

GUIDELINES TO PLAGIARISM DETECTION

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USE OF TEXT SIMILARITY SEARCH SOFTWARE IN DETECTING PLAGIARISM

In attending to plagiarism in theses and to ensure academic integrity, the School of Graduate Studies has established a set of guidelines for the use of text similarity search tools such as *Turnitin*. The guidelines are as follows:

1. The text similarity search report must be submitted at two different occasions: first, when the thesis is submitted for examination (together with the GS-15a or GS-15b form), and second, when the final version of the thesis is submitted after the viva (together with the GS-16a form).
2. In determining plagiarism, the *Turnitin* originality report or its percentage value should not be used as the only indicator. The whole thesis must be thoroughly checked for text similarities. Clear and unacceptable instances of plagiarism are:
 - (i) Copying of full sentences or even paragraphs straight from the source as though they are the student's own work.
 - (ii) Similarities coming from one or more paragraphs.
 - (iii) "Cut and paste" work – copying without paraphrasing and/or citing the original source
3. Apart from *Turnitin*, other equivalent softwares may be used.
4. The Bibliography section should not be included in the text similarity search.
5. In circumstances where the methodology or data is patentable, omit the relevant sections pertaining to the invention. This is to ensure that the intellectual property can still be protected when the thesis is submitted for a text similarity search.