

PROCEDURE FOR USING SIMILARITY CHECK TOOL TURNITIN

CHAPTER I

GENERAL PROVISIONS

1. The procedure of using similarity check tool *Turnitin* (hereinafter the Procedure) lays down the conditions and manner of using similarity check tool *Turnitin* (hereinafter *Turnitin*) at Kaunas University of Applied Sciences (hereinafter the University). *Turnitin* is used to implement the measures of plagiarism prevention system at the University.

2. The Procedure has been developed according to the Code of Academic Integrity and the Description of plagiarism prevention system at Kaunas University of Applied Sciences.

3. Definitions used in this Procedure:

3.1. **Academic integrity** is a set of requirements based on the moral principles applicable to the members of academic community. Academic integrity prohibits plagiarism, copying, falsification of data, fraudulent writing of course papers (interim tests, self-study papers, exams, projects), use of fraudulent paper writing services, passing someone else's academic paper / project as own work, custom-writing of academic papers or doing other tasks on behalf of other students, delivery of academic paper in one study field for reporting in another study field, etc.

3.2. **Turnitin** is similarity check tool detecting the degree of similarity between a submitted assignment and sources of content within the database, providing feedback and opportunities for academic paper writing education and assessment. This tool makes it possible for the teachers and final paper supervisors to evaluate how students comply with the provisions of academic integrity and help them to build academic paper writing competency. The assessment of similarities makes it possible to identify cases of inappropriate use of information of plagiarism in course and final papers.

3.3. **Plagiarism** is and intentional or a negligent (through ignorance) presentation of someone else's work (words, images, ideas, software, websites, art and other type of work) in full or in part as own work without appropriate indication of the source and author and without following the rules of citation.

3.4. **Similarity check** is the process of checking the course / final paper by means of plagiarism detection tool and finding the similarities of the assignment with other papers from the database. The results of similarity check are represented in the similarity report, which shows the percentage of matching or highly similar text found in a submitted paper.

3.5. **Similarity** is the matching or similar text in the assignment compared to previously published papers in the database. Similarity by itself is not plagiarism as correctly referenced quotes, the same literature source described, etc. will produce a certain similarity score. The similarity of the text as a case of plagiarism shall be identified by responsible persons having analysed the specific similarities found.

4. The scope of using *Turnitin* tool:

4.1. The *Turnitin* tool shall be used according to the license agreement.

4.2. The use of *Turnitin* tool is limited to the number of students:

4.2.1. in academic year 2018–2019 the tool was used for the checking of the third year students' papers and final graduation papers;

4.2.2. in academic year 2019–2020 the tool was used for the checking of the second year, the third year students' papers and final graduation papers;

4.2.3. in academic year 2021–2022 the tool will be used for the checking of all University students' papers.

CHAPTER II

THE USE OF TURNITIN TOOL FOR THE PREVENTION OF PLAGIARISM IN STUDENTS PAPERS

5. University students' papers are checked by using *Turnitin* tool on the Moodle platform. Responsibility for checking the course papers and giving feedback to paper authors lies with the subject/module teacher.

6. The teacher shall create a *Turnitin* assignment in the course homepage in Moodle where students shall upload their papers to be checked and assessed. By creating a *Turnitin* assignment the teacher should also create the assessment scale. *Turnitin* assignment and assessment scale shall be created according to the instructions developed by the University.

7. Along with the assignment given, the subject/module teacher shall inform the students about the fact and the procedure for checking papers for similarity, assessment criteria and the outcomes of failure to abide with the academic integrity requirements.

8. The teacher assessing the course papers must open the similarity reports generated by means of *Turnitin* tool in Moodle and provide a feedback on incorrect citations as well as evaluate the papers according to the assessment scale created in Moodle. Following the correction of the course papers made by the students the teacher must repeatedly check the similarity reports and evaluate the papers. Only the course paper without plagiarism identified can receive a positive evaluation.

9. The teacher can use *Turnitin* assignments in Moodle only for the checking of students' course papers.

CHAPTER III

THE USE OF TURNITIN TOOL FOR THE PREVENTION OF PLAGIARISM IN STUDENT PAPERS

10. All final papers of University students must be checked by using *Turnitin* tool in Moodle. Responsibility for checking the final paper lies with the final paper supervisor and the head of department/study programme coordinator.

11. Classes of final year groups shall be created in Moodle upon the instruction of the head of department/study programme coordinator. Access to these classes is given to the group students, their final paper supervisors, the head of department/study programme coordinator and the person responsible for plagiarism prevention in the faculty.

12. Students shall upload their final papers in the class within the period indicated by the department. Final paper supervisors shall review the similarity reports, give recommendations for corrections, and the students shall make the required corrections within the period indicated by the department.

13. The head of department/study programme coordinator and the person responsible for plagiarism prevention in the faculty may monitor the final paper submission, feedback and evaluation processes, and review the similarity reports generated by *Turnitin*.

14. Final paper similarity reports are used during the revision of the final papers and recommendations to permit the student for a public defence of the final paper are given basing on the report results. A public defence of the final papers is allowed where there are no cases of similarity that can be treated as plagiarism.

CHAPTER IV

USE OF TURNITIN TOOL FOR THE PREVENTION OF PLAGIARISM IN APPLIED RESEARCH OUTPUTS, SCIENTIFIC AND EDUCATIONAL PUBLICATIONS OF THE UNIVERSITY

15. Editorial boards or persons responsible for the series of publications (scientific journals, conference proceedings, research papers) shall submit the manuscripts of publication to the designated person who checks the text for similarities and delivers similarity reports.

16. Authors of all publications (textbooks, handbooks, educational and methodological materials, popular science and other publications) published by the University shall deliver the manuscripts prior to their layout to the designated person who checks the text for similarities and delivers similarity reports to the authors. The manuscripts shall be repeatedly checked upon the request of the University's Marketing and Media Centre before the printing of the publication or by the person responsible for the University's institutional repository before publishing the publication in the digital format.

17. The group of persons responsible for plagiarism prevention at the University shall supervise and monitor the use of *Turnitin* tool and provide recommendations for the improvement of this activity.

CHAPTER VI

FINAL PROVISIONS

18. The Procedure for Using Similarity Check Tool *Turnitin* shall be approved, amended and repealed upon the University Director's order.

19. The Procedure shall become effective on the day it is officially announced on the University's intranet.

A list of related documents:

1. The Code of Academic Integrity of Kaunas University of Applied Sciences approved by the Academic Board decision No (2.2)-3-22 of 4 September 2018.

2. Description of Plagiarism Prevention System at Kaunas University of Applied Sciences approved by the Academic Board decision No (2.2)-3-29 of 20 November 2018.