Information for students regarding the use of Turnitin UK originality checking software in the Faculty of Law

1. Introduction
The University subscribes to Turnitin UK software which provides an electronic means of checking work for originality and is widely used in UK universities. This document explains how Turnitin UK will be used by the Faculty of Law and explains the implications of submitting your work to the software.

You are asked to read the information thoroughly.

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.

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 Law and can be found at https://resources.law.cam.ac.uk/documents/official/faculty_of_law_plagiarism_guidance.pdf. Additional information regarding Part II seminar paper dissertations is available at https://resources.law.cam.ac.uk/documents/official/faculty_of_law_preparation_and_presentation_of_seminar_paper_dissertations.pdf. Further information regarding LLM dissertations is available in the LLM Handbook (https://resources.law.cam.ac.uk/documents/official/law_llm_student_handbook.pdf). If, after reading the guidance, you have any outstanding queries, you should seek clarification at the earliest opportunity from your Director of Studies.

Furthermore, you should 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.

The Faculty organises an annual lecture on plagiarism, which is mandatory for Tripos and LLM students who are writing a dissertation. Information about this lecture will be provided by the Academic Secretary.

3. About Turnitin UK originality checking software
Who controls the service?
This University is the recognised Data Controller for the data held or processed by, or on behalf of, the service. An American company, iParadigms, is the Data Processor.

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 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 and/or Assessors 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 Law?

Students are already required to submit dissertations in electronic form in Word Format to allow a word check to be carried out. Before the relevant Examiner has submitted a preliminary mark for the dissertation to the Examinations Secretary, the dissertations will be submitted to the Turnitin database. Typed exam scripts may be treated similarly and any written by hand, where permitted, may also be transcribed before being submitted to the database.

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 Examiner and/or Assessor(s) will review the resulting originality report to judge: whether the matches are innocent, and whether you have appropriately referenced these matches (if not, this may constitute plagiarism), and whether you have made excessive use of material from other sources (which may be poor academic practice).

The Examiner and/or Assessor(s) 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 discussed with the Examinations Secretary (acting as Academic Integrity Officer), before – if deemed necessary – being 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 you, 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 only 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. You are asked to permit the Faculty’s Examinations Secretary, if approached by the Turnitin UK Administrator, to allow the contents of your work to be revealed to a third party outside Cambridge for the purposes of investigating such a match.

Matches to text submitted from within the University

If a match is found to material submitted from within the University, the Examiner and/or Assessor(s) 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 the Faculty’s Examinations Secretary 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: http://www.turnitinuk.com/en_gb/home
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) are essential components of any work submitted for assessment, whether written examination, dissertation, essay, registration exercise, or group coursework. The most appropriate method for attribution of others’ work will 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, whether written paper or submitted essay, 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 or assessed work 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.