

## Turnitin Policy

<b>Responsibility for Policy:</b>	Registrar and Deputy Chief Executive
<b>Relevant to:</b>	All LJMU Staff and students
<b>Approved by:</b>	Academic Board, 29 <sup>th</sup> June 2015
<b>Responsibility for Document Review:</b>	As above and/or Director of the Teaching and Learning Academy
<b>Date introduced:</b>	September 2015
<b>Date(s) modified:</b>	January 2018, September 2019
<b>Next Review Date:</b>	June 2021

### RELEVANT DOCUMENTS

N/A

### RELATED POLICIES & DOCUMENTS

- Academic Misconduct Policy
- Academic Framework Regulations
- Appeals: Against the decision of an Academic Misconduct Panel
- Appeal Against Expulsion or Exclusion from the University
- Fitness to Practice Policy
- Student Code of Behaviour & Student Disciplinary Procedures
- Academic Misconduct Panel (AMP) Hearings Protocol
- IT Services Conditions of Use
- Canvas Content Policy
- Policy and Procedures for the Examination of Research Degrees

# Liverpool John Moores University

## Turnitin Policy

### Background

The Turnitin service allows individual student's work to be uploaded and automatically matched, for similarity with: content on the web; certain electronic journals; and all assignments uploaded by LJMU and the other UK institutions using the service. An online originality report identifies the sources of those similarities and the percentage of match.

This policy sets out how LJMU uses the service in connection with student work. It should be noted that every piece of work that is uploaded to Turnitin is retained on the database for originality checking. If work submitted by a student at another institution matches with work submitted by an LJMU student, then that institution can request access to the matching material. Please note that the response to this request is entirely at the discretion of the staff member.

At LJMU the main focus in using Turnitin is as a training and development tool to increase student awareness of plagiarism and what constitutes plagiarism. The Turnitin service should therefore be used to:

- Support and develop students' understanding of academic writing and research practice
- Reduce the number of instances of plagiarism and academic impropriety.

### Principles

- The University recognises that students do not enter the institution with a full understanding of academic writing, values or practices.
- All students should be treated fairly and equally in terms of their access and use of Turnitin.
- Academic staff have the appropriate subject and curriculum knowledge in order to judge the most effective use of this system on their programme.

### Use of Turnitin at LJMU

#### Supporting learning

The University recognises the use of Turnitin Originality Reports as a means of supporting students in the good practice of academic writing including: paraphrasing; in-text citation and referencing. Turnitin originality reports can also be used to discuss academic integrity. Therefore, all students, wherever possible, should be offered the opportunity to submit draft written work for assessment to Turnitin.

## **Detecting plagiarism**

Turnitin is one method by which the text of a submitted document can be matched against other sources to reveal similarities. LJMU encourages staff to use the service to make efficient and effective searches of submitted written work in order to identify possible cases of plagiarism or academic impropriety. Where a member of staff suspects that academic misconduct has occurred, Turnitin can be used also as an aid to identifying whether plagiarism has taken place.

A member of academic staff has the right to require a student to provide an electronic version of an assignment and to submit this through Turnitin (for exceptions see below). Academics intending to use the service must inform students of the reasons for this and how the system works. Academics should not secretly submit all of a group's work or single individual's work for checking via Turnitin.

Where a case of plagiarism is confirmed, the University procedures for academic impropriety or research misconduct must be instigated and followed. Academics must review the originality report, in full, before adjusting marks or instigating formal procedures.

## **Exceptions**

Student submissions may contain sensitive commercial or personal data which makes up part of their research, there may also be issues with regard to the intellectual property laws. In cases such as this, exceptions should be made to any Turnitin process designed into a module or programme. This is because Turnitin is an external commercial company and, although it meets with current UK Data Protection Policy, the University recognises particular risks associated with sensitive research data and intellectual property laws. The final decision for exception lies with the tutor/supervisor. Students who consider their submission to meet exception criteria should discuss this with their tutor/supervisor before the assessment deadline. Staff can contact [LTsupport@ljmu.ac.uk](mailto:LTsupport@ljmu.ac.uk) to discuss alternatives. Submissions made in error can be removed from the Turnitin database permanently by emailing [LTsupport@ljmu.ac.uk](mailto:LTsupport@ljmu.ac.uk).

## **Storage**

Student submissions remain in the Turnitin database for the duration of the agreement between LJMU and Turnitin. These are matched against all subsequent student submissions from any UK institution using the system. Staff can contact [LTSupport@ljmu.ac.uk](mailto:LTSupport@ljmu.ac.uk) if they wish to have a document removed from the Turnitin database. Other UK institutions may email an LJMU academic to get permission to view the content of any uploaded file in Turnitin to support their own academic integrity investigations. This can be released at the discretion of that tutor. Students should not view this as a storage system and are encouraged to make their own backups of assignments. Turnitin has an upload quota limit for individual files; 40MB at the time of writing. Staff should check with Turnitin documentation for any change to this limit.

Turnitin is an external service and may be inaccessible during periods of maintenance planned by LJMU or Turnitin. LJMU and Turnitin send emails to staff, informing them of any disruption to normal service. It is critical that staff read these notifications to mitigate any possible student concerns. The service can be disrupted by unplanned outages, in which case academic staff should make appropriate changes to accommodate this disruption. For example, students can email a submission to themselves and record its content, date and time, or staff can easily modify the due date and time.

### **Evaluation and Turnitin Data**

LJMU will monitor the impact and general usage of the Turnitin service. All information obtained will be used to monitor institutional trends of level of use and this will be reported internally. Specific staff will only be identified if they have not used the system previously, in order to support their further development needs.

### **Training**

All staff should have access to training in order to use the service appropriately and to correctly interpret originality report. All students should be supported in their use of the service to submit, access and review their 'originality' reports.

### **Links with other LJMU policies**

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