Policy Title:	Turnitin Policy		
Policy No:	5002	Approval Date:	February 5, 2014
Approval Body:	Academic Council		
Effective Date:	February 5, 2014	Review Date:	February 2016

Policy Statement

Academic Integrity is a core value of the academic mission of University Canada West, and is defined as the pursuit of knowledge and scholarship through the provision of academic programs and a learning environment of the highest quality. With a focus on student academic success and academic citizenship, the offices and departments of UCW support the University community by sharing information, promoting awareness, and providing educational opportunities regarding academic integrity on campus.

It is in the interest of the University's academic mission that every student adheres to the highest standards of scholarly integrity. As such, academic dishonesty is taken seriously: engaging in behaviours that are in breach of, or otherwise seek to abuse the University's academic policy will not be tolerated.
In an effort to aid in aforementioned objective, UCW 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.

Purpose

Turnitin.com is a phrase matching service that UCW uses for students and instructors to promote integrity and work collaboratively on written assignments. The Turinitin.com Originality Report is not definitive. The faculty or the Dean makes the ultimate determination of the proper citations, references, attributions, and standards of academic integrity. Faculty use Turnitin.com as an instructive tool when assessing students' work. Any form of academic dishonesty is considered a serious academic offence, which may lead to loss of credit, suspension, or expulsion from the University, or even the revocation of a degree. It is essential that there be correct attribution of authorities from whom facts and opinions have been derived. By using this service, students, faculty, and staff can more easily and more readily identify weaknesses in students' work, give credit for work well done, and allow for more focused instruction on areas of concern. UCW takes pride in preparing high calibre graduates from all of its programs. In this light, the University aims to foster a culture of original thought and appropriate attribution of others' ideas. Such skills and understanding transfer into the workplace where careers and reputations rest upon the proper use and representation of ideas and information.

Scope

All students' work must be uploaded into Turnitin.com during the course of their program, primarily for the Originality Report. Turnitin Originality Checking. This service identifies papers containing unoriginal material. Click on the link to view a sample of the reports it can generate.

- Faculty must include a formal Turnitin.com statement in all of their course outlines.
- All instructors are required to set-up a Turnitin.com account through the UCW Library or to use the integrated Turnitin Assignment with MyUCW's Moodle platform.

- Students may be required to set-up a Turnitin.com account if their instructor elects not to upload student papers himself/herself or to use the integrated Turnitin Assignment with MyUCW's Moodle platform.
- Faculty and students cannot decline to submit work to Turnitin.com. If the student is unable to upload his/her assignment due to lack of internet activity, options will be made available to assist the student in uploading their work, such as having the instructor upload the student's work into Turnitin.com.
- Students are required to keep an electronic copy of any paper they submit and the course instructor may require the student to submit that electronic copy on demand.

Formal Notification to Students

It is important for instructors to advise students at the beginning of a course that Turnitin will be used to verify the originality of their work.

Sample Statement

This course requires you to submit some material in electronic form. When this requirement is in place, it will be noted in the course outline, the assignment, or both. The electronic material will be submitted to a service to which UCW subscribes, called Turnitin. This is a service that checks textual material for originality. Turnitin.com is used increasingly in North American universities. A page describing Turnitin and the University's reasons for using it are attached.

(See Turnitin FAQs for suggested questions and answers to attach.)

Violations of Academic Dishonesty Include

The policy against academic dishonesty will be enforced as outlined in the UCW Calendar.

Appeal Process Related to Academic Dishonesty

Students who choose to appeal a grade must refer to the Academic Appeals Policy (5006).

Training

Training on Turnitin.com will be provided by the UCW Library upon request. All faculty are encouraged to participate in one of the regularly held training calls offered by Turnitin.com. Faculty should refer to the Turnitin page under MyFaculty in MyUCW.

Definition

These definitions apply to terms as they are used in this policy.

Word/Term	Definition
Academic Integrity	Refers to governance of the way in which you research and write while at University. It is founded on the principles of respect for knowledge, truth, scholarship, and acting with honesty. These principles and values are the foundation of academia. Academic Integrity includes plagiarism, cheating, academic dishonesty, and intellectual dishonesty.
Academic Dishonesty	Any action intended to obtain or assist in obtaining credit for work that is not one's

	own. Examples include submitting another's work as one's own, obtaining/accepting a copy of tests or answer keys, giving/receiving test questions or answers, copying from another student's test/ homework or allowing a student to copy, using materials that are not permitted during a test, plagiarizing (presenting published materials as one's own), or having someone else prepare the assignment. Academic dishonesty can result in disciplinary action by the University.

Related legislation

- No legislation exists for this policy at this time.

Related policies

Policy Number	Policy Title
5006	Academic Appeals Policy
6006	Copyright Policy

Responsibility

University staff, faculty, and students are responsible for abiding by and upholding all reasonable and technically feasible standards of academic integrity.

Faculty must include a formal Turnitin.com statement in all of their course outlines.

Students can use the WriteCheck service offered by Turnintin.com. The <u>WriteCheck</u> paper plagiarism checker presents students with easy-to-interpret results showing which sections of a paper appear to be unoriginal that the writer should verify as properly cited, summarized, or paraphrased. This service is a pay-per-use service. UCW does not provide support, payments, or take any responsibility for this service. Students are responsible for all financial transactions when using WriteCheck.

Other Suggestions to Faculty Members Regarding TurnItIn

Writing Instruction
Faculty members should consider reminding students about professional standards of proper attribution, in the context of academic freedom and academic integrity. Faculty members should also remind students of the University policies and disciplinary penalties for academic dishonesty including the permanent impact on their transcript and thus their future employment and career.

Consistent Response
 Universities have a long and important tradition of allowing faculty members discretion in the conduct of their courses. Faculty members making judgements about academic integrity and decisions about academic misconduct should be as consistent as possible. All disciplinary actions must fall within the penalties for academic dishonesty noted in this policy. Faculty members are invited to consult their Dean for guidance.

UCW is a culturally diverse university and some students may need particular help with writing and proper citation. For students educated within cultures that stress oral history and literary traditions valuing the exact reproduction of ideas, memorizing, and repeating textual material might have been a core learning outcome in earlier grades. As well, some students have less confidence in their English language proficiency. In such instances, paraphrasing seems a poor choice when the original appears so much better. UCW must endeavour to ensure that such students both understand the implications of academic dishonesty and are aware of the University's policies in this respect.

It is important also to note that Turnitin is a text-based system. Other forms of academic dishonesty, including music, computer source code, design, photography, and oral presentations are forms of academic misconduct. Our focus on TurnItIn is not meant to imply these other forms of dishonesty are any less problematic.