

International Technological University

POLICIES AND PROCEDURES

PLAGIARISM PREVENTION POLICY

Category: 200 Academic Affairs

Policy Number: 203.05

Application of Policy: All ITU students, faculty, and staff members

Policy Owner: Department of Library Services

POLICY INFORMATION

Purpose and Policy Statement

ITU does not tolerate academic dishonesty in any form. The purpose of this policy is to emphasize the tools and methods of the university intended to prevent academic dishonesty in the form of plagiarism.

Scope

Recommended for use by faculty and students in the creation and grading of student assignments.

Policy Content and Guidelines

Academic Honesty and Plagiarism

Cheating, tampering, fabrication and plagiarism are unethical, unacceptable behaviors that are explained in ITU's Academic Dishonesty Policy (which is part of the ITU Student Code of Conduct). It defines plagiarism as:

“Representing someone else’s words, ideas, artistry, or data as one’s own, including copying another person’s work (including published and unpublished material, and material from the Internet) without appropriate referencing, presenting someone’s else’s opinions and theories as one’s own, or working jointly on a project, then submitting it as one’s own.”

The consequences may include failing or lower assignment or course grades, suspension or expulsion and in other cases, loss of professional reputation, job or career.

Avoiding Plagiarism

Whether by ignorance or accident plagiarism cannot be justified. It can be avoided by:

- Paraphrasing and referencing (citing) frequently
- Using ITU’s preferred citation style (American Psychological Association APA)
- Using ITU’s preferred plagiarism checking tool, turnitin
- Referring to official Turnitin User Guides for students and faculty
- Using the minimum borrowed content necessary to support or build ideas

Turnitin: Frequently Asked Questions (FAQs)

1. What is Turnitin?
ITU subscribes to Turnitin, a widely used plagiarism detection software tool that compares student papers with information available on the Internet and its database of previously submitted papers.
 2. Who Uses Turnitin at ITU?
Faculty, staff, and students are required to use Turnitin at ITU for important tasks such as:
 - Researching and writing assignments
 - Submitting assignments (through the EMS)
 - Thesis and dissertation submission (through the EMS and Proquest)
 - Preparing lessons and course materials
 - Marking and grading student assessment
-

3. How Do Users Get Access to Turnitin?

- The ITU IT Department will automatically provide faculty with access to Turnitin (per the current HR directory)
- Faculty will submit their course roster(s) to Turnitin who will issue students with access
- The IT Department will provide initial setup and support to Faculty and students
- Full support is provided by Turnitin (ITU has a full support agreement with Turnitin)
- Faculty and students can access excellent Turnitin User Guides at any time.

Related Policies, Procedures, and Guidelines

301 Student Code of Conduct, Master's Thesis Guidelines (<https://ituedu-141b.kxcdn.com/pdf/Masters-Thesis-Guidelines-20160106.pdf>), APA Style Guide (<http://www.apastyle.org/products/asc-landing-page.aspx>), Turnitin User Guides (https://guides.turnitin.com/01_Manuals_and_Guides)

Enforcement

Faculty will be automatically given access to the ITU-preferred tool, **Turnitin**, and use the content-matching features to detect possible plagiarism. Faculty will submit their course roster(s) to **Turnitin** who will issue students with access to **Turnitin**. Students will use proactively to detect possible plagiarism in their assignments and projects.

When plagiarism is found to be likely in a student's assessed work, ITU will follow the Student Code of Conduct and/or relevant policy to remedy the situation.

DOCUMENT HISTORY AND REVISION INFORMATION	
Approved By:	Academic Leadership Council (ALC); Office of the Provost
Last Amended Date:	N/A
Original Approved Date:	November 8, 2017
Revised:	N/A