POLICY STATEMENT ON THE USE OF TURNITIN IN C. K. TEDAM UNIVERSITY OF TECHNOLOGY AND APPLIED SCIENCES, NAVRONGO, GHANA

1.0 INTRODUCTION
1.1 Turnitin Software

The TURNITIN software is not intended to be used as a punitive tool. Rather, it shall be used as a learning tool for detecting and preventing unlawful copying in academic writing by comparing academic or other written materials/papers against a vast number of databases of published and unpublished materials; the software searches for textual similarities in submitted papers. The result is a colour-coded similarity index report, which shows how similar the text in that work is to other writings online.

TURNITIN similarity index report looks for matches in other text sources with bits of the scanned text that are stored in the software's repository. These matching texts are frequently expressed in a percentage form, which represents the grand total and is solely meant to serve as a guide for the instructor.

TURNITIN will never indicate if a sufficient level of text matching has been achieved or whether a plagiarism incident has occurred. In any instance, the institution's own norms and criteria are the sole determinants of whether or not plagiarism has occurred. As a result, the similarity index report generated should not be utilized as the only foundation for action. Before a work is declared plagiarized or scientific misconduct is reported, a thorough evaluation of the supplied material and the alleged plagiarized material is required.

1.2 Basis for using TURNITIN in C. K. Tedam University of Technology and Applied Sciences (CKT-UTAS)

The software was acquired by C. K. Tedam University of Technology and Applied Sciences to improve the quality of teaching, learning, and research. One of the most efficient ways for the University management to aid the University community, particularly staff and students, in sustaining one of its major principles which is academic integrity, was to introduce this educational tool into CKT-UTAS. TURNITIN will make it easier for the University to preserve its academic integrity, which includes combating plagiarism of all forms to the best of its capacity.

2.0 Use of TURNITIN at CKT-UTAS

The application of TURNITIN originality reports by faculty members is recognized as a means of assisting students in producing high-quality/original research through outstanding academic writing skills. Instructors and students should be encouraged to use the software frequently. Students should be able to submit their works for evaluation into TURNITIN without any difficulty.

2.1 Determining plagiarism

Faculty members are encouraged to use TURNITIN software to effectively evaluate submitted works to identify likely instances of plagiarism. Students must submit electronic versions of their assignments through TURNITIN when requested for by their supervisors or lecturers. The students, on the other hand, must be educated on the functioning of the system. The TURNITIN software may not be used for covert review of documents or tasks.

2.2 Evaluation

To assess the institution's usage pattern, CKT-UTAS would track the impact and total usage of the TURNITIN service. Internally, this will be reported. Faculty members who have never worked with the software shall be identified and trained.

2.3 Training

Every faculty member is entitled to training in order to fully comprehend the software's authenticity report. Students should be given the needed technical assistance to help them submit, access, and review their originality reports using TURNITIN.

2.4 Conditions of use

The TURNITIN software shall be available to Library staff, Deans, and Heads of Department throughout the academic year and it is expected that they will:

i.   Commit to the provision of sufficient support to their students in terms of academic quality (integrity) in all assessment techniques.
ii. Introduce the students to the various applications of the program.
iii. Initiate, in accordance with University standards, investigate into cases where TURNITIN suspects a violation of academic integrity. All originality reports, however, must be thoroughly reviewed before the formal procedure can begin.
iv. Keep complete records of all TURNITIN usage at all times for reasons of evaluation and possible appeal.
v.   Will not jeopardize the University's complaint mechanisms and, if necessary, will establish a grievance path.

3.0 Plagiarism

3.1 Plagiarism can occur from a multitude of sources, including:

i.   Uncredited or unrecognized direct copying, whether published or unpublished.
ii.   Failure to acknowledge the source of a translation (from one language to another).
iii.   Plagiarizing or paraphrasing someone else's or your own work without citing the source
iv.   Create a new document by combining elements of someone else's or your own work.
v.   Resubmission of graded, self-written work that has previously been graded
vi.   Unauthorized collaboration, depicting a work as your own independent achievement when it was created in whole or in part with the help of others).
vii.   Plagiarizing other students' work and presenting it as your own, with or without their consent.
viii.   Contract Cheating or Ghost-writing is when a student hires a writer to write a thesis/dissertation/term paper for him/her for a fee and the work is presented by the student as his/her own.

3.2 Guidelines

The acceptable file formats for uploads to TURNITIN for originality verification are

- ✓ Portable Document Format (PDF)
- ✓ Microsoft Word (DOC and DOCX)
- ✓ HTML
- ✓ Corel WordPerfect
- ✓ Adobe PostScript
- ✓ Open Office (ODT)
- ✓ PowerPoint (PPT)
- ✓ Hangul (HWP)
- ✓ Plain text (TXT)
- ✓ Rich Text Format (RTF)

The maximum file size for a document to be submitted is 100 MB. Non-text information such as images can be removed from huge files to reduce their size. Text-only files must be limited to **2 MB**.

4.0 Use of the TURNITIN Originality report

i.   In order to obtain originality report of a document, students must submit all theses, dissertations/long essays and term papers to TURNITIN through their respective Schools/Departments or the University Library.

ii.   It is recommended that faculty members use TURNITIN on a frequent basis to become familiar with it.

iii.   Based on TURNITIN's colour coding, the following text matching similarity guides are allowed in CKT-UTAS.

       a. Attainable similarity index should not be **more than 20%**.

       b. The **single source similarity index must be 2% or less than 2%.**

iv.   Continuous character strings must not exceed maximum number of 10 words be it a sentence or phrase.

v.   Direct quotations that have been properly recognized or cited are acceptable.

vi.   When examining the originality report, take into account the limitations of the TURNITIN software.

5.0 Procedures for Submission of Work to TURNITIN

At C. K. Tedam University of Technology and Applied Sciences, TURNITIN is a teaching tool available to all instructors and students. As part of their educational program, students should be compelled to submit at least some of their works through Turnitin.

If students must submit term papers, laboratory reports, theses/long essays to the system, lecturers or instructors must notify them in advance.

i.   The system allows submission of an unlimited number of the same work (drafts) in order to allow for revisions before the final work is submitted.

ii.   High similarity index can be attained when the same work (draft) is re-submitted to TURNITIN with the goal of carving out the matching parts detected. In order to avoid this, working drafts or unfinished work should not be submitted to the TURNITIN default repository until they are ready for final submission.

iii.   Before students' works (theses/dissertations/assignments/reports/term papers) are submitted for final assessment, they must be scanned using TURNITIN software and accompanied by an originality report.

iv.   Projects, laboratory reports, theses/dissertations can be submitted to the TURNITIN STANDARD REPOSITORY to develop a database against which current student work can be compared to that of previous students.

6.0 Investigating Plagiarism

i.   The Plagiarism Policy processes shall be used to examine alleged plagiarism if TURNITIN appears to indicate the exhibition of any incidence of academic dishonesty.

ii. To support the inquiry process, a Graduate Studies Committee must be constituted. In the event of a doctoral thesis, the investigation must include the Doctoral Committee of the Department.

iii. For decision-making, the given similarity index should not be used alone. Percentages that are higher than the acceptable or recommended values can be reported for additional examination and interpretation. In such cases, the full report should be scrutinized to ascertain the fullness of similarities in the text.

iv. Any questionable students work must be thoroughly investigated. The plagiarized content is a prerequisite for the inquiry to begin.

7.0 Submission of Graduate Thesis at Departmental Level

The use of TURNITIN in the works of post-graduate students must be mandatory since that is one of the surest ways of getting them to produce quality work.

i. When supervising students' theses/dissertations, neither the TURNITIN standard repository nor the institutional repository should be used to store student work. In one of the above repositories, only the finished work should be deposited or stored.

ii. Supervisors should assist students in interpreting TURNITIN reports so that they can correctly assess their work.

iii. Post-Graduate students must submit their final copies of theses to their **Departments for scanning by the University Library**. The Library must provide a brief report stating that the similarity index generated is a true copy and comprehensive representation of what the software produced without any alteration; Exclusion of sources that may have an impact on a student's overall similarity index must be accompanied by a detailed explanation in the report. The similarity report must be printed, signed by the supervisor, and attached to the thesis before being submitted to examiners for marking.

iv. The Department's Postgraduate Advisory Board must review and approve the final TURNITIN Originality Report.

v. If the Department's Postgraduate Advisory Committee discovers academic dishonesty in the thesis, the committee must review the report and make appropriate recommendations.

vi. Any investigations must be conducted in compliance with the Plagiarism Policy of the University.

vii. If a student's work is suspected of breaching academic integrity, the Department's Postgraduate Advisory Committee should allow him/her one chance to resubmit the work together with a new TURNITIN report.

viii. All final theses/dissertations must be submitted to the TURNITIN standard repository/CKT-UTAS institutional repository.

ix. Only the appropriate University Library staff will deposit graduate theses/dissertations/long essays into the STANDARD TURNITIN Repository at the request of the Graduate School. This can only be done once the final hard bound copy and the electronic version have been submitted.

7.1 Undergraduate Level

Although much emphasis is placed on the works of post-graduate students, the skill of writing well must be instilled in undergraduate students with the assistance of TURNITIN to aid in preparing them adequately for post-graduate level

i. Undergraduate students from all departments must submit their term papers, dissertations, and project reports via TURNITIN as part of the supervision process. Supervisors should be ready to assist their students in interpreting the originality reports to allow detected areas to be revised with ease.

ii. When reviewing undergraduate students' TURNITIN reports, individual Schools/Departments may decide on the precise modalities to be employed. This must be told to the students prior to the beginning of the project work.

iii. Any subsequent work suspected of copying must be checked for plagiarism in accordance with the University's plagiarism policy.

8.0 Limitations of the software

i. There is no ready-made plagiarism solution available from TURNITIN, hence, it should not be used as a replacement for correct citation and referencing in scholarly writing.