

Regulations on Anti-Plagiarism (14 May 2018) (v 2.0)



1. These regulations apply to work mentioned in paragraph 5(i) carried out by students in connection with their programme of study, whether taught or by research, and for full-time, part-time, distance and mixed-mode delivery.
2. The University considers plagiarism as an act of intellectual and academic dishonesty and shall under no circumstance accept or tolerate any case of plagiarism.
3. Plagiarism shall be defined as the practice of taking someone else's work or ideas and passing them off as one's own whether intentionally or by failing to acknowledge the author(s) and/or source of their work.
4. The University shall provide the appropriate tools and techniques to academic staff and students for determining the extent of plagiarism.
5. (i) Submission of an originality report using tools and techniques provided as per point (4) above is mandatory for all postgraduate and undergraduate projects/dissertations, MPhil Transfer Reports and MPhil/PhD Theses.

(ii) Submission of an originality report may be requested for portfolio/business plan and any other relevant documents on case to case basis at the discretion of the supervisor/lecturer or as stated in the Module Information and Plan (MIP).
6. The indicative acceptable limits are as follows:

Taught programme	Maximum Threshold for Similarity Index	Maximum individual source matching
Undergraduate (Dissertation, Portfolio, Business Plan, Project, etc.)	30%	1%
Postgraduate (Dissertation, Project Report, Assignment, etc.)	25%	1%
Research programme	Maximum Threshold for Similarity Index	Maximum individual source matching
MPhil transfer report	20%	1%
MPhil/PhD thesis	15%	1%

7. Cases of individual source matching beyond 1% will be dealt with on a case to case basis and will be deemed acceptable if the source(s) is/are from own student's publication(s). Work must be scrutinised by Supervisor/Marker to determine where similarity lies, that is whether in literature review, methodology, results etc.
8. Documents submitted without an originality report or where the similarity index and the individual source matching are beyond the maximum thresholds allowed will not be considered for marking, except as per (7) above.
9. The University reserves the right to refer any cases of alleged plagiarism by students to the relevant School for taking appropriate actions.
10. It is the responsibility of the student, and only the student, to ascertain that all work which is not of his/her own, whether partly or in full, is properly acknowledged and referenced in the work submitted.
11. Appropriate advice shall be provided to the students by the School concerned to help them better understand plagiarism and its consequences. Students should avail themselves of these services.