

POLICY

Policy statement on the use of Turnitin®

Contact Officers

Team Leader: Learning and Teaching Technology Unit, and Director of Quality and Educational Development

Purpose

This policy statement aims to provide guidance to staff and students on the availability, responsibilities, and support for the use of Turnitin at the University.

The University of Worcester has a subscription agreement with Turnitin, the plagiarism identification service provided in the UK by iParadigms Europe Ltd. Turnitin is a web-based software which enables text-based work to be checked for matching text against webpages, e-journals and previously submitted work.

Overview

The primary use of Turnitin at the University is to support students in understanding academic integrity and academic conventions, through formative use. Turnitin can also be used more formally for plagiarism detection purposes.

Scope

All staff and students.

The Policy

1 Introduction

- 1.1 The primary use of Turnitin at the University is to support students in understanding academic integrity and in the development and execution of the academic skills associated with referencing required in higher education. Turnitin will also be used to assist academic staff in the detection of plagiarism.

2 Use of Turnitin

- 2.1 Academic staff are responsible for setting up Turnitin assignments. It is recommended that all Turnitin assignments be set up in Blackboard as this is the most user friendly for staff and students. Settings should be organised to allow for multiple submissions.
- 2.2 Courses are encouraged to use Turnitin as an educational tool for level 4 students, and to provide them with structured opportunities to submit formative work and discuss originality reports.
- 2.3 Staff are encouraged to set up all appropriate summative assignments in Turnitin via Blackboard for all levels and permit students to submit drafts and final assignments to enable them to check their own work before final submission.
- 2.4 Staff may require students to submit assignments to Turnitin, but this should be made clear in the module outline. The University does not currently permit penalties to be applied if a student fails to submit to Turnitin, but staff may ask students who fail to do this, to submit their work to Turnitin and provide the originality report.
- 2.5 Turnitin may be used by University staff who suspect that work submitted for assessment has been plagiarised. If plagiarism is suspected students may be asked to provide an electronic copy of their work (whether or not the assessment has been set up on Turnitin).

3 General guidelines

- 3.1 Submitting work to Turnitin does not replace electronic submission via SOLE. This must be made explicit to students and information should be included alongside assessment details and marking criteria.
- 3.2 Students may submit their work as many times as they wish or are able up until the final submission deadline. Permitting draft submissions allows students the opportunity to practice and improve their academic writing and referencing skills.
- 3.3 As Turnitin requires 24 hours between original and subsequent submissions students should not submit draft assignments within 24 hours of the submission deadline. If they do so their draft submission will be taken as their final submission.
- 3.4 Copyright of original work submitted to Turnitin remains with the student who created it.
- 3.5 Students should be encouraged to share and discuss at least one of their originality reports with their Module or Course Tutor, or their Personal

Academic Tutor as appropriate. Staff making use of Turnitin should ensure students are clear about where and how to locate advice.

- 3.6 Where plagiarism is suspected the University's [Procedures for Investigations of Cases of Alleged Academic Misconduct](#) must be invoked.
- 3.7 The work of individual students should not be checked via Turnitin on an ad-hoc basis outside of the misconduct process as documented in the *Procedures for investigations of cases of learner incompetence and alleged cheating*.
- 3.8 Turnitin only highlights matched text; it does not detect plagiarism. Interpretation of originality reports rests with the tutor marking the assignment, who may consult with the Institute Academic Integrity Tutors.

4 Support and resources

- 4.1 The e-learning Team has produced [on-line guidance](#) for staff and students describing how to set up Turnitin assignments in Blackboard and how to submit formative and/or draft assignments to Turnitin, and also on interpreting originality reports.
- 4.2 Learning materials for students on understanding originality reports and using Turnitin to improve academic writing have been produced by the Student Achievement Team. This is available via the Study Skills webpages for [Referencing and Turnitin resources](#).
- 4.3 Staff development opportunities will be provided on good practice in the use of Turnitin.

5 Evaluation

- 5.1 This policy will be evaluated through student feedback and representation systems, Academic Integrity Tutor meetings and Learning and Teaching Committees.

Date Policy Approved	9 th July 2014
Approval Authority	Academic Board
Date of Commencement	10 th July 2014
Amendment Dates	Policy statement-adopted for continuing use after 2014/15. February 2017: Para 2.1 - sentence removed containing link to Turnitin website. Para 3.6 - hyperlink updated to reflect change in procedure title.
Date for Next Review	10 th July 2017
Related Policies, Procedures, Guidance, Forms or Templates	Turnitin guidance https://lttu.files.wordpress.com/2015/04/turnitin-blackboard-lti.pdf Study Skills Referencing and Turnitin resources

**Policies/Rules Superseded by
this Policy**

N/A