
Policy Title:	Turnitin Policy	Policy Version:	2
Policy No:	5001	Approval Date:	April 23, 2018
Original Submission Date:	July 20, 2015	Effective Date:	April 23, 2018
Approval Body:	Academic Council	Revision Date:	April 2021

Policy Statement

Academic Integrity is a core value of the academic mission of Acsenda School of Management (ASM) where the pursuit of knowledge and scholarship is through the provision of academic programs in a learning environment of the highest quality. With a focus on student academic success and academic citizenship, ASM supports the ASM community by sharing information, promoting awareness, and providing educational opportunities regarding academic integrity on campus.

It is in the interest of ASM's academic mission that every student adheres to the highest standards of scholarly integrity. As such, academic honesty is taken seriously: engaging in behaviours that are in breach of, or otherwise seek to abuse ASM's Academic Honesty policy will not be tolerated.

In an effort to aid in aforementioned objective, ASM subscribes to Turnitin as a resource for students, faculty, and staff to identify areas of concern with regards to academic integrity and academic standards

Purpose

Turnitin is a phrase matching service that ASM uses for students and instructors to promote integrity and work collaboratively on written assignments. The Turnitin 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 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 ASM, 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. ASM takes pride in preparing high calibre graduates from all of its programs. In this light, ASM 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 submitted electronically to Turnitin, 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 statement in all of their course outlines.
- All instructors are required to set-up a Turnitin account through the ASM Library or to use the integrated Turnitin Assignment with MyASM's Moodle platform.

- Students may be required to set-up a Turnitin account if their instructor elects not to upload student papers on behalf of the student or to use the integrated Turnitin Assignment with MyASM's Moodle platform.
- Faculty and students cannot decline to submit work to Turnitin. If the student is unable to upload an 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 or the student uses the ASM computer lab resources.
- 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

Written work for this course may be submitted via Turnitin, a third party service licensed for use by Acsenda School of Management. Turnitin is used for originality checking to help detect plagiarism. Students will be required to submit their course work via the Turnitin link posted within the course, on the terms stipulated in the agreement between the student and Turnitin. This agreement includes the retention of your submitted work as part of the Turnitin database. Any student with a concern about using the Turnitin service may opt to use an anonymous identity in their interactions with Turnitin. Students retain the copyright of papers submitted to the Turnitin service and Turnitin attests that no personally identifiable information such as name, email or school is sent by Turnitin to any third-party services. If you are concerned with your information being held in the Turnitin database, prepare your paper with only the last four digits of your student number on the header of the first page and do not include any other personal information including your name, email address or full student number. It is the responsibility of any student using the anonymous option to inform the instructor such that the instructor can match up the anonymous identity with the student if necessary.

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

Violations of Academic Honesty Include

The policy for Academic Honesty will be enforced as outlined in the ASM Calendar.

Appeal Process Related to Academic Honesty

Students who choose to appeal a grade must refer to the Academic Appeals Policy (5010).

Training

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

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 post-secondary. 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. Actions and violations of academic integrity include 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 ASM.

Related legislation

- No legislation exists for this policy at this time.

Related policies

Policy Number	Policy Title
5010	Academic Appeals Policy
6006	Copyright Policy
5600	Academic Honesty

Responsibility

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

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Students can use the WriteCheck (www.writecheck.com) service offered by Turnitin.com. The WriteCheck 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. ASM 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 ASM policies and disciplinary penalties for academic dishonesty including the permanent impact on their transcript and thus their future employment and career.

Consistent Response

Post-secondary institutions 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.

ASM is a culturally diverse institution 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. ASM must endeavour to ensure that such students both understand the implications of academic dishonesty and are aware of ASM'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.

APPENDICES

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