

## **Establishing Rules for Using Turnitin University-wide**

It was decided that Turnitin, a software program for detecting plagiarism and checking for grammar mistakes which until now was only available to graduate class instructors and graduate students, will be adopted on a university-wide basis (approved at the 24 January 2017 University Senate Meeting). The license fee is decided on the number of student accounts registered in active classes created by APU class instructors and as Turnitin will be used university-wide from now on it is necessary to closely monitor the number of registered students. Hence, we would like to establish the following rules for creating classes and registering students to Turnitin.

### **I. Goals to be Achieved in AY2017**

Along with the adoption of Turnitin university-wide, we aim for more faculty members to become acquainted with the software and use it to improve students' writing skills. Furthermore, through having faculty actively use the software in a wide number of lecture subjects, we will aim at preventing students from plagiarizing and also encouraging them to learn about proper academic writing themselves.

### **II. General Usage Rules**

#### **1. Registering Faculty**

We will ask all faculty if they would like to use the software through an online survey and the secretariat (Academic Office) will create instructor accounts for those who answered positively. Each faculty will create their classes and enroll students. Faculty already registered to Turnitin as graduate instructors can continue to use the same account to create classes for their undergraduate courses also.

#### **2. Establishing Usage Rules**

As explained above, expanding the scope of usage university-wide requires that the number of accounts are strictly managed. Therefore, we would like to apply a set of unified rules as below regarding creating classes and enrolling students.

##### **2-1 Creating Classes**

#### **A. Class Titles**

It is estimated that one student will be enrolled in multiple classes and to avoid confusion among students, faculty will be asked to name the Turnitin classes with the exact same title as the class they are teaching and specify the year and semester of offering before the class name. **Titles of classes offered in Japanese shall be written in Japanese and those of classes offered in English – in English.**

E.g.        2017SP Study Skills and Academic Writing  
              2018FA 多文化協働ワークショップ

#### **B. Setting a Class End Date**

The annual license fee for Turnitin is decided on the number of student accounts registered in active classes and it is necessary to set expiration dates for all classes and close those classes that have already finished to avoid maintaining accounts for students after they graduate, etc. **The expiration date for Turnitin classes should be set for the end of the semester as follows.**

**Spring Semester Class End Date: by September 20**

**Fall Semester Class End Date: by March 31**

Seminar classes should also be operated on semester basis despite that one student registers consecutively from “Major Seminar I” through “Undergraduate Thesis” under the same instructor.

## 2-2 Using a unified student account registration system

In order to use Turnitin, instructors have to first create a class and then register students. 1) First Name, 2) Last Name and 3) Email address are required when enrolling students to Turnitin classes and as when using manaba, this information can be extracted from Campusmate. In order to provide each student 1 account until the time of graduation and avoid any changes to the student information caused by a change of student status such as leave of absences and reinstatement, we would like to introduce a unified student account registration system as below and ask all faculty members to follow it when creating student accounts on Turnitin.

Information for Turnitin	Information from Course list (English)	Example
First Name	[2] Name (E) (full name in English)	LI Yan
Last Name	[6] User ID	yanli
Email (user name)	[7] Email Address	yanli@apu.ac.jp

Notes:

1. The student name in English should be registered as name (First Name) so **please choose “English” as login language before you log in to Campusmate.**
2. **The Last Name is required in case the student forgets their password** so please make sure that you enter the correct information.
3. To maintain the account numbers within the designated limit, registered email addresses should be limited to APU email addresses only. **Private email addresses should not be registered.**

## 2-3 Announcement of Rules and Method of Confirmation

As the case with manaba, faculty will be able to use Turnitin after the course registration periods are finished. Please make sure that you follow the above rules for creating classes and registering students. To ensure that faculty have clear understanding of these rules, we will present them at the Faculty Discussion meeting and also upload the usage manual on manaba and Campus Terminal.

At the beginning of every semester, the secretariat will check if there are any active classes from the previous semester and if any, we will contact relevant faculty to request closure of those classes.

Furthermore, graduate instructors already using Turnitin can continue using account s according to existing rules this semester but are requested to follow the above rules starting from AY 2017 Fall semester.