**Key points from the Code of Practice on Plagiarism Detection (2013/14)**

Plagiarism is defined in paragraph 2 of University Regulation XVIII as “submitting work as the candidate's own of which the candidate is not the author.  This includes failure to acknowledge clearly and explicitly the ideas, words or work of another person whether these are published or unpublished.”

Schools/Departments should distribute written guidance to students in programme materials and through other media as appropriate, within a subject-specific context, about

1. correct referencing techniques (of both printed and web-based material),
2. plagiarism avoidance, and
3. how to distinguish between acceptable collaboration and unacceptable collusion.

This guidance should be included in induction materials, and 'top-up' training provided at appropriate times.

Schools/Departments should be expected to find ways of embedding guidance and support for good referencing and plagiarism avoidance within the curriculum of all programmes (in partnership with and making full use of the library and other support services) to ensure that all students are aware of, and fully engaged with the issues involved.

The University reserves the right to use all legitimate means at its disposal to detect plagiarism. All submitted work will be liable to scrutiny in order to identify plagiarism.

Text-Matching software cannot be used to analyse material submitted in the form of an image; or laboratory assessment/practical work; or drawn, painted, sculpted, animated, fired, performed, sung or machined visual work. However, other electronic tools are available to support academics in detecting non-written plagiarism.

Staff and students should be made aware that some online Text-Matching tools are unreliable. For students, it will not be a defence against a charge of plagiarism to explain that the work was submitted through a Text-Matching service.

The use of a threshold value in a software similarity index is discouraged, as a high value may be the sum of many coincidental matches, and a low score could be from the plagiarism of a short but vital passage.

International students on UG or PGT courses should be given additional support at pre-sessional and first year level to make clear the university’s policies on plagiarism and good referencing practice.

In cases of suspected collusion, the conduct of interviews at the initial investigation stage shall be at the discretion of the HoD, the AD(T) or their nominee.