

**AC.3.4.3 Student Academic Conduct**  
**Schedule E**  
**Use of Text-Matching Software – Guiding Principles**

**Governing Principles**

1. This procedure applies to the use of software that identifies identical/similar matching text or content when a student's submission or assessment is compared with other individuals' submissions or assessments. It does this by scanning electronically-submitted student work against other material located in databases on webpages, published academic writings, commercial and proprietary databases, and other students' works submitted to the software.
2. Although this Schedule focuses on SAIT's use of Turnitin\*, software that the Office of the Registrar uses in the admissions process may also identify identical/matching text or content, and may result in proceedings against a student pursuant to procedure [AC.3.4.3 Student Academic Conduct](#).
3. Some text-matching software, such as Turnitin, may be used to identify a student's use of artificial intelligence software in their submissions or assessments: however, there are concerns with the use of such software in relation to false positive/false negative findings.
4. Instructors who are using software for text-matching purposes or for identifying a student's use of artificial intelligence software are expected to advise students of their use of that software. See the Guiding Principles below specifically in relation to Turnitin.

**Guidelines for the Use of Turnitin**

1. SAIT uses Turnitin as an educational tool for two purposes:
  - a) To support academic excellence and student success by helping students develop academic literacy and good academic practice in working with sources. This means that students must be able to view their Turnitin results.
  - b) To assess the academic integrity of assessments that students submit for evaluation. Turnitin results may be part of the evidence that SAIT considers when determining if a student has committed academic misconduct.
2. The use of Turnitin as an educational tool in a particular course is at the discretion of the instructor, in consultation with their academic chair/coordinator, delivering that course.
3. If Turnitin is used in a course:
  - a) Its use must be clearly communicated to students on the course outline and/or in Brightspace/D2L, using the following standard wording:

The instructor may submit student work in this course to Turnitin's test-matching software program, to help assess the academic integrity of student work in this course. Turnitin results may be considered as one piece of evidence in academic misconduct hearings. Turnitin is an American company that keeps no unencrypted student identity data in the United States unless

the students themselves choose to share this information in their submission. Students should limit their sharing of personally identifiable information by not including their names and student ID numbers within the text body of submitted assignments. SAIT has carefully reviewed this company's data management procedures against SAIT's data governance and governance protection practices. By enrolling in this course, students are deemed to agree to the submission of their written work to Turnitin for verification of their work's academic integrity. A student who has questions about the collection or use of their personal information may contact [foip.coordinator@sait.ca](mailto:foip.coordinator@sait.ca).

- b) If this statement does not appear on the course outline and/or in Brightspace/D2L, student work in that course cannot be submitted to Turnitin for any purpose, and Turnitin results relating to improperly-submitted work cannot be used in an academic misconduct proceeding.
  - c) Turnitin may be used for some or all evaluative assessments in a course, both for draft and/or final assessment submissions.
4. Students may choose to independently assess their own work using Turnitin outside of the BrightSpace submission folder, regardless of whether or not an instructor has required its use in a course and regardless of whether or not the instructor has submitted that same work to Turnitin.
  5. As per procedure [AC.3.10.1 Ownership of Student-Produced Work](#), a student owns the intellectual property in the original work they create for a particular course. The use of Turnitin does not change this.
  6. Turnitin results do not in themselves provide evidence that a student has or has not committed academic misconduct, but are only one piece of information that is considered in academic misconduct proceedings. No specific percentage match between a student's work and another person's work automatically indicates that academic misconduct has or has not occurred. However, the greater the match, the more likely it is that academic misconduct has occurred.
  7. SAIT has resources available for instructors through the Centre for Academic Development and Innovation's SharePoint site. Instructors using Turnitin in their courses are expected to become familiar with these resources, which address both the technological and pedagogical features of this software.

\*Note that Turnitin is the name of the company providing the software; the actual software product is "iThenticate". However, SAIT refers to this product generically as "Turnitin".