Plagiarism-detection Memo

To graduate advisors and program staff:

Please pass this on to your graduate students and their instructors.

UBC material submitted to Turnitin, the plagiarism-detection system selected by the University, is analyzed and stored in the United States. Members of the UBC community should know this. It sets the context for the following important advice from the office of E-Learning at UBC:

- Submit all material to Turnitin under a pseudonym, including a false email address.

- Remove student names and all identifying material from documents prior to submission.

For instructors:
http://www.elearning.ubc.ca/toolkit/turnitin/for-instructors/
If you are submitting papers to Turnitin on behalf of students, please remember to delete any identifying information from the original document prior to uploading it. This includes the student's name and student number in the document, as well as any metadata or hidden data that might be stored in the document itself. The website above has instructions on how to remove the metadata from Microsoft Word.

For students:
http://www.elearning.ubc.ca/2011/08/09/using-turnitin-in-winter-2011/
When students create an account on the Turnitin website, they will be asked to provide formal consent to the storage of their personal information in the US. Please advise students to use an alias to create a Turnitin account if they are concerned about having information stored in the US. If they choose this option, they will have to let you know what alias they are using.

A year plus a day after submission of a paper, students can have their work removed from Turnitin's databases by sending a request to Turnitin.support@ubc.ca.

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