



Policy Statement on the use of Turnitin®

Yellow highlighted text identifies the most recent revisions to the document/ regulations. If you require these revisions to be identified in an alternative format, please contact the Head of Academic Quality Department.

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Purpose

This policy statement aims to provide guidance to staff and students on the availability, responsibilities and support for the use of Turnitin at the University.

The University of Worcester has a subscription agreement with Turnitin, the plagiarism identification service provided in the UK by Turnitin UK Ltd. Turnitin is a web-based software which enables text-based student work to be submitted for assessment and checked for matching text against webpages, e-journals and previously submitted work.

Overview

The University supports the use of Turnitin for the electronic management of assessment, enabling students to submit work electronically, and for it to be assessed and moderated by staff and examiners.

Turnitin can also be used to support students in understanding academic integrity and academic conventions, through formative use. It can also be used more formally for plagiarism detection purposes.

Scope

All staff and students.

The Policy

Introduction

- 1.1. Turnitin is embedded within the University's VLE, Blackboard, and can be used to manage the electronic submission of both formative and summative student work, for online marking and moderation and for providing students with feedback where appropriate.
- 1.2. As a text-matching tool, the primary use of Turnitin at the University is to support students in understanding academic integrity and in the development and execution of the academic skills associated with referencing required in higher education. Turnitin can also be used to assist academic staff in the detection of plagiarism.

Use of Turnitin

- 1.3. Academic staff are responsible for setting up Turnitin assignments. All Turnitin assignments should be set up in an appropriate area of Blackboard Ultra, permitting students to submit drafts and final assignments to enable them to check their own work before final submission.
- 1.4. Academic staff should ensure that Turnitin assignments are set up appropriately with regard to the nature of the assignment. For instance, for assignments which require students to complete a template, academic staff should ensure that the 'Exclude Assignment Template' option is enabled when

setting up the assignment, so that similarity reports can be appropriately filtered.

- 1.5. Courses are expected to use Turnitin as an educational tool for level four students, and to provide them with structured opportunities to submit formative work and discuss originality reports.
- 1.6. Staff should provide clear information for students about submission requirements and the use of Turnitin for text matching and originality checks. Suggested wording for module guides would be:

This module will be using Turnitin via the Blackboard module for assignment submission. Students will have the opportunity to view their own originality report, make amendments and re-submit up until the due date. Academic Integrity tutors will also be able to view the originality reports and occasionally they may be used as part of the process of investigation into suspected cases of academic misconduct.

- 1.7. Turnitin may be used by University staff who suspect that work submitted for assessment has been plagiarised. If plagiarism is suspected students may be asked to provide an electronic copy of their work (whether or not the assessment has been set up on Turnitin).

General Guidelines

- 1.8. Students may submit their work as many times as they wish or are able up until the final submission deadline. Permitting draft submissions allows students the opportunity to practice and improve their academic writing and referencing skills.
- 1.9. As Turnitin requires 24 hours between original and subsequent submissions students should not submit draft assignments within 24 hours of the submission deadline. If they do so, their draft submission will be taken as their final submission.
- 1.10. Copyright of original work submitted to Turnitin remains with the student who created it.
- 1.11. Students should be encouraged to share and discuss at least one of their originality reports with their Module or Course Tutor, or their Personal Academic Tutor, as appropriate. Staff making use of Turnitin should ensure students are clear about where and how to locate advice.

Relationship to Academic Misconduct

- 1.12. The work of individual students should not be checked via Turnitin on an ad-hoc basis outside of the misconduct process as documented in the [Procedures for Investigations of Cases of Alleged Academic Misconduct](#).
- 1.13. Where plagiarism is suspected the University's [Procedures for Investigations of Cases of Alleged Academic Misconduct](#) must be invoked.
- 1.14. Turnitin only highlights matched text; it does not detect plagiarism. Interpretation of originality reports rests with the tutor marking the assignment, who may consult with the relevant Academic Integrity Tutor.
- 1.15. Reference to the use of Generative Artificial Intelligence (GenAI) is incorporated in the University's [Procedures for Investigations of Cases of Alleged Academic Misconduct](#), and should be referred to in cases of suspected academic misconduct.

Support and resources

- 1.16. The TEL Unit has produced [an online guide](#) for staff and students describing how to set up Turnitin assignments in Blackboard and how to submit formative and/or draft assignments to Turnitin, and also on interpreting originality reports.
- 1.17. Support on understanding GenAI and how it can be used responsibly is available through [Library Services](#).
- 1.18. Learning materials for students on understanding originality reports and using Turnitin to improve academic writing have been produced by the Student Achievement Team. This is available via the Study Skills webpages for [Academic integrity](#).
- 1.19. The TEL unit provides a range of resources for staff on the [use of Turnitin](#).

Related Policies, Documents or Webpages

[Procedures for Investigations of Cases of Alleged Academic Misconduct](#) [accessed on 20/02/2025]

Study Skills [Referencing](#) and [Academic integrity](#) [accessed on 20/02/2025]

[Guide to Using Turnitin for Online Assessment](#) [accessed on 20/02/2025]

Approval/Review Table

Item	Notes
Version Number	3.0
Date of Approval	9 th April 2025
Approved by	Academic Board
Effective from	Immediate
Policy Officer	Head of TEL (Technology Enhanced Learning) and Head of Academic Quality Unit
Department	TEL Unit and AQU
Review date	April 2028
Last reviewed: ASQEC – March 2025	<p>February 2025: reviewed for currency. All weblinks checked and updated (where necessary). Link to GenAI included in para 4. Para 2.1 updated to reflect use of Blackboard Ultra (i.e. no standard assessment page). Additional guidance around assignment templates added at 2.2 for setting up Turnitin assignments. Additional support and resources added to section 5.</p> <p>October 2021: reviewed for currency and team name and weblink in para 4.1 updated.</p> <p>April 2018: Sections updated - Overview, Policy sections 1, 2, 3 and 4 have been updated and images added to section 2. Points 2.5 and 3.8 have been removed.</p> <p>February 2017: Para 2.1 - sentence removed containing link to Turnitin website. Para 3.6 - hyperlink updated to reflect change in procedure title.</p>
Accessibility Checked	24 th February 2025