



Subject:
Use of plagiarism detection software: Turnitin

Policy Number:
AQP-002.4

Department:
Academic Quality Policy

Effective/Revised Date:
1 August, 2020

Revision Date:
1 August, 2022

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PURPOSE

The University of Global Health Equity (UGHE) upholds a high standard of academic integrity. *Turnitin* provides UGHE students with a means to uphold high standards of academic integrity by enhancing their knowledge and understanding of plagiarism. The aim of *Turnitin* is to develop good academic practice by referencing and summarizing correctly.

This guide on the use of *Turnitin* at UGHE should be read in conjunction with UGHE's Academic Quality Policy: Honor Code, Academic Integrity and Plagiarism.

SCOPE

This policy on the use of *Turnitin* applies to all UGHE students, faculty and staff.

PROCEDURE

Adoption of *Turnitin* at UGHE

Turnitin will be used as a tool by students to check their work and identify areas where they have not referenced material correctly. *Turnitin* will also be used by instructors and academic staff to check submitted work by students.

Turnitin will be used in all courses and it is required that course instructors allow students to submit drafts of their assignments to the *Turnitin* system as a tool to improve their written work.

Instructor use of *Turnitin*

Course instructors are required to create Assignment Inboxes for the assignments they have set. These Assignment Inboxes cannot be viewed by anyone except the course instructor.

Turnitin instantly produces a Similarity Report that highlights potential plagiarism in the submitted assignment for the first three submissions. After an assignment has been submitted to an assignment inbox more than 3 times, the Similarity Report will be generated after 24 hours of the 4th submission. Course instructors are advised to monitor the frequency of student submissions to *Turnitin* to identify any misuse of *Turnitin*.

In using *Turnitin*, academic staff may determine whether to check all Similarity Reports for any given assignment and whether students are required to provide a copy of their *Turnitin* Similarity Report(s) when they hand in the assignment.

Turnitin gives each submission a percentage score which identifies potentially plagiarised material. A score of 15% or lower is generally indicative that plagiarism has not occurred. A score of between 15% and 25% is indicative that plagiarism has occurred to some extent. A score of 25% or higher is indicative that a paper has a high amount of plagiarised material. In cases in which a student receives



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a similarity score of 25% or higher, the paper will be given a 0 and the case will be taken to the Academic Council.

Discretion is advised when instructors or academic staff are evaluating the Similarity Report of a student submission. While 15% indicates no plagiarism, if the 15% of matching text is one continuous block of text, this could still be considered plagiarism.

Student Use of Turnitin

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 independent work submitted by others, is expressly forbidden and would be considered a breach of UGHE's Honor Code and Academic Integrity Policy.

Students will only be able to use *Turnitin* for the specific assignments which have been registered on the system by the course responsible for the assignment. Students are not permitted to use the UGHE Assignment Inboxes for their personal papers or publications. Violation of this will lead to a breach of UGHE's Honor Code and Academic Integrity Policy and will be investigated by the relevant Academic Council.

Students are encouraged to submit drafts of their assignments to *Turnitin* in order to develop good academic practice by referencing correctly. It is advised by UGHE that students submit three drafts of their assignment to Turnitin to improve their writing. For these three submissions, a Similarity Report is generated instantly. For any subsequent submissions, students are required to wait 24 hours after submission for the Similarity Report to be produced.

Students should use Turnitin in a fair way to improve their assignments. If a student is found to be submitting excessive drafts of an assignment without demonstrating critical understanding to improve their writing, they may be considered as breaching UGHE's Honor Code and Academic Integrity Policy and may be investigated by the relevant Academic Council.

Once assignments have been submitted to *Turnitin* they become part of the database that subsequent assignments are checked against. *Turnitin* is a long-term initiative and student assignments will be retained indefinitely.

RESPONSIBILITY

Intellectual honesty is vital to maintaining the integrity of the UGHE intellectual community. Using Turnitin upholds intellectual honesty and all faculty and students are obligated to use this software with academic integrity and discretion. Any abuse of Turnitin by students or UGHE faculty or staff is considered a violation and will be investigated by the relevant program Academic Council.



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REVISION/REPLACING


This policy is effective as of August 1, 2020 and will be subject to a review in August 2022.

MATERIALS/DOCUMENTATIONS

AQP-002.1 Honor Code, Academic Integrity and Plagiarism.

AQP-002.2 Academic Faculty Compliance

AQP-002.3 Violations of Honor Code or Academic Policies

Approved by: Prof Abebe Bekele	Signed: <i>Abebe Bekele</i>	Date: September 08, 2020	
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