

Plagiarism and good academic practice: requirements of Faculty Boards and equivalent bodies

The requirements of the General Board are as follows:

- That Faculty Boards issue written discipline-specific guidance on good academic practice to include information about:
 - correct citation techniques (of both printed and web-based material) and any other relevant scholarly conventions for submitted work;
 - plagiarism avoidance;
 - how to distinguish between acceptable collaboration and unacceptable collusion;
 - what level of acknowledgement is expected in submitted work and written examinations;
 - how examiners deal with inappropriate academic practice.

All guidance should be consistent with and reference the [University-wide statement on plagiarism \(www.admin.cam.ac.uk/univ/plagiarism/students/statement.html\)](http://www.admin.cam.ac.uk/univ/plagiarism/students/statement.html).

- That the local guidance is easily accessible to all students, staff and examiners. In addition, faculties and departments should send the url to the Education Section so that it can be linked from the [University's plagiarism and good academic practice website](http://www.admin.cam.ac.uk/univ/plagiarism/guidance/index.html).
- That Faculties and Departments include information on plagiarism and good academic practice in their induction material and activities. Faculties and Departments are also strongly encouraged to provide 'top-up' training at appropriate times (i.e. on citation techniques as students start to write their dissertations).

The General Board strongly recommend that Faculties and Departments require students to sign a declaration to confirm that they understand the University's definition of plagiarism and the Faculty's local guidance and that they undertake not to plagiarise. This written declaration should be obtained well before submission dates. The General Board also recommend that Faculties and Departments incorporate specific reference to Discipline Regulation 6 into their coversheets for submitting assessed work.

Discipline Regulation 6 reads:

No candidate shall make use of unfair means in any University examination. Unfair means shall include plagiarism* and, unless such possession is specifically authorized, the possession of any book, paper or other material relevant to the examination. No member of the University shall assist a candidate to make use of such unfair means.

* Plagiarism is defined as submitting as one's own work that which derives in part or in its entirety from the work of others without due acknowledgement.

[Currently online at: www.admin.cam.ac.uk/univ/plagiarism/examiners/]