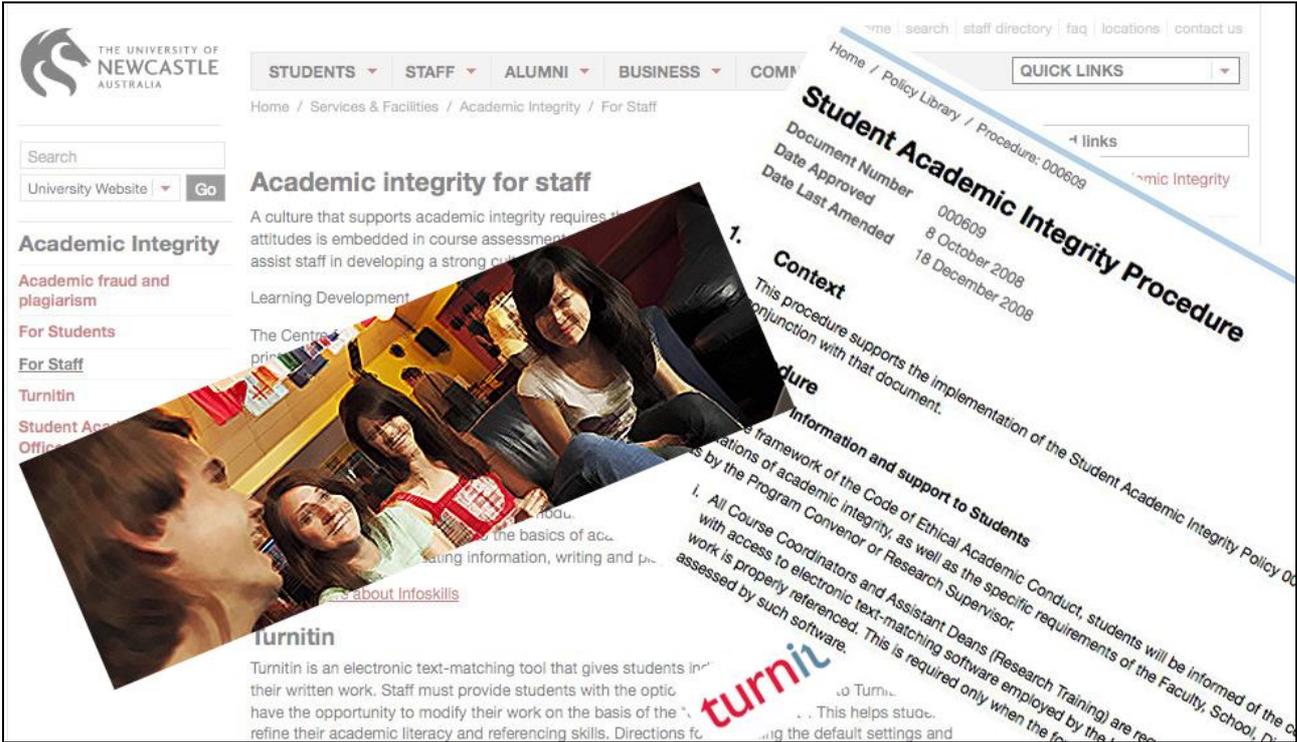


Using Turnitin More Effectively

Staff Resource Booklet



The screenshot displays the University of Newcastle website's 'Academic Integrity for Staff' page. The page includes a navigation menu with 'STUDENTS', 'STAFF', 'ALUMNI', 'BUSINESS', and 'COM'. A search bar is located on the left. The main content area features a section titled 'Academic integrity for staff' with a sub-section 'Academic fraud and plagiarism'. A large image shows a group of students in a library setting. Below the image, there is a section for 'Turnitin' which describes it as an electronic text-matching tool. Overlaid on the page is a document titled 'Student Academic Integrity Procedure' with a table of metadata:

Student Academic Integrity Procedure	
Document Number	000609
Date Approved	8 October 2008
Date Last Amended	18 December 2008

The document also includes sections for 'Context' and 'Information and support to Students'.

About

This booklet is designed to help staff use the Turnitin software. The booklet itself has been created as one of the outcomes of a Teaching and Learning Project which was funded through the Teaching and Learning Strategic Grants 2010 process. The project addressed the area of Academic Integrity and specifically gathered information on the issues that are of concern in the School of Humanities and Social Science at the University of Newcastle. It is envisaged that all University staff will find the information useful in their efforts to use Turnitin more effectively.

Credits

The team who created and designed this resource:

Greg Preston (School of Education), Marguerite Johnson (School of Humanities and Social Sciences), Sarah Minslow and Leanne Milne (Centre for Teaching and Learning) and Natacha Hes (Research Assistant)

Additional resources were made available by the Centre for Teaching and Learning, and the Faculty of Education and Arts.

Screenshots have been sourced from:

The Turnitin Program which is copyright **iParadigms, LLC**, and
The University of Newcastle Website and the implementation of its LMS

The Documents used in this resource:

The documents used as examples for the Turnitin screenshots were written by Greg Preston and Michelle Douglas



What is Turnitin?

Turnitin is an Internet based text matching system which is used by many higher education institutions to assist staff and students deal with issues surrounding academic integrity. The primary purpose of Turnitin at the University of Newcastle is to assist students with their academic literacy. Additionally, the Turnitin software may be of use to staff in the process of ensuring that student work conforms to the standards of academic integrity outlined within university policy, and expected within their specific discipline.

The Turnitin system allows students and staff to submit electronic files to be checked against electronic resources held within the Turnitin database. The files submitted are usually text based files and are accepted in many common formats, such as Microsoft Word, PDF, Word Perfect etc. Work is usually submitted through an assignment portal that is associated with a specific Blackboard course site. The work submitted is compared to the information already held within the database, and against material which is generally available on the Internet. A report is generated and the report is then visible to both the person who submitted the material and the course owner. The report details areas that have been matched to previously available work, and gives an "overall" percentage of match for the document in its entirety.

Students can then identify any areas where they may have failed to conform to the standards of academic literacy required, and make appropriate changes and resubmit the work in order to generate a new report. Once a final submission is made, staff are able to view the report as a tool to assist them in assessing the work submitted.

It is important to note that Turnitin is not a plagiarism detection system. The Turnitin software can only identify text matches - it cannot exercise academic judgement as to whether or not any specific piece of work has breached the academic conventions expected within a specific context. Therefore, a "high level of match" does not automatically mean that a work is problematic, and a "low level of match" does not indicate that a work submitted is free from errors. The Turnitin system is a guide which directs the attention of students and staff to specific areas of the work to allow them to exercise their academic judgement.

Creating a Turnitin Assignment

The basic process for creating a Turnitin Assignment consists of the following steps:

1. **Select the location (or content area) in the Blackboard course where you want the link to the Turnitin assignment to appear**
2. **Create the assignment portal, and**
3. **Select the settings relevant for the assignment and in accordance with University recommendations.**

Each of the above steps are shown in detail in resources which can be found at:
<http://www.newcastle.edu.au/unit/centre-for-teaching-and-learning/uonline/turnitin-for-staff/>

In addition it is important to ensure that students can both “overwrite” their submissions up until the due date as well as “view” their originality reports.

The University Academic Integrity Policy document states:

Program convenors and Assistant Deans (Research Training) are responsible for ensuring that mechanisms are in place to provide students with education about academic integrity, including (but not limited to) compulsory Academic Integrity Modules and the use of electronic text-matching software as a learning tool, where appropriate <http://www.newcastle.edu.au/policy/000608.html>

To ensure that students can meaningfully use the Turnitin software they need to be able to view the results of their submissions, and make appropriate changes prior to making a final submission. **To allow this to happen it is important to ensure that the following options have are selected :**

The image shows a screenshot of the Turnitin assignment settings interface. It features three main sections with callout boxes:

- Originality Report**
 - Generate Originality Reports for submissions? Yes No
- Generate Originality Reports for student submissions**
 - immediately (can overwrite reports until due date) [dropdown arrow]
- Exclude bibliographic materials from Similarity Index for all papers in this assignment?**
 - Yes No
- Allow students to see Originality Reports?**
 - Yes No

Viewing a Turnitin Report

The basic steps for viewing Turnitin Reports for student submissions are:

1. From the Course Tools menu on the Control Panel, select Turnitin Assignments
2. Click on the name of the relevant Assignment
3. Click the percentage indicator in the Similarity column to view the Report for an individual student

Resources demonstrating how to view Turnitin Reports for student submissions can be found at:

<http://www.newcastle.edu.au/unit/centre-for-teaching-and-learning/uonline/turnitin-for-staff/>

Example of Instructor Dashboard:

Assignment 1 - Essay
INBOX | NOW VIEWING: NEW PAPERS ▾

Submit Paper export GradeMark Report | Feedback | Assignment settings

<input type="checkbox"/>	AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID	DATE
<input type="checkbox"/>	Easton, Bill	Assignment 1 - Essay	3% ■	58	•		241401388	11-Apr-2012
<input type="checkbox"/>	Anderson, Philip	Assignment 1 - Essay	10% ■	0			241394205	11-Apr-2012
<input type="checkbox"/>	Arnott, Bob	Assignment 1 - Essay	10% ■	75	•		241394453	11-Apr-2012
<input type="checkbox"/>	Barry, James	Assignment 1 - Essay	10% ■	20	•		241394792	11-Apr-2012
<input type="checkbox"/>	Boyd, Karen	Assignment 1 - Essay	10% ■	19	•		241400077	11-Apr-2012
<input type="checkbox"/>	Bryant, Karen	Assignment 1 - Essay	10% ■	20	•		241400290	11-Apr-2012
<input type="checkbox"/>	Carrington, Mary	Assignment 1 - Essay	10% ■				241400476	11-Apr-2012
<input type="checkbox"/>	Cornell, Alice	Assignment 1 - Essay	10% ■					12
<input type="checkbox"/>	Dauids, Susan	Assignment 1 - Essay	10% ■					12
<input type="checkbox"/>	Davidson, Frank	Assignment 1 - Essay	10% ■					12
<input type="checkbox"/>	Everington, William	Assignment 1 - Essay	10% ■	71	•		241401986	11-Apr-2012

What does a Turnitin report look like?

The screenshot shows a Turnitin report for an assignment titled "Essay1" by a first-year student. The overall similarity index is 18%. The report is divided into two main sections: the original assignment text on the left and a "Primary Source View" on the right. The original text contains several paragraphs with highlighted sections. The Primary Source View lists nine sources, each with a colored key and a percentage of the match. Callouts provide detailed explanations of these features.

Assignment Title and Student Name

Overall percentage of text found in Turnitin sources

Original assignment with Matched text highlighted

Highlighted text that has been flagged by Turnitin as matching another source. Click the highlighted text to see the matched text in the source material

Key for Colour coded and Numbered sources in matched text

Additional features of the Turnitin report are available here. For example, you can filter the report to exclude specific matches, exclude the bibliography, or ignore small matches

Source Number	Source Name	Percentage
1	www.groverproctor.us Internet source	2%
2	ro.uow.edu.au Internet source	1%
3	www.nlee.ufrgs.br Internet source	1%
4	lit.msu.edu Internet source	1%
5	Submitted to Universit... Student	1%
6	mod.lig.u... Internet source	1%
7	Alfred Forsyth Publicat	1%
8	Francis Publicat	1%
9	WWW. Internet source	1%

Interpreting a Turnitin Report

What does 'match' mean?

The percentage of match reported by Turnitin is an indication of how much of the material that has been submitted in an assignment has a degree of similarity to previously created material that the Turnitin program has been able to access. The material which Turnitin checks includes previously submitted student assignments, certain journal articles and database repositories, and material which is generally available on the internet. The program uses a "text-matching" system that identifies text patterns, strings of repeated words, and direct word sequences to calculate an overall match for the work.

Levels of match

The level of match is expressed as a percentage of the material that has been located in the previously published material which can be accessed by Turnitin.

At first glance it might seem that a high level of match means that the work submitted is likely to have been copied from another source, or has otherwise breached the academic integrity guidelines of the University. Similarly, a low level of match might be taken as an indication that the work submitted is free from any academic integrity issues. This is NOT the case. There can be legitimate reasons for student work to have high levels of match to previously published material, similarly, a work which has a low level of match might be completely plagiarized from a source which Turnitin cannot access. So objectively the "level of match" really doesn't mean a great deal. However, when the "level of match" is considered in relation to a specific assignment, trends will usually emerge, and your knowledge of both the subject matter and the expectations of your discipline come into play. For example, it could be expected that an original poem submitted to a Creative Writing course, would have a lower level of match than an 1st Year assignment on characterisation in Hamlet. In either case the level of match is a guide to your exploration of the specific matches, rather than an indication of, or exoneration from, anything else. Consideration of both the "types" of match and the "source" of the match in relation to a specific assignment items are much better indicators of academic integrity issues.

Types of match

Once a Turnitin report has been generated for a specific submission from a student, you can view the Turnitin report (see above) to look at the items that Turnitin has identified as "matching sources". One of the dimensions of your consideration could be the type of match that is being reported. The following are some common types of match you may see in Turnitin reports.

i **Block match**

In this type of match a large section of text has been directly matched to material in the Turnitin repository. The text is a “word for word” match to existing material. If this material comes from a “publication source” or “Internet source” it *may* mean that the student has not referenced the material correctly. If the material matches to a previous student submission the material is often more problematic, however it might be that the two students have both used the same source which is not available to Turnitin (eg a book). In either case these “block” matches need careful examination.

The screenshot shows a Turnitin report for an essay titled "Essay1" by a first-year student. The overall similarity index is 18% out of 50. The report highlights a "Block match" in the text: "She eased the car up the street and the first stirrings of excitement started replacing her dread. The butcher's shop and mini-mart had both received a facelift. Teddy bears now picnicked in a shop window once crowded with tarot cards and crystals. The wide traffic island down the centre of the road—once grey cement—now sported close-cropped grass, flowerbeds and park benches. But the numerous cafés and restaurants still did a roaring trade. This was still the same wide street. Clara Falls was still the same tourist hotspot." This block of text is highlighted in red. The "Primary Source View" sidebar on the right lists the following sources and their similarity percentages:

Rank	Source	Similarity
1	www.groverproctor.us Internet source	2%
2	ro.uow.edu.au Internet source	1%
3	www.nies.ufgrs.br Internet source	1%
4	lit.mau.edu Internet source	1%
5	Submitted to Universit... Student paper	1%
6	mod.lig.uni-freiburg.de Internet source	1%
7	Alfred Forsyth. "Giris... Publication	1%
8	Francis, L.J.. "The re... Publication	1%
9	www.tojet.net Internet source	1%
10	www.umbe.edu Internet source	1%

Block of text matched “word-for-word” to existing material

ii. Scattered words match

This type of match usually indicates that the student has made an attempt to paraphrase an existing source. How well they have done this is a matter for academic judgment, however the source of the match is again important. A “scattered word match” to a previous student submission, combined with a high overall percentage from that work may indicate that the student has used a previous student assignment as a “template” for constructing their own response.

Originality GradeMark PeerMark

Essay1
BY A FIRSTYEAR STUDENT

turnitin 18% SIMILARITY INDEX -- GRADE OUT OF 50

She had to pause at the pedestrian crossing and, as she stared up the length of the main street, her breath caught. Oh, good Lord. She'd forgotten just how pretty this place was.

Clara Falls was one of the main tourist hubs in Australia's breathtaking Blue Mountains. Jaz hadn't forgotten the majesty of Echo Point and The Three Sisters. She hadn't forgotten the grandeur of the Jamison Valley, but Clara Falls...

The artist in her paid silent homage. Maybe she'd taken it for granted all those years ago.

1 She eased the car up the street and the first stirrings of excitement started replacing her dread. The butcher's shop and mini-mart had both received a facelift. Teddy bears now picnicked in a shop window once crowded with tarot cards and crystals. The wide traffic island down the centre of the road—once grey cement—now sported close-cropped grass, flowerbeds and park benches. But the numerous cafés and restaurants still did a bustling trade. This was still the same wide street. Clara Falls was still the same tourist hotspot.

The town had made an art form out of catering to out-of-towners. It had a reputation for quirky arts-and-craft shops, German-style cafés and cosmopolitan restaurants, and... and... darn it, but it was pr...

A smile tugged at the corners of her mouth. She cruised the length of the street—she couldn't park directly out the front of the shop as a tradesman's van had parked in...

Primary Source View

Rank	Source	Percentage
1	www.groverproctor.us Internet source	2%
2	ro.uow.edu.au Internet source	1%
3	www.nleee.ufgrs.br Internet source	1%
4	lit.msu.edu Internet source	1%
5	Submitted to Universit... Student paper	1%
6	mod.lig.uni-freiburg.de Internet source	1%
7	Alfred Forsyth. "Girls... Publication	1%
8	Francis, L.J.. "The re... Publication	1%
9	www.tojet.net Internet source	1%
10	www.umbc.edu Internet source	1%

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Text-Only Report

Multiple text strings matched within a single paragraph can indicate the use of a previous work as a “template” or simply the use of common terms that would be expected in the style of response.

iii. **Checkerboard match**

The checkerboard response is potentially the most concerning of all. While it can represent a poor attempt at paraphrasing the work of another, it can also be an indication of an attempt to eliminate a “block” match within the submission. Care should be taken to view the original source closely to look at which words within the paragraph are different.

The screenshot shows a Turnitin report for an essay titled "Essay1" by a first-year student. The overall similarity index is 18%. The report highlights several matches in the text, each marked with a red '1'. A callout box points to these matches, stating: "Close examination of these types of matches is required. Click on the highlighted text to see the original source in its context." The 'Primary Source View' panel on the right lists the following sources:

Rank	Source	Similarity
1	www.groverproctor.us Internet source	2%
2	ro.uow.edu.au Internet source	1%
3	www.nlee.ufvgs.br Internet source	1%
4	lit.msu.edu Internet source	1%
5	Submitted to Universit... Student paper	1%
6	mod.lig.uni-freiburg.de Internet source	1%
7	Alfred Forsyth. "Girls..." Publication	1%
8	Francis, L.J., "The re..." Publication	1%
9	www.tojet.net Internet source	1%
10	www.umbc.edu Internet source	1%

Close examination of these types of matches is required. Click on the highlighted text to see the original source in its context.

iv. Reference match

Reference matches can contribute to a high overall match within the work, and may, in some cases, cause students unnecessary concern. It is possible to exclude reference lists from the material examined by Turnitin through the “additional features” tool bar at the bottom of any report (see below). However, the submission of identical reference lists by separate students may also be a matter of concern within a specific discipline.

The screenshot displays a Turnitin report for an 'Essay1' submitted by an 'AFIRSTYEAR STUDENT'. The report shows a similarity index of 18% and a grade of '--'. The main content area lists seven references, each with a small colored icon indicating a match. A 'Primary Source View' sidebar on the right lists these sources with their respective similarity percentages: 1. www.groverproctor.us (2%), 2. ro.uow.edu.au (1%), 3. www.nies.ufg.br (1%), 4. lit.msu.edu (1%), 5. Submitted to Universit... (1%), 6. mod.lig.uni-freiburg.de (1%), 7. Alfred Forsyth, "Girls..." (1%), 8. Francis, L.J., "The re..." (1%), 9. www.tojet.net (1%), and 10. www.umbc.edu (1%). At the bottom of the report, there is a toolbar with various icons, including a filter icon. A callout box points to this toolbar.

You can use the filter settings to exclude reference list material from the Turnitin Report.

v. **Trivial match**

It is important to note that assignments can build-up a significant percentage of match simply by using phrases which are common to academic work. In the example below, I would be very surprised if the student had “copied” these words as they are quite “standard” for the field.

Originality GradeMark PeerMark

Essay1
BY A FIRSTYEAR STUDENT

turnitin SIMILARITY INDEX 18% GRADE -- OUT OF 50

ng that they had used a computer at school at least once. There was a significant difference between the sexes on this variable. In relation to the collection of computer studies, 80 of the High school students were undertaking "Computer Studies" of some form. It was not possible for students attending a primary school to undertake Computer studies as a core subject. Of those undertaking Computer studies 42 were male and 38 were female. However, when considering mode of use, females were more likely to report that when sharing the computer they received an lesser amount of computer time than males. Likewise there were a number of differences between males and females when considering type of computer usage. Using the computer as a learning tool was the most frequently reported use of the computer in primary schools, while "Writing stories" was the most common Primary school activity. Males exceeded females in all areas of computer use, with the exception of Word processing (storing and printing). With the in-school usage there were a number of differences between males and females when considering computer usage at home. Computer games was the most frequently reported use of the computer across both sexes and all year levels. Again the only type of use of the computer was (demonstrating)

Primary Source View

Rank	Source	Similarity
1	www.groverproctor.us Internet source	2%
2	ro.uow.edu.au Internet source	1%
3	www.nies.ufggs.br Internet source	1%
4	lit.msu.edu Internet source	1%
5	Submitted to Universit... Student paper	1%
6	mod.tig.uni-freiburg.de Internet source	1%
7	Alfred Forsyth. "Girls..." Publication	1%
8	Francis, L.J.. "The re..." Publication	1%
9	www.tojst.net Internet source	1%
10	www.umbc.edu Internet source	1%

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Text-Only Report

Turnitin has identified that the words “There were a number of differences between...” as having been used in previously submitted work.

Sources of match

The source of the match of material can be a useful consideration when looking at the work submitted by students. Large matches from previous student work, for example, can be problematic, whereas a large match from a common internet source might simply be matched text which has been correctly (or incorrectly) referenced. Likewise, large matches from a single source are more likely to be problematic than a similar overall level of match which is derived from a large number of sources.

The screenshot displays the 'Primary Source View' interface, showing a list of sources contributing to a match. Each source is numbered and includes its name, type, and the percentage of the match attributed to it. Callouts provide additional context for several sources.

Rank	Source Name	Source Type	Match Percentage
1	www.groverproctor.us	Internet source	2%
2	ro.uow.edu.au	Internet source	1%
3	www.niee.ufrgs.br	Internet source	1%
4	lit.msu.edu	Internet source	1%
5	Submitted to Universit...	Student paper	1%
6	mod.lig.uni-freiburg.de	Internet source	1%
7	Alfred Forsyth. "Girls..."	Publication	1%
8	Francis, L.J.. "The re..."	Publication	1%
9	www.tojet.net	Internet source	1%
10	www.umbc.edu	Internet source	1%

Callouts and their descriptions:

- Identification of Source (points to source 1)
- Percentage of match attributed to this source (points to 2%)
- Source is an Internet site (points to source 4)
- Source is a previously submitted student paper (points to source 5)
- Source is a publication - usually a journal available electronically (points to source 7)

At the bottom of the interface, there is a 'View additional sources' button and a 'Text-Only Report' button.

Common Questions and Issues - FAQ

How do I ensure that student can view their Turnitin reports ?

When setting up an assignment, ensure that the following settings:

Generate Originality Reports for Submissions and Allow students to see Originality Reports are set to **Yes**

None of the students in my group have a Turnitin match which is greater than 20% - does that mean that the submissions are all OK ?

No. The overall percentage may provide you with a guide to certain features of the work but it isn't an indication of plagiarism. The judgement on plagiarism is an academic decision and this requires you to look at the report.

Do I have to use Turnitin for all my assignments ?

No. The University Policy simply states that Turnitin must be available for students to use. There is no University requirement that all assignments are submitted to Turnitin. Some schools have policies on this matter and you should check with your School Academic Integrity Officer if you are unsure.

One of the assignments submitted to my course has a 75% Turnitin match. That has to be a problem doesn't it?

It depends on the assignment. The high level of match is probably a cause for concern, however it may be related to the response style rather than the academic integrity of the work. For example if a student has used a large number of quotes within an essay, the level of match could be high, even if they are correctly referenced. Thus the level of match may be an issue of poor writing rather than poor referencing. Similarly, within some assignments, this level of match might not be a cause for concern at all.

Students have a right to not submit their work to Turnitin don't they?

In most cases students have signed a waiver which allows the University to require students to submit their work to text matching software. This is one of the items that is usually listed on course outlines. However if issues arise in relation to this area, contact the University Student Academic Conduct Officer coordinator.

How do I manage all the extra work that comes with using Turnitin?

At one level, there is no extra work which is generated by Turnitin. As academics we have the responsibility to ensure that the work submitted by students conforms to the expected guidelines within our discipline and to the University Policy on Academic integrity. This has always been the case. The rapid expansion of material available to students has made this more difficult. Electronic text matching software is designed to make the task we are required to do easier. However, it is important that you develop workflows which allow you to do this as easily as you can. There are Turnitin sessions run by the Centre for Teaching and Learning that can help you manage your engagement with Turnitin.

Should I "teach" my students about Turnitin ?

It is important that students have a good understanding of academic integrity. The University has moved to ensure that all students, who commence in 2011 and beyond complete an Academic Integrity Module. This module should ensure that students have an understanding of the requirements within the University. Additionally, it can be useful to make the resources which explain how to use the features of Turnitin available in Blackboard sites for your courses (see additional resources below).

Additional Resources

Information about University Policy

University Policy on Academic Integrity

<http://www.newcastle.edu.au/policylibrary/000608.html>

University Student Misconduct Rule

<http://www.newcastle.edu.au/policy/000935.html>

Academic Integrity

The general website on academic integrity for the University is here:

<http://www.newcastle.edu.au/service/academic-integrity/>

Information about using Turnitin

Specific Information for Staff is here:

<http://www.newcastle.edu.au/service/academic-integrity/for-staff.html>

<http://www.newcastle.edu.au/service/academic-integrity/turnitin/for-staff.html>

Specific Information for Students is here:

<http://www.newcastle.edu.au/service/academic-integrity/for-students.html>

<http://www.newcastle.edu.au/service/academic-integrity/turnitin/for-students.html>

Access to the training resources provided by Turnitin is available here:

http://turnitin.com/en_us/training/instructor-training

Resources to help your students with referencing

The Library Info skills resource is located here:

<http://www.newcastle.edu.au/service/library/tutorials/infoskills/index.html>

There is information on specific referencing styles at the following websites:

General (with links to specific styles)

<http://www.newcastle.edu.au/Resources/Divisions/Academic/Library/information-skills/foundation-portal/referencing-what-is.html>

APA

<http://www.apastyle.org/>

Chicago

<http://www.chicagomanualofstyle.org/home.html>

MLA

<http://library.concordia.ca/help/howto/mla.php>

AGPS/Harvard

<http://www.newcastle.edu.au/Resources/Divisions/Academic/Library/information-skills/infoskills/writing/essay-agps.html>

Dealing with suspected Plagiarism FAQ

What do I do if I suspect plagiarism in an assignment?

Suspected cases of plagiarism should be referred to School Student Academic Conduct Officer.

I have received an assignment that I am unsure about. What should I do ?

Review the material submitted and compare it to your expectations based on the instructions given in the course outline, the university policy on student academic conduct/plagiarism information, and general expectations of referencing in your discipline area. If you are still unsure consult the school SACO (Student Academic Conduct officer).

Should I return an assignment to the student if I suspect plagiarism?

Once an assignment has been referred to the school SACO, that assignment should NOT be returned to the student before clearing this with the SACO.

I am a course coordinator. What do I do if I suspect plagiarism in a course I am responsible for?

Review any evidence relating to the allegation. If you believe that a prima facie case of plagiarism exists, then you MAY discuss the matter with the student, and refer the matter to the school SACO.

What is the purpose of the meeting between the course coordinator and the student regarding the alleged plagiarism?

This interview is simply to give the student an opportunity to clear up any misunderstandings and keep them informed about the process. It is not to establish "guilt or innocence".

What is an acceptable percentage in a Turnitin report?

There is no one figure that can be defined as a hurdle for being acceptable. The key is to look at the Turnitin reports for any assignments that are causing you concern.

What happens when an allegation of suspected plagiarism is reported to the Student Academic Conduct Officer?

The SACO will investigate the matter, which may include discussing the matter with both the course coordinator and the student. The outcome will be determined in line with the university policy. The course coordinator or referring staff member and the student will be advised of the outcome of the investigation, and the penalty (if any) to be implemented.

Once I refer the matter to the SACO, how long will the process take?

This is difficult to answer definitively. Most allegations will be dealt with within two weeks of the SACO receiving all the documentation. However some cases, for example any referred to the university misconduct committee, may take considerably longer.

What are the penalties which can be imposed on work which is deemed to be plagiarised?

The full details of penalties are set out in the University policy. They range from counselling in relation to referencing, through various types of resubmission, up to exclusion from the University.

Can I impose a penalty of a certain percentage of marks for plagiarism ?

No. The only way penalties can be imposed for breaches of the academic integrity policy are through the Student Misconduct Rule. You can however, establish assignment criteria which reward good referencing practices, or ask students to resubmit work (without penalty) if you are convinced that the issue is simply the student's lack of knowledge of referencing conventions. (This would be more likely in the first semester of a student's program)

What assistance is available for my students to help them with referencing?

There is a very useful guide available through the library at
<http://libguides.newcastle.edu.au/referencing>

Can I find out if a student has been accused of plagiarism before?

No. The details of plagiarism allegations are subject to very strict privacy provisions. Indeed, even the SACO cannot access this information until entering the "penalty" phase of the decision making process.

How can I help to minimise plagiarism by my students?

a) There is a guide produced by the Library here:

<http://www.newcastle.edu.au/service/library/tutorials/infoskills/index.html>

b) be sure to set up your Turnitin assignments so that students can both "view their reports" and "overwrite previously submitted work" These are in the optional settings section on the Turnitin creation page.

c) You may also wish to speak to your SACO directly to discuss further options

Where can I find the policies and procedures in relation to Student academic conduct?

Both documents are available on the Internet through the University's policy library

The Policy is here:

<http://www.newcastle.edu.au/policylibrary/000608.html>

The Student Misconduct Rule is here:

<http://www.newcastle.edu.au/policy/000935.html>

The University Code of Conduct is here:

<http://www.newcastle.edu.au/Resources/Divisions/Services/Human%20Resource%20Services/code-of-conduct.pdf>

Where else can I get help on Academic Integrity matters ?

The University has a Student Academic Integrity Officer Coordinator who can advise you on any issues that you may have in relation to academic integrity