Code of Practice for Assessment and Academic-related Matters 2023-24

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Section 23 Turnitin policy

23.1 Purpose

23.1.1 This policy outlines the principles, processes, general rules and conventions relating to the use of Turnitin.

23.2 Scope

23.2.1 This policy and procedure apply to students enrolled on programmes for assessments delivered in whole by the University, or in whole or part by a franchise partner institution (franchise provision).

23.2.2 The policy applies to programmes delivered by a validated partner organisation (validated provision). The procedure to be followed will be set out in the programme documentation provided by the validated partner.

23.3 Policy

23.3.1 The University has a licence to use Turnitin with the following purposes:

- To provide students with support for identifying and avoiding possible academic misconduct.
- To provide tutors with a tool to assist in detecting plagiarised material.
- To provide a tool for assignment submission, enabling students to receive feedback on their work and provisional marks.

23.3.2 Where Turnitin is used as a submission point for electronic marking, assessment and feedback, all students' submitted work is likely to generate an originality report on matched text from other sources. However, there may be limited occasions where the report is not generated, allowing the general management of the assessment to still take place. In the majority of cases, any work submitted via Turnitin as part of a summative assessment process, will generate an originality report that can be seen by the tutor.

23.3.3 The University will provide a freely and privately accessible method for students to test their own written material through Turnitin. This will be accessed through a course within Moodle. Any material submitted to this self-checking mechanism will not be accessed by tutors unless with the individual student's permission.

23.3.4 The University will provide support for students who are concerned about referencing as a result of using Turnitin. Help on referencing is available from the Academic Liaison Librarians and help with submitting to Turnitin for students is available from Digital Training. All are part of Library and Learning Services (Directorate of Student Success and Learning Services).

- Library guidance on referencing page
- Library, Study and Digital Skills support page
- Submitting work to Moodle page

23.3.5 Tutors using Turnitin in the context of a module section on Moodle will advise students that this process is being undertaken. Turnitin will normally be used formatively in the context of a module and there should, therefore, normally be opportunities for final submission of a revised piece of work.

23.3.6 Tutors will not routinely submit all of a group's work for checking and/or run all final submissions through Turnitin for checking.

23.3.7 Students will be told (normally at entry to the University through the regulations) that individual pieces of work suspected of plagiarism may be submitted to Turnitin as part of the investigation process.

23.3.8 Tutors may use Turnitin to check a student's work for potential plagiarism where this is suspected. If this is done, they will present the originality report and academic misconduct form to the student for comment alongside the original work when they invoke the University's academic misconduct procedures (see section 24).

23.3.9 Students will be advised to use only their student ID number when submitting work though Turnitin and to avoid any details which will compromise their privacy. They will be advised that the work may be retained under the University's name in the Turnitin database and may be used for academic misconduct investigations concerning other students after they have left the University.

23.3.10 If a tutor is asked by another user of Turnitin (internal or external) to supply a copy of a past or present student's work, they should consult the Academic Registrar. If the user is internal, the Academic Registrar will normally grant permission for the sharing of such data.

23.3.11 The Academic Registrar will consider giving permission to an external user if the work is necessary to establish academic misconduct. If permission is given, the recipient will be asked to confirm in writing the purpose for which the paper is required, commit themselves to preserving the confidentiality of the material and the destruction of the material on completion of an investigation.