

POLICY 581

TEXT MATCHING

For more details:

<https://bit.ly/policy581>

? WHAT IS POLICY 581

- Authorizes use of text matching software at MRU
- Outlines principles and procedures for using matching software
- Does **NOT** address existing practice of using search engines (e.g. Google, library databases)

! GUIDING PRINCIPLES

FAIRNESS AND TRANSPARENCY

- Creating an environment that is fair and transparent
- For common good of students and instructors

ACADEMIC INTEGRITY

- Grounded in fundamental values of honesty, trust, fairness, respect and responsibility with respect to all academic work
- Academic integrity is the primary educational purpose; deterrent or detector of academic misconduct is secondary
- Instructors are responsible for ensuring that students understand relevant issues of academic integrity

CONFIDENTIALITY

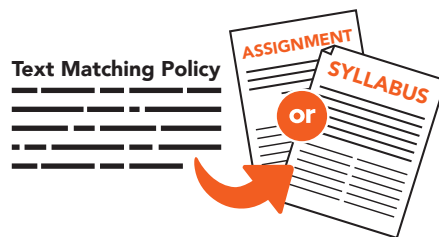
- Reasonable steps are taken to ensure confidentiality of work submitted to the database
- Students maintain copyright on submitted works

GETTING STARTED

You must notify students in advance, in writing, what method of text matching is being used.

It can be included in the:

- syllabus during the **first week of class**
- OR
- assignment description, **if given at least 30-days prior.**



Submission to the chosen text matching software is an indication of implied consent from a student.

This is the case whether the student submits directly, or you do on their behalf (unless students have opted-out).

SUBMIT
=
IMPLIED CONSENT

It is the responsibility of the instructor to provide students the following:

- information about adequate referencing, citation, etc.
- instructions in writing on how to submit work to the software
- information about both the benefits and common concerns associated with the software

Students will also be made aware that suspected plagiarism will be investigated and, if found, disciplinary action taken.

✓ OPT-OUT PROCESS

Students have the right to opt-out of using the text matching software.

The process of opting out must be described in the course syllabus.

Students wishing to opt-out of using the text matching software must choose an alternate method for analyzing the originality of their work.

The process for opting out is as follows:

1. The student meets with the instructor
2. The student and instructor discuss an alternative method
3. The instructor approves the alternative, in writing



D2L BRIGHTSPACE

A policy notification will automatically be added to a D2L course shell if the Text Matching setting is turned on.

It is turned off by default.

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POLICY CHECKLIST

- Secure training for yourself**
- Acquire standard notification statement** (see below)
- Provide advanced notice to students in writing**
Syllabus within first week
OR
30-days notice in assignment descriptions
- Notify students of Opt-Out options and process**
These must be described in the course syllabus
Timing for opting out must be identified in the course syllabus or assignment descriptions

OPT-OUT CHECKLIST

- Meet with student**
- Discuss alternate methods of analyzing the originality of the work**
- Approve an alternative method, in writing**

POSSIBLE ALTERNATIVES

- Provide evidence of multiple drafts
- Provide access to sources used
- Discuss information from the sources with the instructor
- Provide an annotated bibliography
- Respond to questions generated by the instructor to help determine originality

STANDARD SAMPLE STATEMENT

In this course, you will be asked to submit material in electronic form to a text matching service to which MRU subscribes called Turnitin.com. This is a service that checks textual material for originality. MRU authorizes the use of text Matching Software for educational purposes. Limited personal information should be entered into the software. It is recommended that personal information entered be limited to MRU identification number, institutional email address and course work.

By submitting your material, you agree that your paper will be subject to a textual similarity review to Turnitin.com for the detection of plagiarism. Use of Turnitin.com service is subject to the Usage Policy posted on the Turnitin.com site. Submitted data resides with the software company outside the University and is used to provide comparisons that promote academic integrity. Once submitted, your materials will be included as source documents in the Turnitin.com reference database and used solely for the purpose of detecting plagiarism.

Students have the right to opt out of using the software and may choose another form of originality checking, subject to the agreement of the instructor. Students must notify their instructor of their intention to opt out no later than ten business days after the add/drop date for their course/term. Inquiries regarding the use of Turnitin.com in your course can be directed to your course instructor [title, business address and phone number]. General information about Turnitin.com including training materials and the University's reasons for using it can be found at <https://bit.ly/d2l-assignments>.