

Policy/Procedure/Strategy: Turnitin Guidance

Author/Owner: Andy Brown

Signature:

Department/Section:

Review Due:

Date:

Date of Assessment: 5th April 2016

Step 1

Aim of proposed activity/decision/new or revised policy or procedure:

Revised policy procedure – Turnitin Policy

- New
 Revised
 Existing

Who will be affected?	Who will be consulted?	Evidence available:
University staff and HE students Turnitin UK? Iparadigms?	LIS. Wider consultation was undertaken when the policy was written. 29/5/12 LTQC 22/4/16 QAEC	It has become necessary to change the procedure for informing students about Turnitin. The PL should inform students about Turnitin but this isn't always working meaning that some but not all students are being properly informed about the procedure. There is potential therefore that this is not currently an inclusive procedure. It is proposed that the university should inform students via an email or letter to be sent to all students on enrolment. Consultation feedback suggests that the amendments are not likely to have a negative impact on those with protected characteristics. The proposed changes are likely to have a positive impact as it ensures that all students receive the information as part of the standard communication with UHI.

Step 2

Potential Positive/Negative/Neutral Impact Identified. P, N, NI	Age	Disability	Gender Reassignment	Marriage/Civil Partnership	Pregnancy and Maternity	Race	Religion or Belief	Sex	Sexual Orientation
Eliminating Discrimination	N	N	N	n/a	N	N	N	N	N
Advancing Equality of Opportunity	N	N	N	n/a	N	N	N	N	N

Promoting Good Relations.									

Step 3

Action to be taken

The university will inform students via an email or letter to be sent to all students on enrolment. The letter is reproduced in English and Gaelic on the university's Turnitin website: <https://uhi-mahara.co.uk/view/view.php?id=23260&showmore=1>.

The guidance has been completely rewritten and takes staff step by step through the policy.

A checkbox has been made compulsory on UHI's assessment cover sheet which asks students to confirm that they have received information about Turnitin. Any reports where students have said that they have not received this will be investigated.

Summary of EIA Outcome – please tick

- No further action to be carried out
- Amendments or changes to be made
- Proceed with awareness of adverse impact
- Abandon process – Stop and Rethink

Please forward completed EIA forms to the Quality Unit