Policy statement on the use of Turnitin®

Contents

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 Turnitin UK Ltd. Turnitin is a web-based software which enables text-based student work to be submitted for assessment and also checked for matching text against webpages, e-journals and previously submitted work.

Overview

The University supports the use of Turnitin for the electronic management of assessment, enabling students to submit work electronically, and for it to be assessed and moderated by staff and examiners.

Turnitin can also be used to support students in understanding academic integrity and academic conventions, through formative use. It can also be used more formally for plagiarism detection purposes.

Scope
All staff and students.

The Policy

1   Introduction

1.1   Turnitin is embedded within the University's VLE, Blackboard, and can be used to manage the electronic submission of both formative and summative

student work, for online marking and moderation and for providing students with feedback where appropriate.

1.2 As a text-matching tool, 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 can 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. All Turnitin assignments should be set up in Blackboard on the assessment page permitting students to submit drafts and final assignments to enable them to check their own work before final submission as below:

❓ Originality Report generation and resubmissions

Generate reports immediately (resubmissions are allowed until due date)

2.2 Courses are expected to use Turnitin as an educational tool for level four students, and to provide them with structured opportunities to submit formative work and discuss originality reports.

2.3 Staff should provide clear information for students about submission requirements and the use of Turnitin for text matching and originality checks. Suggested wording for module guides would be:

This module will be using Turnitin via the Blackboard module for assignment submission. Students will have the opportunity to view their own originality report, make amendments and re-submit up until the due date.

Academic tutors will also be able to view the originality reports and occasionally they may be used as part of the process of investigation into suspected cases of academic misconduct.

2.4 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 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.

3.2 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.

3.3 Copyright of original work submitted to Turnitin remains with the student who created it.

3.4 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.

3.5 Where plagiarism is suspected the University's Procedures for Investigations of Cases of Alleged Academic Misconduct must be invoked.

3.6 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 Alleged Academic Misconduct.

3.7 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 TEL Unit has produced an online guide 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 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.

Related Policies, Documents or Webpages
Procedures for Investigations of Cases of Alleged Academic Misconduct [accessed on 11/10/2021]
Study Skills Referencing and Avoiding Plagiarism and Study Skills [accessed on 11/10/2021]
Guide to Using Turnitin for Online Assessment [accessed on 11/10/2021]

Approval/Review Table

Item	Notes
Version Number	2.2
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Approved by	Academic Board

Effective from	Policy statement adopted for continuing use after 2014/15.
Policy Officer	Head of TEL (Technology Enhanced Learning) and Director of Quality and Educational Development
Department	TEL Unit and QED
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