

Written assignments/essays should be consisted of the below:

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- Introduction: Presentation of the subject, setting the aim and presenting the content.
- Main part
- Discussion/Conclusion
- Bibliography. The text should be accompanied by references.

Students will receive detailed written instructions on assignment structure.

4. Document Formatting

- **Cover page:** Please use the template cover page provided in Annex 1.
- **Content table:** Assignments should include after the title page a table of contents listing all sections, subsections and any appendices that follow the main text.
- **Page numbering:** All pages should be numbered
- **Font:** The font to be used should be **Arial**.
- **Font Size:** Font size should be **10** εκτός except for letters concerning the title of the assignment and the titles of chapters and their subdivisions, which are left to the discretion of the student, but not too large or too small.
- **Line spacing:** The text must have 1.5 line spacing on A4 paper.
- **Margins:** 2,5 cm on upper and bottom side of the page, 3,18 left and right (Normal set up).

5. Plagiarism

Any kind of plagiarism in the module assignments, fabrication of research data and unscientific behavior in general is prohibited. The Ethics Committee is responsible for informing students of the Postgraduate Studies and imposing penalties, where necessary.

All work will be checked for plagiarism via Turnitin. Detailed instructions for use of Turnitin are presented in Appendix 2.

Plagiarism is the copying or use of the work of others. Regardless of whether there is an intention or not, it is plagiarism every time we use all or part of the work/ideas/perceptions of other creators presenting them as our own creations.

More specifically, we have plagiarism every time that:

- We use the entire work, words or ideas of another author without attribution to the source from which we derived this information
- We quote unaltered phrases or sentences from a source without enclosing them in quotation marks "... " and without mentioning the source from which they come
- We paraphrase, that is, we present with our own speech and style some information or the arguments of an author, without referring to the source

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- Falsify or alter information or data from some other source
- We undertake to do another person's work or vice versa, when we assign someone else to do our own work

To avoid plagiarism:

- Where any use or mention is made of the work of others, it should be acknowledged or referenced correctly.
- A recognised reference and citation system should be used.
- Quotations must accurately refer to and acknowledge the originator(s) of the work.
- Direct quotations, whether extended or short, must always be clearly identified using quotation marks (“ ”).
- Paraphrasing – using other words to express the ideas or judgements of others – must be clearly acknowledged.
- Work done in collaboration with others must appropriately refer to their involvement and input.
- Use of your own past work should be referenced as clearly as the work of others.

Plagiarism is essentially the presentation of another person's work (such as their words or ideas) as if it were your own – even if this is done accidentally. The Faculty expects all students to demonstrate rigorous and respectful academic practice at all times, particularly through referencing and citing. Plagiarism is considered wrong because it does not clearly indicate where prior work or knowledge has been used, it is disrespectful to the original authors, it is misleading for those teaching you and marking your work, and it may be harmful to the reputation of the Faculty and the University. Therefore, all work submitted as part of the requirements for any assessment must therefore be expressed in the student's own words and incorporate their own ideas and judgments.

6. Evaluation and Grading

The evaluation and grading in each module are the exclusive responsibility of the tutor, is done in complete independence from the other modules and is a derivative of the objective assessment of the student's performance in the specific module (assignments, exams, etc.). The evaluation criteria are clearly defined and are listed in the module specification.

The final grade of each module results from the total performance of students i (e.g. assignments, exams) according to the instructions provided by each instructor at the beginning of the semester. The minimum acceptable course grade is five (5), out of ten (10).

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Annexes

Annex 1 – Cover page template

UNIVERSITY OF THESSALY

SCHOOL OF HEALTH SCIENCES

FACULTY OF MEDICINE

LABORATORY OF HYGIENE AND EPIDEMIOLOGY

MSc in Public Health and Maritime Transport

Module Code:	
Module Title:	
Title of the assignment:	
Module Coordinator:	
Student Registration Number:	
Student Name:	
Date of Submission:	
Word Count:	
Version	<input type="checkbox"/> 1 st submission <input type="checkbox"/> 2 nd submission

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Annex 2 – Instructions for Turnitin



BRIEF INSTRUCTIONS

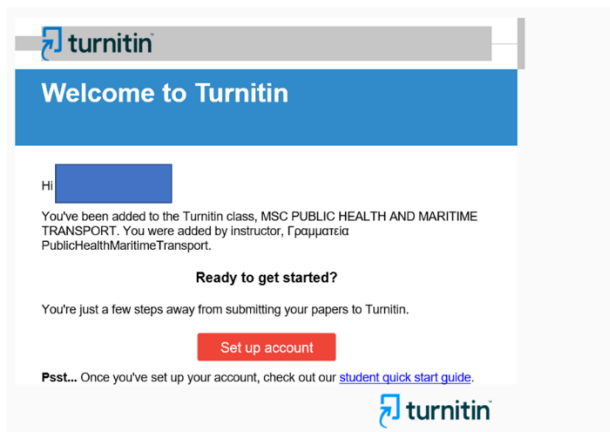
A. Setup your account on Turnitin (once)

Step **1** **(once):**

- You should have received an automated email notification via the Turnitin platform (Turnitin No Reply <noreply@turnitin.com> (always check your SPAM folder).

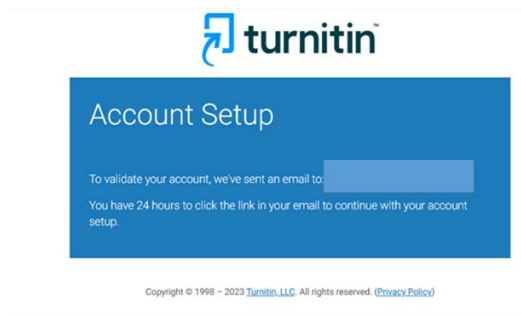
Turnitin No Reply <noreply@turnitin.com>

Set up your Turnitin account

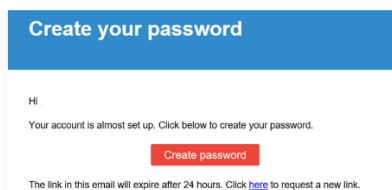


- You should click on the "**Set up account**" button and you will be transferred to the Turnitin Account setup webpage where you should provide
 - your UTH email Address (e.g. student@uth.gr)
 - your Last Name
 - click Next.

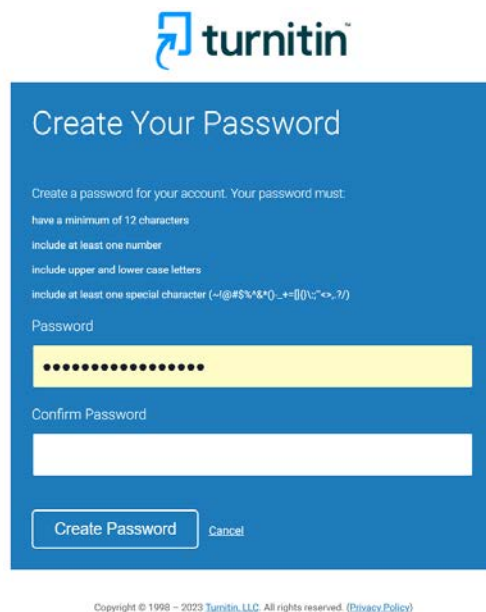
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- You should then receive another automated email to activate your account (Create your Turnitin password).



- You should click on the "Create password" link on the email you received
- You will be directed to a webpage to create your new password.



- **This password will be used only for accessing the Turnitin service.** Your password must:
 - have a minimum of 12 characters
 - include at least one number
 - include upper and lower case letters

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- include at least one special character (~!@#\$%^&*()-_+=[]{}|:;'"<>.,?/)

Once you create your new password a message appears with the label "Account Setup Complete".

Your account is ready to be used and you could click on "Log in" button.

Step 2 (once):

- Log in to your account on Turnitin with your credentials. In case you have forgotten your password you can reset it by using the link [here](#)
- On your first login you should **confirm your user information** and give you the **chance to set up your secret question and answer**.
- Once complete it you should **click "Next" and click on "I Agree -- Continue" button**.

B. Submitting your assignments

Step 1: Upload your assignment

Once you enter the Turnitin platform you should click on your Class name "MSc in Public Health and Maritime Transport (2023-2025) (Moodle TT)" where you should navigate to each Module section.

On each Module you can upload your assignment.

Once you click on each Module you should click on the "Submit" button and follow the steps as listed below:

- Enter your "Assignment title"
- Choose the file you want to upload to Turnitin
- Click "Upload"
- Click "Confirm"

You cannot delete the file once uploaded so please ensure you upload the final version of the assignment.

Step 2: Download similarity report

On the "Assignment Inbox" section you can view the similarity % of your assignment.

If the similarity percentage <= 25%:

- Click to view your assignment by clicking the "View" button and

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- **Download the assignment**, including the pdf file and the digital receipt.....
In the downloaded file the text that was identified as being similar to original work will be highlighted. Keep this for your records.

If the similarity percentage is >25% :

- Click to view your assignment by clicking the "View" button and
- **Download the assignment**, including the pdf file and the digital receipt.
In the downloaded file the text that was identified as being similar to original work will be highlighted.
- The **system will delete your assignment three days after submission** so that you will be allowed to resubmit after corrections
- If you want to resubmit before the three-day period please email the administration office requesting deletion of your file from TurnItIn so that resubmission is possible
- Revise the text as appropriate
- Resubmit the revised version of your assignment
- **IMPORTANT NOTE: you will only have one attempt for resubmission!**

Grade: The grade for each assignment will be posted on the Moodle platform below each Module.

If you encounter any problems with the process please email us at mscphm-admin@uth.gr