**Turnitin Statement for {INSERT SCHOOL/INSTITUTE NAME HERE}**

**Introduction {Suggested text: can be edited as appropriate by Schools}**

Turnitin is a web-based plagiarism prevention system used by most universities in the UK. This document describes how Turnitin is used within the school and the data it creates about your work.

{OR}

Turnitin is a web-based plagiarism prevention system used by most universities in the UK. The tool is not generally used on assignments in the school because {summarise the reasons that Turnitin is not used within the school and end the statement there}

1. **How Turnitin works**
   1. A Turnitin assignment is set up by a member of staff, either on QMplus or directly on Turnitin’s own website (www.submit.ac.uk) {Delete as appropriate}. You then access this assignment online and upload your work before the due date. Turnitin will analyse the submitted work to identify text matches with other sources and will compare the work against:
   * the current and archived web;
   * previously submitted work;
   * books and journals.
   1. For each piece of submitted work Turnitin provides two things:
   * A **similarity index**, which indicates the percentage of the submitted paper that Turnitin has identified as matching other sources.
   * An **originality report,** which shows each of these matches in more detail, including the source(s) that Turnitin has found.
2. **How Turnitin is used within the school**
   1. {amend as appropriate. It may be more appropriate to list where Turnitin *is* used within your school} Turnitin is used on the majority of undergraduate and post-graduate assignments that contribute towards your final grade. Turnitin will not normally be used on the following assignments:

* short assignments (under 500 words)
* contributions to online discussions
* exercises submitted on paper
* exams
* computer programs
  1. For those assignments where Turnitin is used, all submissions to that assignment will be submitted to Turnitin.
  2. **How we use the information provided by Turnitin**
     1. Only academic staff will make a judgement on whether plagiarism has occurred in a piece of work. An academic may interpret the originality report to help but Turnitin itself does not make this judgement.
     2. We do not use a thresholurnd percentage to identify whether plagiarism has occurred and may review any originality report in detail.
     3. Turnitin will highlight matching text such as references, quotations, common phrases and data tables within work that has no plagiarism issues at all. Those interpreting Turnitin reports will discount such matches and so initial percentages are often irrelevant.
     4. Where it is suspected that plagiarism has occurred in a piece of work, the originality report may be submitted to the Head of School and possibly to an Assessment Offences Panel for further investigation.
  3. **How you can use the information provided by Turnitin**
     1. There will be an opportunity for you to see a Turnitin report on your work before Turnitin is used on your assessed work. You will … {outline when students will see a Turnitin report} .
     2. No other student will be able to see an originality report on your work.
     3. To help you understand what the report is telling you, please ensure you have followed the guidance on the E-Learning Unit’s website (LINK). {add or replace with any local guidance or events available to help students understand the originality report}
     4. {delete/amend as appropriate} You may find it helpful to resubmit your work after reviewing the originality report and you will generally be given one opportunity to do this. Where this is the case, the idea is to use the report to help you identify any potential issues you may not have spotted before, and not to change individual words to avoid a match. Be aware of the referencing and plagiarism guidance available at… {insert the school’s preferred resources on plagiarism and referencing}.
     5. If you have a question about your originality report that is not answered by the material linked to in 2.4.3 above, please direct these to your module convenor in the first instance {amend as needed}.
  4. **Other things you should know**
     1. Turnitin stores a copy of most work submitted to it in its repository. This does not affect the ownership of or any copyright in the original work.
     2. Staff may configure a Turnitin assignment such that copies of submissions are not stored in its database. This will be done for all test-runs or any ‘dummy’ assignments used for training or demonstration purposes.
     3. Staff on your course will ensure that no commercially or otherwise sensitive documents are stored in Turnitin’s repository.
     4. You cannot opt out of having your work scanned by Turnitin, but if you believe that your work should be deleted after it is scanned you should contact your lecturer.