University of Glasgow

Policy for the use of the Plagiarism Prevention Software *Turnitin*

1. Introduction

1.1 The University's primary focus in using *Turnitin* is to provide a means whereby students may enhance their knowledge and understanding of plagiarism. The aim is to allow them to develop good academic practice in order to reference material correctly, thereby minimising the risk of submitting plagiarised work in summative assessments. Turnitin may also be used to assist with plagiarism detection where there is concern that an assignment contains plagiarised material. Staff and students should be aware that Turnitin is not the only method of checking for plagiarism and other means are readily available.

1.2 This Policy should be read in conjunction with the University's Plagiarism Statement which is published annually in the Calendar www.gla.ac.uk/services/senateoffice/policies/calendar/calendar2016-17/feesandgeneral/studentsupportandconductmatters/plagiarismstatement/

1.3 The University has a site licence for the use of the JISC-supported software *Turnitin* which is used in many UK Universities. *Turnitin* compares assignments against its international database and produces an Originality Report. This identifies the percentage of text (excluding that in quotation marks) which can be matched to any of the existing data, either as identical text or closely paraphrased material.

2. Adoption of *Turnitin*

2.1 Turnitin is available to all academics and it is recommended that, where appropriate, all courses make use of *Turnitin* as an educational tool by allowing their students to submit at least some of their assignments to the system.

2.2 It is acknowledged, however, that there are some specialised types of text which may feature in student assignments that *Turnitin* does not check; for example, graphics, formulae and software coding. Academics will therefore be the final judges of whether *Turnitin* would be useful in their course.

2.3 Heads of School should consult with their School's Learning & Teaching Committee and decide whether to opt-in to using *Turnitin*. By opting-in to *Turnitin*, Schools are not required to submit all student assignments to the system.

2.4 In cases where a School has not elected to use *Turnitin*, either generally, or for a given assignment, they can retrospectively ask a student to submit to *Turnitin* if there are concerns over the originality of a piece of work.

2.5 The Learning & Teaching Centre will provide support for the use of *Turnitin* when accessed through Moodle. Access to *Turnitin* through the submit.ac.uk web interface is not supported.

3. *Turnitin* Method

3.1 All *Turnitin* assignments must be set up to allow at least one draft submission before the final submission. Each student will be required to self-submit their own assignment on *Turnitin* and will have access to the Originality Reports arising from each submission.

3.2   In using Turnitin Schools may determine the following:

    3.2.1   the number of assignments that students will be required to submit to *Turnitin*;

    3.2.2   the limit on the number of times each student will be permitted to resubmit their assignment to *Turnitin* (at least one revision must be allowed);

    3.2.3   whether to check all Originality Reports for any given assignment and whether students are required to provide a copy of their *Turnitin* report when they hand in the assignment.

3.3   Schools must ensure that the approach to be adopted in using *Turnitin* is clearly communicated to students either before or at the time the assignment is set. As already noted in 1.1, *Turnitin* may also be used to assist with plagiarism detection, where there is suspicion about an individual piece of work.

3.4   In operating *Turnitin*, Schools must take steps to ensure that the University principle of anonymous marking is not undermined and therefore *Turnitin* reports should either be anonymised or considered separately from marking.

3.5   Submissions will normally remain on the *Turnitin* database. Course leaders may request the Learning & Teaching Centre to arrange deletion of submissions. Such deletions will normally only be undertaken where the paper has been wrongly submitted.

4.   Student Use of *Turnitin*

4.1   Students are only permitted to submit their own work to *Turnitin*, and only for assignments which the school has set up on the system. Submitting the work of others, or having one's own work submitted by others, is expressly forbidden and would be considered as a breach of the Code of Conduct for Use of IT Facilities in the University of Glasgow.

4.2   Students will only be able to use *Turnitin* for the specific assignments which have been registered on the system by the school responsible for the assignment.

4.3   Once work has been submitted to *Turnitin* it becomes part of the database that subsequent works are checked against.

4.4   Standard information will be made available to students on-line: www.gla.ac.uk/plagiarism.

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