



TURNITIN POLICY

University Policy No.: AC 2026

Classification: Academic and Students

Approval Authority: General Faculties Council

Effective Date: October 2015

Supersedes:

Last Editorial Change:

Mandated Review: September 2022

Associated Procedures:

Any related procedures

POLICY PURPOSE

Academic integrity is a core value of the mission of Concordia University of Edmonton and is important for the pursuit of knowledge and scholarship through the provision of academic programs and a learning environment of the highest quality. Concordia's focus on student success requires that sharing information and promoting awareness of academic integrity is essential.

Academic honesty is fundamental to the academic enterprise. Plagiarism is a form of academic misconduct. All members of the Concordia community have a responsibility to use the intellectual contributions of others honestly, with appropriate acknowledgement.

In an effort to aid in the maintenance of academic integrity, Concordia subscribes to Turnitin.com as a resource for students, faculty and staff to identify areas of concern with regards to academic integrity and academic standards.

Students have the opportunity to self-submit their work to Turnitin before submitting it for assessment to their instructor.

DEFINITIONS

Plagiarism: the use of the ideas, structures or argument, or phrases of others without appropriate acknowledgement. Ideas and lines of argument borrowed from others, even when expressed in the student's own works, must be fully identified, in a format customary in the discipline, as specified by the instructor. In addition, phrases borrowed from others must be identified as quotations and fully attributed. Plagiarism ranges from the submission by a student of an entire essay or project which in fact done by someone else to the inclusion in a paper of a phrase which is not properly quoted or documented, even though the source may be included in the list of works cited.

Academic dishonesty: includes cheating, plagiarism, collusion, unauthorized submission for credit of previously graded work, and misrepresentation.

Originality Report: A report generated by Turnitin which identifies improper citations or potential

plagiarism by comparing it against the world's largest academic database.

JURISDICTION/SCOPE OF THE POLICY

All members of the Concordia community have a responsibility to use the intellectual contributions of others honestly, with appropriate acknowledgement. This includes academic staff and students.

POLICY

Turnitin will be made available to all academic staff and students to use it to promote academic integrity and to improve their referencing skills.

Students will be able to make submissions to Turnitin.

Instructors may use Turnitin in their course. If it is to be used, students are informed of this by including a statement of use in the course syllabus, and given a reasonable option if they do not want their assignment screened by Turnitin.

An Originality Report will never be used as the sole reason for suspecting that a piece of work is plagiarized, as the judgement as to whether work is plagiarized is an academic judgement.

Roles and Responsibilities

Use of Turnitin in a course is at the instructor's discretion. If you choose to use Turnitin in a course, students must be informed of this. The following statement must be added to your course outline:

Plagiarism detection software (Turnitin) will be used to screen assignments in this course. Students will be given an option if they do not want to have their assignment screened by Turnitin. In the first week of the term, details will be provided about arrangements and alternatives for the use of Turnitin. Students are permitted to submit draft assignments prior to the due date, and to receive the screening report that is also available to instructors. Students who submit their draft papers to Turnitin can revise their papers prior to final submission. For details on Turnitin's privacy policy, please see: http://turnitin.com/en_int/about-us/privacy-center

Students must be given a reasonable option if they do not want to have their assignment screened by Turnitin. Alternatives must be one of:

- an annotated bibliography
- a draft bibliography identifying and documenting all sources and submitted on a specified date before the due date for the assignment
- a "scaffolded" assignment where the student submits an outline of their paper in advance and then, before submission of the final draft, at least one draft of the assignment including their list of resources
- a review of available research data on the subject
- an oral presentation of the topic to demonstrate personal knowledge
- another option the instructor and student have agreed upon

Because submissions will be stored on a server in the United States and are subject to potential review, students who have privacy or security concerns may wish to choose an alternative to Turnitin. Students

need to inform their instructors (by a predetermined date) that they do not wish to have their work submitted to Turnitin; this information, including the deadline, must be included in the course outline.

Turnitin has a feature of educational value called 'Drafts', which enables students to submit draft assignments prior to the due date, and to receive the screening report. Instructors must allow students to use this draft screening feature. If students submit their papers to Turnitin in sufficient time before a submission date, they can revise their papers to avoid challenges about possible plagiarism.

All instructors planning to use Turnitin must attend a brief workshop on the use of this tool prior to using it with students for the first time.

CONSEQUENCES FOR NONCOMPLIANCE

Any form of academic misconduct is considered a serious academic offence, which may lead to loss of credit, suspension, or expulsion from the University.

Please refer to Section 9.2.9 Academic Honesty of the *Calendar* for more information.

AUTHORITIES AND OFFICERS

A list of authorities and officers for the policy:

- a. Approving Authority: General Faculties Council
- b. Designated Executive Officer: Vice-President Academic
- c. Procedural Authority: Dean of the Faculty
- d. Procedural Officer: Dean of the Faculty

RELATED LEGISLATION

RELATED POLICIES AND DOCUMENTS

Section 9.2.9 Academic Honesty in the *Calendar*