

Policy on the use of Turnitin UK text-matching software at the University of Cambridge

1. Introduction

Plagiarism is defined as submitting as one's own work that which derives in part or in its entirety from the work of others without due acknowledgement.¹

Responsibility for promoting good academic practice and plagiarism awareness has largely been devolved to faculties and departments as the diversity of academic conventions between disciplines means that a University-wide policy, beyond establishing general principles, would be inappropriate; however, faculties and departments are urged to consider adopting the use of anti-plagiarism software, which may be used as an educational tool, as well as in examinations.

This document sets out the general expectations of faculties and departments with regard to good academic practice, and provides information about Turnitin UK text-matching software.

2. Expectations of faculties and departments

In all cases, whether Turnitin is used or not, Faculty Boards are expected to provide discipline-specific guidance on good academic practice to include: information about correct citation techniques (of both printed and web-based material), plagiarism avoidance, and how to distinguish between acceptable collaboration and unacceptable collusion. **All guidance should be consistent with the University-wide statement.**

To ensure that the guidance is accessible to all students, it should be posted on the faculty or department's website. In addition, faculties and departments are asked to send the url to Educational and Student Policy so that it can be linked to from the central plagiarism website (www.cam.ac.uk/plagiarism).

Faculties and departments are expected to include information about plagiarism and good academic practice in their induction material and activities, and are encouraged to provide 'top-up' training at appropriate times (eg on citation techniques as students start to write their dissertations).

Faculty Boards are responsible for ensuring that the examination methods used for their courses are appropriate and that safeguards are in place to minimise opportunities for plagiarism and collusion.

3. Turnitin UK use at the University

a. Background information

The University has purchased a site licence for the Joint Information Systems Committee (JISC) approved software Turnitin UK. The software is operated by iParadigms Europe Ltd and is widely used throughout the HE Sector.

Trials of Turnitin UK on assessed work were conducted at the University during 2007-8 and growing number of faculties and departments have opted to use the software since 2008-9.

b. Possible models for use of the software

Turnitin may be used:

- * **formatively** as part of faculty/department-based teaching of good academic practice, by scanning work through the software early in the academic year and going through the resulting originality

¹ University-wide statement on plagiarism: www.admin.cam.ac.uk/univ/plagiarism/students/statement.html

reports with students and addressing any issues that may arise;

- * to **deter** potential plagiarists and to act as an incentive to following good academic practice;
- * to help Examiners to **detect** the extent and source of plagiarised material in work submitted for assessment.

If faculties and departments wish to use Turnitin in 'detect' mode they should determine whether they wish to use the software: only where Examiners have concerns about the originality of the work; on a systematic or random basis; or to blanket-test all work submitted electronically for assessment.²

c. Conditions of use

Access to the software will only be granted on receipt and approval of a plan to outline how the software will be used, and to assure Educational and Student Policy that faculties/departments:

1. will obtain the informed written/digital consent of their students in good time, in advance of submission, and ideally towards the start of the academic year;
2. provide sufficient guidance about good academic practice (which might include the formative use of Turnitin UK);
3. recognise the limitations of Turnitin UK and will review the originality reports carefully;
4. will not compromise the University's appeals mechanisms;
5. will keep detailed records of how Turnitin UK is used, which can be used in any subsequent appeal or to help evaluate the impact of the software;
6. for blanket and random screening, will have robust procedures to separate the screening process from the Examiner's academic evaluation of the work;
7. use of Turnitin UK will not disrupt the publication of class lists etc;
8. normal investigatory procedures will apply where Turnitin UK appears to indicate a breach of academic integrity.

Faculties and departments must reapply to use Turnitin UK annually and, as part of the reapplication process, they will be required to review their policy and Turnitin UK usage.³

All students must be given a full explanation of the basis on which their work will (or may) be tested and the implications of submitting their work to the system (in either formative or detect mode). They must sign a consent form before their faculty or department may submit their work to the software.⁴

4. Turnitin UK text-matching software

a. How Turnitin UK works

Turnitin UK is an online service and work must be submitted to it electronically (Word, RTF, PDF and other formats are accepted). No software has to be installed locally.

Turnitin UK may detect direct plagiarism, paraphrasing and collusion as the submitted work is compared with a database of material available online and with a 'private' database of previous submissions.

² See [6a](#) for some of the advantages and disadvantages of different ways of using Turnitin UK in 'detect' mode.

³ See [Section 8](#) for information about how to apply to use Turnitin UK.

⁴ See [Appendix A](#) for a template of the student information and consent form.

The software makes no judgement about whether a student has plagiarised, it simply shows the percentage of the submission that matches other sources. In many cases the software highlights correctly cited references or innocent matches. Therefore, Examiners must carefully review originality reports to assess whether the work does contain plagiarism.

Originality reports highlight text which matches other sources and, where matches are with published sources or material from students in the same examination, displays the matching text and its immediate context. Matches with unpublished material submitted by other institutions are highlighted, but the source text can only be seen after contacting the other institution for the author's permission. Originality reports for individual essays are generally available within minutes: a full dissertation may take up to an hour.

The software offers options for excluding quoted material and bibliographies, but these must be activated manually for each report and are not always effective so do not obviate the need for careful checking of the report to distinguish between innocent matches and plagiarism.

b. Turnitin UK's search base

Turnitin UK checks the content of each submission against:

- * previous submissions to Turnitin UK;
- * webpages, including an archive of deleted/changed pages;
- * public domain material from sources such as the Project Gutenberg collection;
- * selected subscription services, including a number of journals.

c. Limitations of Turnitin UK

Turnitin UK can be a useful tool but does not offer a solution to plagiarism. The software is not a substitute for good academic practice in teaching correct citation techniques, nor in recognising when work does not match the known ability and style of a student. There are also significant gaps in its search base. For example, Turnitin UK cannot:

- * detect plagiarism from books or 'older' sources which are not available on the Internet;
- * search password-protected essay banks;
- * detect work which is plagiarised by translation from a non-English source;
- * search all electronic journals;
- * detect plagiarised images, including graphs and mathematical equations inserted as images.

Therefore, the effectiveness of the software will differ between disciplines based on whether their critical source material is included in Turnitin UK's search database. Furthermore, a student who is determined to plagiarise could avoid using sources which are included in the Turnitin UK database or, if given access to the software, could feasibly finesse their wording until plagiarism is undetectable – although this would be difficult because, unless a piece of work is removed from the Turnitin library⁵, running it through Turnitin for a second time would result in a report of 100% plagiarism.

In addition, Turnitin UK:

- * is resource intensive (both in training users and interpreting reports and, if not using CamTools/ Moodle for submission, in submitting the ` to Turnitin);
- * cannot identify plagiarism of ideas;

⁵ The University Turnitin Administrator can have items removed from the Turnitin UK database, effectively re-setting to zero the number of times it has been run through the system, but such requests must be made by departmental Turnitin administrators and cannot be made by students

- * requires significant manual interpretation of reports to distinguish between innocent matches and plagiarised material;
- * cannot identify ghost-written essays that use wholly original material;
- * can become slow at peak times because the system slows as usage increases;
- * might expedite the decline in handwriting essays as a skill (if overused);
- * will not help to teach discipline-specific citation techniques.

In practice, the importance of these limitations is likely to vary significantly between academic disciplines. Individual faculties and departments should take these factors into consideration in deciding what, if any, use they wish to make of Turnitin UK in assessing the originality of students' work.

5. Key issues for faculties and departments

a. Informed student consent

Faculties and departments must obtain a signed declaration ([declaration form](#)) from students in good time in advance of submission to confirm that they have read and understood the student information and agree to the screening of their work as described therein. Ideally consent should be obtained at an appropriate time at the start of the academic year, ie during an induction session on good academic practice, or when dissertation titles are agreed. Students should be asked to reaffirm their consent each academic year.

It is also advisable to explain the benefits to students of using the software. For example, unless students specifically opt out, submitted material is retained on the Turnitin UK database and subsequent submissions are screened against it. This offers protection against future attempts to plagiarise their work. Students should not normally be permitted to opt out of their work being submitted to the software unless commercial sensitivity is at stake.

b. Intellectual property rights and copyright

The University understands that Turnitin UK does not infringe students' intellectual property rights, which will continue to reside with the original owner (normally students, with the exception of some collaborative or sponsored research projects). Turnitin UK claims to have no interest in acquiring intellectual property rights for the submitted material. However, it does need a licence to reproduce student submissions:

- * to assess them for originality;
- * to retain a copy of them for comparison at a later date with future submissions.

As this goes beyond the usual limited copying of assessed work by the University, it is necessary to obtain students' consent by the time of submission (see [Section 5a](#) above). It may be worthwhile consulting the Staff Student Liaison Committee or student representatives before introducing the software and explaining the situation fully to them.

c. Data protection

Material submitted to Turnitin UK will be identified by students' examination numbers, or a unique identifier created specifically for this purpose. Therefore, personal data, such as students' names, will not be used.

Under the Data Protection Act, faculties and departments are legally obliged to tell students if their personal data is to be used in a way which is not covered under existing contractual arrangements. The University can confirm that iParadigms Europe is a member of the 'safe harbour regime' which means that the European Union is satisfied that the data is appropriately protected.

d. Resource implications

Faculties and departments should consider the resource implications of adopting Turnitin UK, as significant training and support is likely to be needed, both in how to submit work to the system and in how to interpret the reports. The primary Turnitin UK contact within each faculty or department will take responsibility for training other users within their institution.

Faculty Boards should issue guidance to Academic Integrity Officers or Examiners on how to use the software and interpret the reports. Trials indicate that five to ten minutes is needed to review each originality report and decide whether further action is needed.⁶ The time that Turnitin UK takes to generate the report should also be factored in; this can range from a couple of minutes to upwards of an hour, depending on the length of the work and the number of users in the system.

6. Using Turnitin UK in 'detect' mode for assessed work

a. Advantages and disadvantages of different ways of using Turnitin UK in 'detect' mode

The following information is intended to provide a starting point to help faculties and departments to form local policies on the use of Turnitin UK in 'detect' mode and is not a comprehensive list.

	Advantages	Disadvantages
Testing suspicious cases only	<ul style="list-style-type: none">* This is likely to be the least resource intensive option.	<ul style="list-style-type: none">* Students whose work is screened may complain about the equity of the system. The faculty or department would need to ensure that its procedures are robust and transparent so that students do not feel unfairly targeted, for example due to their cultural background.* This option would be less effective as a deterrent than blanket screening.
Blanket screening assessed work	<ul style="list-style-type: none">* Blanket screening could help to detect collaboration between peers.* This could be viewed as a more equitable system than the other options, and would provide a more effective deterrent against plagiarism and collusion.	<ul style="list-style-type: none">* This would be by far the most resource intensive method, both in terms of administration and training/support.* Turnitin UK has considerable limitations and blanket screening could create a sense of false confidence and detract from efforts to promote good academic practice which might be more effective.
Systematic or random screening	<ul style="list-style-type: none">* This method would be less resource intensive than blanket screening.* Random or systematic screening could help to establish whether there is a plagiarism problem.	<ul style="list-style-type: none">* Students whose work is screened may complain about the equity of the system so the faculty or department would need to ensure that its procedures are robust and transparent.* This option would be less effective as a deterrent than blanket testing.

b. Electronic and/or hard copies

Work must be submitted electronically to Turnitin UK. Some faculties and departments may require work to be submitted in hard-copy as well as electronically (to reduce printing costs) and in these cases students should confirm on the declaration form that both versions of their work have identical content. If

⁶ See [Section 6d](#) for the process to be implemented if plagiarism is identified.

hard copies are not collected students should be advised to keep an electronic copy of their work until the results are published.

c. Process of submitting reports

Faculties and departments are responsible for determining how work is submitted to Turnitin UK and for ensuring that adequate records are kept. It may be that Examiners are permitted to scan suspicious works themselves, having consulted the Chair of Examiners or Senior Examiner, as appropriate. Alternatively, suspect papers could be processed by an administrator, and the resulting originality reports forwarded to the relevant Examiner. The latter option would be less resource intensive in terms of setting up permissions and training new users.

For blanket and random screening, faculties and departments should nominate a member of the Examining Board to act as 'Academic Integrity Officer' who will scrutinize the originality reports to judge which should be referred to the Examiners for further investigation. This will ensure that the Examiners' judgment of academic quality remains independent of Turnitin UK reports, and that the two will be brought together only where there is strong *prima facie* evidence of plagiarism/collaboration.

It is advisable to use a consistent file naming structure so that the course and student's examination number are immediately evident, i.e. PPSPtIIXXXX.

Faculty Boards should issue guidance to Examiners at an early stage to specify how Turnitin UK may be used and the process for submitting reports. Faculties and departments should also ensure that the Examiners or Academic Integrity Officer know how to interpret the originality reports and who to contact with any queries.

d. Process if plagiarism is identified

As explained above, the Academic Integrity Officer or Examiners must carefully review originality reports and decide whether any part of the document has been plagiarised. If Turnitin UK does not identify plagiarism but the Examiner still suspects malpractice he/she should investigate further using alternative methods e.g. Google or consulting secondary sources.

If the Examiner decides that there is a *prima facie* case for proceeding further they must report the matter to the Chair or Senior Examiner who must report the matter to the Secretary of the Board of Examinations and the Proctors.⁷ Any further action would be taken only after consulting the Proctors (and the Board of Graduate Studies in the case of a graduate examination) and after invoking the standard University procedure for summoning the candidate for interview. The originality report may be used as evidence in the subsequent investigation.

e. Third party requests for information about a match

If a report generated by a third party from outside the University identifies a match to a work submitted by a Cambridge student the report will only show the extent of the match and the contact details of the University's Turnitin UK Administrator. If approached, the Turnitin UK Administrator will attempt to contact the student about the matter. The contents of a student's work will not be revealed to a third party outside Cambridge without the express permission of the student concerned.

f. Matches to material submitted from within the University

If a match is found to material submitted from within the University, the Examiners can obtain the full text without approaching the student concerned.

⁷ See the Board of Examinations' advice for Examiners: www.admin.cam.ac.uk/offices/exams/examiners

g. Removing material from Turnitin UK

Work submitted to Turnitin UK will be stored indefinitely on the Turnitin UK database unless students specifically request that their work be removed. To maximise the effectiveness of the software it is hoped that such requests will be kept to a minimum. However, once examinations have been concluded, students may at any time apply to their faculty or department's Turnitin UK contact to request that their work be removed from the database.

7. Formative use of Turnitin UK

a. Potential benefits

Use of Turnitin UK software at the University has focussed on detecting non-original content in assessed work. However, other universities use the software as part of training in good academic practice; for example, by scanning a piece of each student's work into the software early in the academic year and going through the resulting originality report with the student. This could have several benefits:

- * raise awareness of accidental plagiarism and act as a platform for discussion about good academic practice and correct citation techniques;
- * demystify the software;
- * identify students in need of extra support at an early stage to help forestall problems.

Further enquiries about using the software formatively are welcome.

b. Concerns about finessing plagiarised work

If faculties and departments are concerned that unscrupulous students might use the software to finesse work so that plagiarised content is no longer detectable they could restrict the formative use of Turnitin UK to non-assessed work, or a percentage of any assessed work (though this would need to be managed by faculty/department staff). However, if a document is submitted to Turnitin more than once, it will automatically get a match of 100%, effectively preventing students from using the software to finesse their work. (The University Turnitin Administrator can have items removed from the Turnitin UK database, effectively re-setting to zero the number of times it has been run through the system, but such requests must be made by departmental Turnitin administrators and should be kept to a minimum.)

c. Logistics

The model of Turnitin use outlined above is likely to represent a significant resource outlay so faculties and departments should consider whether it is likely to be a more effective means of inculcating good academic practice than traditional teaching methods.

Whichever option is chosen, faculties and departments must ensure that students fully understand what is expected of them.

8. How to set-up a Turnitin UK account

Any faculty or department wishing to use Turnitin UK must submit a plan to Educational and Student Policy to outline how they propose to use the software and comply with the conditions of use stipulated in Section 3c. In the first instance plans should be sent to Melissa Rielly (melissa.rielly@admin.cam.ac.uk). If the plan is approved, the Turnitin UK helpdesk of the Digital Services Group (DSG) (turnitin@caret.cam.ac.uk), which is also the base of the University's Turnitin UK Administrator, will then be the contact for all Turnitin UK related queries.

The DSG will issue one primary contact within the faculty or department with a UserID and password, and direct them to sources of further information. The primary contact will be able to create a site within Turnitin UK for their faculty/department and should take responsibility for liaising with DSG over training,

guidance and usage. Requests for further users within the faculty or department must be supported by the primary contact.

9. Sources of further information and support

Faculty Boards will be responsible for issuing guidance on the processes which govern Turnitin UK use at a local level, although they will be expected to comply with the conditions of use outlined in this paper.

Educational and Student Policy would be happy to provide guidance about developing a local policy on the use of Turnitin UK. Please initially contact Melissa Rielly (melissa.rielly@admin.cam.ac.uk).

The University's plagiarism website (www.cam.ac.uk/plagiarism) contains all University guidance relating to plagiarism, as well as links to useful resources and to faculty/department guidance.

Turnitin UK user guides, FAQs, training videos and related resources are available on the Turnitin UK website: www.submit.ac.uk.

For technical advice about the use of Turnitin UK at the University please contact the Turnitin UK helpdesk at the Digital Services Group (turnitin@caret.cam.ac.uk).

Student information and consent form for the use of Turnitin UK text-matching software in the Faculty of Philosophy (effective from October 2014)

1 Introduction

The University subscribes to Turnitin UK software which is widely used in UK universities and matches text in work submitted to the software to that in a large database of online sources. This document explains how Turnitin UK will be used by the Faculty of Philosophy and explains the implications of submitting your work to the software.

You are asked to read the information thoroughly and then sign/submit the declaration to show that you consent to your work being submitted to Turnitin UK as described here. Without your written consent the Faculty of Philosophy cannot submit your work to the software.

You are reminded that Turnitin is only one method of checking the originality of your work. Examiners may initiate the standard investigative procedures if they have unresolved queries about the originality of your work, regardless of whether Turnitin has been used or whether it has substantiated any concerns.

The University Advocate may decide to prosecute a student suspected of plagiarism or collusion to plagiarise⁸, even where that student has not consented to the use of Turnitin. In such circumstances the student may be specifically asked by the Advocate to consent to submission to Turnitin and a failure to consent will be provided as part of the evidence against him or her.

2 Plagiarism and good academic practice: your responsibilities

You should ensure that you are familiar with the discipline-specific guidance about referencing conventions and good academic practice which is issued by the Faculty of Philosophy and can be found at <https://www.phil.cam.ac.uk/curr-students/II/curr-students/ugrads-exam-folder/ugrads-exams>. If, after reading the guidance, you have any outstanding queries you should seek clarification at the earliest opportunity from your Director of Studies or supervisor.

The Faculty Academic Integrity Officer (Dr Arif Ahmed for 2014-15) runs a 2 hr training session for new examiners in Lent Term in order that they are familiar with Faculty examination procedures and the use of Turnitin.

You should also familiarise yourself with the statement on plagiarism which is appended to this document. This statement is posted on the University's plagiarism website, www.cam.ac.uk/plagiarism, which also features links to useful resources and guidance.

3 About Turnitin UK text-matching software

a) Who controls the service?

Turnitin UK is part of the JISC Plagiarism Advisory Service (JISCPAS). This University is the recognised Data Controller for the data held and processed by, or on behalf of, the service. An American company, iParadigms, is the Data Processor.

⁸ This includes allowing another student to copy your work

b) How does Turnitin UK work?

Turnitin UK may detect direct plagiarism, paraphrasing and collusion as submitted work is compared with a vast database of online material and with a 'private' database of previous submissions. Therefore, submitting your work to the database helps to protect it from future attempts to plagiarise it, and helps to maintain the integrity of the University's qualifications.

The software makes no judgement about whether a student has plagiarised, it simply shows the percentage of the submission that matches other sources and produces an originality report which highlights the text matches and, where possible, displays the matching text and its immediate context.

In many cases the software highlights correctly cited references or innocent matches. Therefore, Examiners will carefully review all originality reports to determine whether the work does contain plagiarism.

4 **How will Turnitin UK be used in the Faculty of Philosophy**

Work submitted for assessment in the Faculty of Philosophy will be routinely passed through Turnitin in the case of extended essays and dissertations, which must therefore be submitted in the appropriate format i.e. as a Word document.

The Chair of Examiners will act as Academic Integrity Officer within the Faculty. This means that he/she will consult with the relevant examiners if there are grounds for suspicion. This review and any consultation will take place AFTER raw marks for extended essays and dissertations have been confirmed. This is to ensure that academic judgement on submitted work is independent of issues raised by Turnitin. Originality reports will be referred to the examiners responsible for the academic assessment of the work only if there is prima facie evidence of plagiarism or poor academic practice.

A note on work written using Latex: Candidates should feel free to submit extended essays and dissertations as Latex pdfs so long as they are also able to submit an identical version converted into Word. In these cases the Word document would only be used for submission to Turnitin and so any distortion of symbols etc. consequent on the conversion would have no bearing on the mark awarded.

5 **What will happen if matches are identified between my work and another source?**

If Turnitin UK detects matches between your work and another source, the Examiners will review the resulting originality report to judge whether the matches are innocent, or whether you have appropriately referenced these matches (if not, this may constitute plagiarism), and/or whether you have made excessive use of material from other sources (which may be poor academic practice).

The Examiners will mark your work purely on the basis of its academic merit. However, depending on the extent and context of the matches, your work may be referred to the Proctors for further investigation. In such cases the Turnitin UK originality report may be used as evidence. If you are found to have plagiarised, the penalty may be severe and your degree may be withheld.

6 **Will Turnitin UK affect my intellectual property rights or copyright?**

The copyright and intellectual property rights of the submitted material remain wholly with the original owner (normally the student, with the exception of some collaborative or sponsored research projects). However, you are asked to permit Turnitin UK to:

- *reproduce your work to assess it for originality;*
- *retain a copy of your work for comparison at a later date with future submissions.*

7 Will my personal data be retained by Turnitin UK?

Material submitted to Turnitin UK will be identified by your examination number, course details and institution: personal data will not be used.

8 What will happen if text submitted by another student matches that in my work?

a) Matches to text submitted from other HE institutions

If a report generated by another institution identifies a match to your work, the report will only show the extent of the match and the contact details of the University's Turnitin UK Administrator. If approached, the Turnitin UK Administrator will attempt to contact you about the matter. The contents of your work will not be revealed to a third party outside Cambridge without your permission.

b) Matches to text submitted from within the University

If a match is found to material submitted from within the University, the Examiners can obtain the full text without approaching you.

9 How do I apply for my work to be removed from Turnitin UK?

Work submitted to Turnitin UK will be stored indefinitely on the Turnitin UK database unless you specifically request that it be removed. To maximise the effectiveness of the software, it is hoped that such requests will be kept to a minimum. However, once examinations have been concluded, you may at any time contact Jane Clare in the Faculty Office (email jc478@cam.ac.uk) to request that your work be removed.

10 Sources of further information and support

The University's plagiarism website: www.cam.ac.uk/plagiarism

Turnitin UK's website: www.submit.ac.uk

University-wide statement on plagiarism

The General Board, with the agreement of the Board of Examinations and the Board of Graduate Studies, has issued this guidance for the information of candidates, Examiners and Supervisors. It may be supplemented by course-specific guidance from Faculties and Departments.

Plagiarism is defined as submitting as one's own work, irrespective of intent to deceive, that which derives in part or in its entirety from the work of others without due acknowledgement. It is both poor scholarship and a breach of academic integrity.

Examples of plagiarism include **copying** (using another person's language and/or ideas as if they are a candidate's own), by:

- *quoting verbatim* another person's work without due acknowledgement of the source;
- *paraphrasing* another person's work by changing some of the words, or the order of the words, without due acknowledgement of the source;
- *using ideas* taken from someone else without reference to the originator;
- *cutting and pasting* from the Internet to make a pastiche of online sources;
- **submitting someone else's work** as part of a candidate's own without identifying clearly who did the work. For example, buying or commissioning work via professional agencies such as 'essay banks' or 'paper mills', or not attributing research contributed by others to a joint project.

Plagiarism might also arise from colluding with another person, including another candidate, other than as permitted for joint project work (i.e. where collaboration is concealed or has been forbidden). A candidate should include a general acknowledgement where he or she has received substantial help, for example with the language and style of a piece of written work.

Plagiarism can occur in respect to all types of sources and media:

- *text, illustrations, musical quotations, mathematical derivations, computer code, etc;*
- *material downloaded from websites or drawn from manuscripts or other media;*
- *published and unpublished material, including lecture handouts and other students' work.*

Acceptable means of acknowledging the work of others (by referencing, in footnotes, or otherwise) vary according to the subject matter and mode of assessment. Faculties or Departments should issue written guidance on the relevant scholarly conventions for submitted work, and also make it clear to candidates what level of acknowledgement might be expected in written examinations. Candidates are required to familiarize themselves with this guidance, to follow it in all work submitted for assessment, and may be required to sign a declaration to that effect. If a candidate has any outstanding queries, clarification should be sought from her or his Director of Studies, Course Director or Supervisor as appropriate.

Failure to conform to the expected standards of scholarship (e.g. by not referencing sources) in examinations may affect the mark given to the candidate's work. In addition, suspected cases of the use of unfair means (of which plagiarism is one form) will be investigated and may be brought to one of the University's Courts. The Courts have wide powers to discipline those found guilty of using unfair means in an examination, including depriving such persons of membership of the University, and deprivation of a degree.

The University's plagiarism and good academic practice website (www.cam.ac.uk/plagiarism) provides more information and guidance.

Discipline Regulation 6

No candidate shall make use of unfair means in any University examination. Unfair means shall include plagiarism* and, unless such possession is specifically authorized, the possession of any book, paper or other material relevant to the examination. No member of the University shall assist a candidate to make use of such unfair means.

* Plagiarism is defined as submitting as one's own work, irrespective of intent to deceive, that which derives in part or in its entirety from the work of others without due acknowledgement.

Consent form for the use of Turnitin UK text-matching software on assessed work in 2014-15 in the Faculty of Philosophy

General confirmation

Please read the statements and check the boxes to indicate your agreement.

- ☐ I confirm that I have read and understood the information contained in this document, including the University-wide Statement on Plagiarism, and Discipline Regulation 6.
- ☐ I undertake not to commit plagiarism, or collude with others in the committing of plagiarism, in any work submitted for assessment at the University and understand that the penalties may be severe if I am found to have done so.
- ☐ I confirm that I understand that, if I am required to submit electronic **and** hard copies of a piece of work for assessment, both copies must be identical in content and that any differences will be treated as an attempt to defraud the examination.
- ☐ I confirm that I understand that, if I am required to submit work only in electronic format, I have been advised to keep an electronic copy of the work until the examination results are published.

Use of Turnitin UK

Please read the statement and check the box to indicate your agreement.

- ☐ I **agree** that any piece of assessed work which I submit electronically during the duration of the undergraduate degree course that begins in October 2014 may be screened with Turnitin UK, as described in the accompanying information, and added to the Turnitin UK database.⁹

Personal details

Name (please print):

College:

Course:

Signature:

Date:

Please make a copy of this form for your own records and return the original to:

Jane Clare, Faculty Office, Faculty of Philosophy, Raised Faculty Building, Sidgwick Avenue

⁹ Any work submitted will be added to the Turnitin UK database. On request it can be removed from the database once the examinations have been concluded. However, retaining the work on the Turnitin UK database will help to maintain the integrity of the University's qualifications; work that is withdrawn will no longer be protected against future attempts to plagiarise it.