

Updated Policy for the Use of Turnitin®UK at Anglia Ruskin University



Anglia Ruskin
University

Turnitin®UK is an internet-based text matching service that has been developed by a commercial company - iParadigms. It is used, under license, by most UK Universities, including Anglia Ruskin University. Work that is submitted to Turnitin®UK generates a 'Turnitin®UK Originality Report', which shows which parts of it have been reproduced from other sources. This updated policy sets out how we use the service here at Anglia Ruskin.

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1. At Anglia Ruskin University Turnitin®UK is primarily used as a formative learning tool to enable students to ensure that their work meets the expectations of the Academic Integrity Policy. We will encourage students to take advantage of Turnitin®UK to help them improve their academic practice.
 2. We will make Turnitin®UK available to students to make multiple submissions to check their own written work throughout their study. Students may be required to submit their work to Turnitin®UK before the final submission of assignments to the iCentre, subject to the discretion of the Course Leader. In this case, the module guide will contain a notice to this effect.
 3. All students will be given an opportunity to complete a 'formative' assignment prior to completing and submitting their first 'summative' written assignment. A 'formative' assignment is one in which the student can discuss their work thoroughly with their tutor to ensure that they are working at the correct level for their award, and that they understand the requirements of good academic practice.
 4. Students will be invited to submit their formative assignment to 'Turnitin®UK'. Turnitin®UK will produce an Originality Report which clearly indicates from where the passages in a piece of work have been sourced. They may then discuss this with their personal tutor to see where they may need to improve their academic practice.
 5. Formative Turnitin®UK Originality Reports, as described in paragraph 4 above, will not be used as indications of assessment offences requiring investigation according to the Academic Regulations of our University. However students will be asked to indicate their acceptance of the following statement when they submit work for formative review by Turnitin®UK:

'In submitting this work you are agreeing that it can be electronically checked for matches with existing sources. The final copy of this work will be kept on the Turnitin®UK database and will be used solely for the purpose of detecting the future plagiarism of your own work by others'.¹
 6. For all written work submitted for summative assessment, it is recommended that students maintain an electronic copy for 8 weeks after submission, and must make this available on request to module leaders who wish to obtain a Turnitin®UK Originality Report on their work, should there be any concerns about poor academic practice.

¹ Adapted from The Student Guide to Using Turnitin®UK at University of Bradford, Sept 2008

7. On the summative assignment cover sheet, students will be required to indicate their acceptance of the following statement:

'In submitting your work you are confirming that it is all your own work or the work of an approved group and that where you have incorporated the work of others you have correctly acknowledged that fact e.g. by using references. You are also agreeing that, if requested, you will supply an electronic copy of your work to be checked for poor academic practice. Any work submitted to the Turnitin@UK database may be used in any investigation of suspected academic offence and or for the purpose of detecting the future plagiarism of your own work by others'.²

8. Academic staff will not make random submissions of an individual student's summative work to Turnitin. Academic staff will inform students if their work is to be submitted to Turnitin before the assignment is set, and will submit the work of the whole cohort.
9. There may be occasions when Turnitin@UK Originality Reports – generated by students or their assessors – are used to assist in the identification of plagiarised work submitted for summative assessment. To facilitate the use of a Turnitin Report in an investigation into plagiarism, Directors of Studies will submit the work to Turnitin and will interrogate the report online.
10. There is no level of percentage matched text in a Turnitin@UK Originality Report which proves that a piece of work does, or does not, contain plagiarised passages. The text matches identified in an Originality Report will be reviewed to determine:
 - a) whether such matched text is a result of common terminology in the discipline
 - b) whether matched text has been properly referenced and cited in accordance with University requirements
 - c) whether there is an appropriate level of matched text given the nature of the assignment.
11. An Originality Report will never be advanced as the sole reason for suspecting that a piece of work is plagiarised. The technology itself does not make judgements about a piece of work. The Turnitin@UK Originality Report can only inform decisions about the academic integrity of assignments. Usually these decisions are made by academic tutors after assignments have been submitted. Consequently, an Originality Report may never be advanced as the sole defence against an accusation of plagiarism.
12. All students will be advised, at the point of enrolment, that their work may be made available to third parties (such as Turnitin@UK) for specified purposes by way of a clause to be added to module guides and student handbooks (Appendix 1), and a reference in the Student Charter.

**Quality & Standards Committee
March 2012**

² Adapted from The Student Guide to Using Turnitin@UK at University of Bradford, Sept 2008

Appendix 1

When you submit work to us for summative assessment it may be necessary for us to make it available to third parties in either paper, or electronic form. There are three reasons for this:

First, in order to allow the fair assessment of your work it may be necessary to copy it. For example, we may need to share your work with external examiners, or allow a piece of work to be independently assessed by more than one assessor or examiner.

Secondly, we may need to keep samples of work for quality assurance purposes.

Thirdly, in order to uphold the academic integrity of our awards and ensure our students secure reputable academic qualifications, we may need to compare your work with that of others to ensure that it is substantially your own. This will only be done where there are concerns about poor academic practice on your behalf, and may be undertaken through the submission of your work to Turnitin@UK – an online text matching service – or through manual comparison.

Any work submitted to the Turnitin@UK will be held on their database and may be used in any investigation of suspected academic offences and or for the purpose of detecting the future plagiarism of your own work.

If you have any questions about Turnitin@UK, you should ask your tutor, or visit the Turnitin website at https://www.submit.ac.uk/en_gb/support-services.