



Alma Mater Studiorum Università di Bologna

### **ANTIPLAGIARISM SUPPORT SERVICE GUIDELINES**

This service represents a support which Bologna University makes available to lecturers and teaching assistants, the so-called “instructors”, in order to help them checking the students’ assignments and papers. The instructor’s checks remain the main guarantee to effectively control the quality of the assignments produced by the students.

Each faculty or course involved in the trial of this service will define the acceptable percentage of similarity between the text being checked and several extensive reference databases (this percentage is called “similarity index”). Please ask the appointed person in your faculty who is supervising the testing of this service.

The control action should start immediately from the early chapters of an assignment and is mainly aimed to educate the student to quote bibliographic sources properly.

A high score in the similarity index does not necessarily indicate plagiarism. Should the instructor notice a high similarity percentage, or similar text with no proper quotations, he/she should inform the student and ask them to modify the text accordingly.

If the student does not follow the instructor’s indications, he/she will not be admitted to discuss the dissertation until the text has been revised according to the instructor’s recommendations.

While testing is being carried out the instructor does not need to produce the system “similarity index” receipt which will be requested once “Turnitin” trial stage is completed.

### **BEFORE SUBMITTING YOUR FIRST FILE TO THE SYSTEM**

**Before using “Turnitin” for the first time please read the following instructions carefully:**

#### **Object of the service:**

“Turnitin” service makes available software applications, papers and databases which should enable instructors of Bologna University, who act as supervisors of students’ assignments, to carry out originality checks on the assignments and papers written by the students.

#### **Submitted texts usage and protection of assignments containing patent material.**

The assignments written by the students, which are submitted to originality checks, are indexed and compared by “Turnitin” software with its own reference database; for this reason the supplier (i.e. iParadigms) requires that the user agrees to grant a non-exclusive, royalty-free, perpetual, worldwide, irrevocable license to reproduce, transmit, display, disclose, archive and otherwise use in connection with its Services any paper you submit to the Site whether or not originally submitted in connection with a specific class. The papers ownership remains the property of their authors and the texts which are submitted benefit from protection systems, for example, the papers cannot be viewed by anybody except from the instructor.

However, as this is a web-based service the supplier does not guarantee against improper and unauthorised access to their database and contents.

iParadigms assumes no responsibility for any error, omission, interruption, deletion, defect, delay in operation or transmission, communications line failure, theft or destruction or unauthorized access to, or alteration of any paper submitted by you or your students.

**Despite the precautions and protection measures adopted by the supplier, the licence agreement is not compatible with any paper which contains patent material. Therefore those documents are NOT to be submitted to the “Turnitin” system.**



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### **Authorised users and licence agreement**

The service is reserved to professors and teaching assistants, students and administrative staff of Bologna University. The supplier grants to the authorised users a non-transferable, non-exclusive license to use the Services and Site, solely for non-commercial use. You agree to use the Site and Services only as follows: (i) if You are a School Administrator, only in connection with registered classes offered through Your Educational Institution, (ii) if You are an Instructor, only in connection with registered classes You are currently teaching, or (iii) if You are a Student, only in connection with a registered class in which You are enrolled. No other license is granted by implication, estoppel or otherwise.

### **Use of log in and password**

The instructors can provide the login and access password to their students only and should not disclose the ID numbers and passwords to the public. Both instructors and students are responsible for the use of their login details and should keep these safe and confidential.

### **Use of the originality check results**

The instructors agree to keep the originality checks results confidential. These results are only tools for detecting textual similarities between compared works and do not determine conclusively the existence of plagiarism, which determination is a matter of professional judgment of the Instructor.

### **Use of communications sent to the supplier through the website**

Any communications and notices sent by the user to the supplier through the website are not treated as confidential and are not subject to copyright, therefore these can be used by the supplier in order to improve or develop the service.

### **Disclaimer**

Acceptance of the terms and conditions regarding the licence granted to the supplier takes place directly online when accessing the system for the first time.

As illustrated in the technical notes attached, “Turnitin” offers two workflows for text submission:

- a) *quick submit*: an instructor can upload a digital text directly;
- b) *add a class*: by creating classes and assignments and giving students the possibility to enrol in the class and submit their own papers by signing in. When accessing “Turnitin” the first time, the student will have to accept the terms and conditions in order to upload the required papers to the system. This acceptance constitutes also a disclaimer towards the University.

Option b) is recommended as it offers the necessary guarantees.

Should the instructor wish to proceed with the other option available, it will be first of all necessary to obtain a disclaimer guarantee from the student (see attached) and forward this to *segreteria studenti or students office* to be added to the student’s personal file.

Once the system is fully operational, after the trial stage, the disclaimer will be acquired online.

The University does not take any responsibility with regards to disputes raised against supervisors who do not follow these guidelines.

Starting from the forthcoming students’ enrolment session, the student accessing *AlmaWelcome*, will have to accept the terms and conditions regarding antiplagiarism checks, in addition to the delivery and keeping of papers in digital format only.



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## DECLARATION AND AUTHORISATION TO ANTIPLAGIARISM DETECTION

The undersigned .....registration n. .... enrolled in the following degree course .....

Declares:

- to be aware that the University has adopted a web-based service to detect plagiarism through a software system called “Turnitin”, which compares student’s written papers with a wide database of web sources, *open access* materials and other dissertations and commercial texts. This service supports the instructor’s work and does not replace the instructor’s valuation of quality and originality of the students’ written works;
- to grant a non-exclusive, royalty-free, perpetual, world-wide, irrevocable license to reproduce, transmit, display, disclose, archive and otherwise use in connection with plagiarism detection service any paper submitted to “Turnitin” to the only purpose of comparing other texts included in the database and further texts uploaded at a later stage;
- that the papers which will be submitted to “Turnitin”:
  - a) have no secrecy obligations;
  - b) have not been produced within projects financed by public or private institutions subject to confidentiality clauses with regards to use or disclosure of the project’s outcome;
  - c) do not have any innovative elements for which it would be possible and advisable to protect them;
  - d) do not constitute matter of patent applications or registrations.
- Acknowledges that:
- his/her papers will not be visible to third parties without his/her specific authorisation granted to the instructor;
- “Turnitin” supplier protects strictly the confidentiality of data, information and papers supplied by the users during the use of the service by adopting the necessary technological protection measures and guarantees high security standards. However, being “Turnitin” a web-based service, the supplier cannot guarantee against unauthorised access and improper use of the database and its contents;
- personal data can be communicated to the “Turnitin” supplier, according to what established by Legislative Decree no 196, dated 30<sup>th</sup> June 2003 (Personal Data Protection Code) which regulates personal data treatment and protection and in compliance with the general principles of transparency, fairness and confidentiality to the sole purpose of allowing the access and use of the service. Any other use is not allowed.

The undersigned further agree to indemnify and hold harmless University from and against any liability of whatever kind and nature arising from any claims and damages asserted by third parties with regards to the contents of his/her papers, including infringement of third party intellectual property rights.

Date: ..... Signature: \_\_\_\_\_