

Education and Student Experience Committee
University Guidance on the use of Text Matching Software

1. The University provides text matching software to students as one of a number of aids to improving their academic writing skills and to promote the concept of self-regulation.
2. Staff use the same tool provided to students in order to assist in the identification of plagiarised work submitted for summative assessment.
3. Students can only access the University's preferred text matching software via the assignment section of module site on Canvas.
4. In all cases where an assignment is submitted on-line via the module site on Canvas, and it is of an appropriate type and format, students will have an opportunity to submit each piece of coursework through the University's preferred text matching software as a means of developing their academic writing. This opportunity may be either through a specific assignment portal created for such a purpose, or as a first draft submission through the actual portal in Canvas for summative assessment in question.
5. It is the responsibility of students to ensure that you leave yourself enough time to be able to revise your work in light of any initial similarity report for your work that is generated; and that you submit the final version of your assignment to the correct assignment submission portal on the module site in Canvas.
6. All undergraduate and postgraduate taught students will normally have all appropriate types of summative assessments run through the University's preferred text matching software as part of the marking process.
7. The University will support all staff who mark assessments in the use of the text matching software adopted by the University so that they are able to use the software effectively and that they are competent in the interpretation of reports.
8. All postgraduate research students will normally run their first formal progression report (defined in the Doctoral College Handbook) through the University's preferred text matching software and thereafter be given the opportunity to run work of their choice through the software as a means of developing their academic writing.
9. Students will be notified about the University's text matching software and its use via Programme Sites on Canvas.

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TURNITIN is an online text matching tool, which checks submitted student work against an extensive database of current and archived material and prepares a customised 'originality report'. It is quick and easy to use, with no need for installation of software.

Turnitin is used by the University of Hertfordshire under licence.