Turnitin – School Level Statements

# Rationale

The Student Educational Experience Committee has provided guidance on the use of Turnitin. The agreed guidance is:-

1. Students should be permitted to use Turnitin as a means of developing their academic writing for formative feedback.
2. Schools will develop school (or programme) level statements on the use of Turnitin.
3. Staff must not give UH students access to Turnitin outside of StudyNet

For further details on the guidance provided, please click on the following link [Revised Turnitin Guidance](http://www.studynet2.herts.ac.uk/crb/co/website113.nsf/Teaching+Documents?OpenView&count=9999&restricttocategory=HBS+Learning+and+Teaching/Turntin+support&refresh=true).

# HBS School level statements

## Appropriate modules should be selected by HOG and Programme Tutor for student assignments to be put through Turnitin.

### To provide Formative Feedback

***All students must have an opportunity to test their work through a module for plagiarism and get formative feedback from the Turnitin report***. The module site will allow two submissions on a piece of coursework, enabling them to submit an assessment, receive a report, change their work, resubmit to see the impact of their changes before final submission*.* ***This should take place early in the students’ academic year, at all levels of study, as we have direct entrants at all levels*.**

Turnitin can help students develop sound academic writing practices and a sense of ownership of their writing.

* To receive formative feedback, students must submit their work via StudyNet to Turnitin; the Turnitin report will then be returned to them on StudyNet.
* Turntin for students - support page is available on the following link – [student support](http://www.studynet2.herts.ac.uk/crb/co/website113.nsf/Teaching+Documents?openview&count=9999&restricttocategory=HBS+Learning+and+Teaching/Turntin+support)

### To help interpret the Turnitin report

### *The output from Turnitin should be explained to students* (a video could be provided similar to this from Oxford Brookes - <https://www.youtube.com/watch?v=1yYf8AihndI>

* If students have not been advised about referencing and plagiarism, they are likely to win an appeal submitted to the Office of the Independent Adjudicator (OIA).

### For Summative Feedback

***At least one module on every programme***, preferably a core module***, at every level should be selected to submit one assignment for the entire class through Turnitin***. This should take place after gaining formative feedback from the Turnitin report. However, different modules can be used for formative and summative feedback.

* Module leaders must be trained to interpret the reports as the reports are open to misinterpretation.
* Module leaders should highlight and advise students on errors of academic integrity in feedback to student assignments e.g. quotation marks forgotten but referenced.
* Module leaders should report academic integrity offences completing the AC1 form and giving it to Laura Fitzgerald ([L.A.Fitzgerald@herts.ac.uk](mailto:L.A.Fitzgerald@herts.ac.uk)) in M233.

## Dissertations

All final submissions of individual dissertations and final year projects should go through Turnitin.

* Module leaders for dissertation will set up StudyNet to allow dissertation students to submit their dissertations for formative feedback.
* Dissertation module leaders and supervisors will not need to submit students work to Turnitin. This will be carried out as an administrative task.

# Module leaders and Turnitin

Module leaders can choose if they wish to use Turnitin on any of their modules. It is good practice and recommended to allow students to use Turnitin formatively before using it for summative feedback.

Any staff using Turnitin will be required to set up a Turnitin account prior to using it for the first time. There is a facility to do this in StudyNet via the Assignment set-up page on each module site. Please click on the following link for help in using Turnitin - [Registering for a Turnitin Account](http://www.studynet2.herts.ac.uk/crb/co/website113.nsf/Teaching+Documents?OpenView&count=9999&restricttocategory=HBS+Learning+and+Teaching/Turntin+support&refresh=true)

* It is recommended that if staff use Turnitin for summative feedback, they allow students to test their work on Turnitin for formative feedback.

# Recommended Student Support and Guidance

The UH Policy on the use of *Turnitin* within teaching and assessment has been revised, in discussion with UH SEEC and LTI (March 2014). Recommended student support and guidance is as follows:-

* Conversations with students about the use of *Turnitin* should be in the context of developing skills in academic integrity
* On commencement of study and at regular intervals thereafter e.g. once per academic year, all students should be told what *Turnitin* is, how they can access it and how they might use it to support their studies (timing and form of communication should be decided by the programme team)
* On commencement of study, and at regular intervals thereafter e.g. once per academic year, all students should be advised that their work may be submitted through *Turnitin* either for developmental purposes or for the purpose of assessing for originality (timing and form of communication should be decided by the programme team).
* Programme and Module level documentation should contain information about *Turnitin* for students
* Programme resources should signpost students to supplementary *Turnitin* resources and information on StudyNet
* The StudyNet *Turnitin* function allows students to submit two drafts without it being held in the Turnitin repository. Students should be advised how to make the most of this developmental opportunity.