

INTERNATIONAL UNIVERSITY OF SARAJEVO
INTERNACIONALNI UNIVERZIET U SARAJEVU
ULUSLARARASI SARAYBOSNA ÜNİVERSİTESİ



STUDY RULES

FOR THE THIRD CYCLE STUDIES

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According to Article 61, Paragraph (1), Clause k) of the Law on Higher Education Law ("Official Gazette of the Sarajevo Canton", issue 36/22), and Article 121 of the Statute of the International University of Sarajevo (hereinafter: the Statute), number IUS-SENAT-11-1720/23 from June 19th, 2023, the Senate of the International University of Sarajevo (hereinafter: the Senate), on its 164th session held on June 27th, 2023, adopted the following

**STUDY RULES
FOR THE THIRD CYCLE STUDIES**

I GENERAL PROVISIONS

**Article 1
(Introduction)**

- 1) These Rules (**hereinafter: the Rules**) specify the organization and delivery of the third cycle studies (**hereinafter: doctoral studies**) at the International University of Sarajevo (IUS).
- 2) The definitions applied within these Rules are presented in Table 1.

Table 1: Definitions

Academic Advisor	A professor who acts as an advisor until the Faculty Council appoints the official mentor for the student.
Mentor	A person appointed as such by the procedure defined in these Study Rules.
Co-mentor	A person appointed as such by the procedure defined in these Study Rules.
Doctoral Program	An education/training program that covers the period from registration to the successfully completed doctoral defense.
Doctoral Dissertation Topic	The research study approved by the mentor complied with the conditions and standards set in this rulebook.
Doctoral Qualification Exam Committee	The committee appointed by the Senate to organize and execute the doctoral qualification exam.
Scientific Activity	An activity aimed to provide doctoral students with practical skills for conducting research and presenting scientific findings.
Qualification Exam	The examination is held after the completion of all doctoral coursework.
Doctoral Supervision Committee	The committee appointed by the Senate to evaluate the progress of the doctoral dissertation.
Doctoral Defense Committee	The committee appointed by the Senate, before which the doctoral defense will take place.

Doctoral Defense	The public session in which the doctoral students defend their dissertation in front of the Doctoral Defense Committee to be awarded a Ph.D. degree.
Graduate Council	A permanent body of IUS related to the second and third cycle studies at IUS.
Graduate Office	An administrative unit responsible for daily business concerning graduate students and support for the Graduate Council.
Program Council	An academic unit composed of the academic staff of the study program.
Program Coordinator	A professor authorized to decide on behalf of the Program Council when a majority vote on a related subject matter is reached.

**Article 2
(Graduate Council)**

- 1) Graduate Council is a permanent body of IUS related to the second and third cycle studies at IUS.
- 2) Graduate Council is responsible to:
 - a. Continuously review and make recommendations regarding the quality and nature of graduate studies, policies, and standards;
 - b. Evaluate and make decisions on different appeals.
- 3) Graduate Council members are the Graduate Council Director, representatives from Faculties, and the Vice-Rector for Academic Activities and Students' Affairs as a representative of the Rectorate. All members have voting right.
- 4) Graduate Council shall meet at least two times per semester. In cases when there is a need, GC meetings can be on a more frequent basis.
- 5) Graduate Council shall meet with the students once a year, preferably in Spring Semester.
- 6) Decisions of the Graduate Council are adopted by a simple majority of its voting members.
- 7) The Senate appoints and dismisses Graduate Council Director for four years with the possibility for reappointment based on the Rector's proposal.
- 8) Graduate Council Director organizes and presides over Graduate Council meetings.
- 9) Graduate Council Director can be given the right to decide on behalf of the Graduate Council in certain subject matters upon previous written authorization by the Graduate Council.
- 10) The Graduate Council Director, with the approval of the Graduate Council, provides a written report regarding the activities to the Rectorate at the end of each semester.
- 11) Representatives from faculties are appointed by the Faculty Council on the Dean's proposal for four years with the possibility for reappointment.
- 12) Representatives from faculties can be dismissed by the relevant Faculty Council on the proposal of the Graduate Council Director.
- 13) Graduate Office supports the work of the Graduate Council and does day-to-day business concerning graduate students.

Article 3
(Aim and characteristics of doctoral program)

- 1) Any study program that entitles its graduate to a Ph.D. degree is considered the doctoral study program, following the Law, these Rules, and the Book of Rules on Using Academic Titles and Obtaining Scientific and Professional Titles at Higher Education Institutions in Sarajevo Canton.
- 2) The aim of the doctoral program is to enable students to carry out independent scientific research, express their own views in respect of scientific/artistic achievement, and take all necessary steps to synthesize new scientific/artistic findings.
- 3) To be eligible to attend doctoral studies, students should have an excellent command of the English language, both written and spoken.
- 4) Students prove their English language proficiency in accordance with IUS Regulations and announcements for enrollment for the particular year.
- 5) Exchange students are exempted from the obligation stipulated in the previous paragraph.

Article 4
(Doctoral studies requirements)

- 1) The doctoral program lasts for a minimum of three academic years (six semesters), and the workload of the study is valued at least 180 ECTS.
- 2) Doctoral students attend courses following the relevant curricula of the particular study program.
 - a. Courses are worth a minimum of 48 ECTS, and at least 24 ECTS credits must be taken from 600-level courses. Students can take up to 50% of the courses from the same professor during graduate studies.
 - b. Scientific activity (for scientific programs) is worth 12 ECTS. Scientific activity can be completed anytime during doctoral studies. Scientific activity assumes a research work that results in one of the following:
 - i. Journal article published in a peer review journal (worth 12 ECTS) approved by the mentor;
 - ii. Two papers in conference proceedings (each worth 6 ECTS) approved by the mentor and Faculty Council;
 - iii. A report in a case of at least one-month research visit at another research institution;
 - iv. Specialist studies;
 - v. Other research-related activities defined by the program.
 - c. Artistic activity (for artistic programs) is worth 12 ECTS. It is defined in doctoral programs related to artistic fields where the Doctoral Supervision Committee values and assigns credits to the particular submitted artistic activity. Artistic activity can be completed anytime during the doctoral studies.
 - d. The qualification exam is a non-credit exam, and the pre-requisite to take it is to complete a minimum of 48 ECTS in accordance with the program curriculum and mentor appointment.
 - e. The doctoral dissertation is worth 120 ECTS and has to be registered for at least four semesters (the value of 30 ECTS per semester), with a Qualification Exam as a pre-requisite. The dissertation must fulfill at least one of the following conditions:
 - i. Demonstrates a new approach in the research area;

- ii. Uses a new scientific/artistic methodology/approach;
 - iii. Finds new results and/or outputs by applying new or existing methods;
 - iv. Applies an existing method to a new research area and produces novel scientific findings.
- f. Publication of a journal paper before scheduling doctoral defense.
- i. In order to be eligible to defend a doctoral thesis, a doctoral student must provide at least one published or accepted (DOI number or acceptance letter by the Editor indicating volume and number in which article shall be published is required) journal paper that is related to thesis work indexed in Web of Science or Scopus.
 - ii. The student has to demonstrate evidence that the paper has been accepted along with the relevant Web of Science or Scopus link for the journal, where the student has to be the first author. The final approval is made by the mentor.
 - iii. This publication can be considered a Scientific Activity.
 - iv. For artistic fields, some of the papers may be substituted by defined artistic presentations.
- 3) The student who does not complete doctoral studies for three years and additional two semesters can study at IUS until they lose student status in one of the ways prescribed in this or other IUS regulations, provided that they pay tuition fees per the study contract and Decision on tuition fees at IUS.

Article 5
(Academic advisor)

- 1) Upon enrollment, an academic advisor is assigned to students to guide them during doctoral studies until the appointment of a mentor.
- 2) Doctoral students register for courses upon the approval of the academic advisor.

Article 6
(Mentor)

- 1) Doctoral students choose a mentor/co-mentor for their dissertation from the body of IUS professors (assistant professors, associate professors, full professors, and professor emeritus) from the field or related field of the intended topic.
- 2) The mentor should be from the field or related field of the intended topic.
- 3) The student may directly contact the IUS professor that s/he would be interested in working on a specific research topic. A second mentor can be appointed to act as a co-mentor by the same procedure and terms applied to the appointment of the mentor.
 - a. The mentor must be a Ph.D. holder for doctoral dissertations in scientific areas. The same applies to co-mentor.
 - b. For doctoral dissertations in the artistic area, the mentor must be a Ph.D. holder, while a co-mentor can be a Master holder.
- 4) Exceptionally, the mentor or co-mentor can be from outside of IUS, with a current or past academic affiliation, provided that the student submits a letter of consent by the proposed mentor/co-mentor and their eligibility for mentorship.
- 5) In the case of an external mentor, one of the IUS professors from the field/related field of the

intended topic, with the consent of the program council, must be appointed as a co-mentor.

- 6) Close family members with an affinity up to and including the fourth degree or other persons who have such a relationship to the graduate student that they cannot reasonably be expected to make a judgment will not be eligible to act as mentor or co-mentor.

Article 7
(Appointment of a mentor)

- 1) If an agreement between the professor and the student is reached, the Mentor Proposal Form is signed by both and submitted to the Graduate Office, which forwards it to the Program Council.
- 2) After the approval of the Program Council, the request is then submitted to the Faculty Council for final approval and appointment.
- 3) If the subject of the dissertation requires more than one mentor, then a co-mentor can be appointed, and the decision thereof is made by the Faculty Council upon proposal by the mentor.
- 4) The same procedure and terms of appointment are applied to the co-mentor.

Article 8
(Mentor role and responsibilities)

- 1) The mentor supervises a doctoral student throughout the entire study. There will be regular consultations between the student and his/her mentor. The supervision aims to ensure that:
 - a. Doctoral study is conducted in accordance with IUS rules and regulations;
 - b. Doctoral dissertation is submitted and approved within a reasonable time period after the beginning of the graduate study;
 - c. No plagiarism is present in any of the work of a student;
 - d. Doctoral student follows and successfully completes all the requirements of the Study Program;
 - e. Doctoral student develops to become a fully-fledged scientific researcher;
 - f. All relevant reports and agreements made are submitted to the Graduate Office.
- 2) If a co-mentor has been appointed, the duties and authority described in these Regulations will be exercised jointly by the mentor and co-mentor. In that case, using the term mentor in these Regulations will also include the co-mentor where applicable.

Article 9
(Mentor's change)

- 1) A student can request a mentor change by writing an appeal and explaining the reasons for the change. The current and a new proposed mentor must sign the request. The form is submitted to the Graduate Office and later to the Faculty Council for final approval.
- 2) In case of dispute and possible refusal of the mentor to sign the appeal, the student submits the form to the Graduate Office without the signature of a particular mentor accompanied by an explanation. The Graduate Office shall request a written explanation from the mentor and forward it to the Graduate Council within seven days, together with the student's request.
- 3) Graduate Council shall evaluate the appeal and make a final decision.
- 4) If another professor replaces a mentor, the topic of the thesis is also changed unless the students submit the declaration signed by the previous (original) mentor that s/he agrees that

the student can continue working on the same thesis topic/research project with the new mentor.

- 5) Doctoral students are allowed to change a mentor/topic only once during their studies. Graduate Council can approve the exception to this rule if an obligatory situation occurs (such as death, retirement, obligatory leave of the mentor, etc.).

Article 10
(Research proposal)

- 1) At the request of the doctoral student for the approval of the doctoral research proposal, the mentor will decide if the doctoral student has met the requirements stated in this regulation.
- 2) If a co-mentor has been appointed, the doctoral research proposal will be approved in mutual consultation.
- 3) If this consultation does not result in an agreement, each mentor will submit their review to the Graduate Office, after which the Graduate Council will take appropriate action.
- 4) The mentor will assess the doctoral research proposal by taking into account the following factors:
 - a. The relevance of the subject;
 - b. The importance of the problem definition and its precise formulation;
 - c. The originality of its treatment;
 - d. The scientific nature of the research: organization, analysis, processing of materials, and synthesis;
 - e. The presence of creative suggestions with regard to the area of science treated in the dissertation;
 - f. A critical confrontation of the student's conclusions with existing theories or views;
 - g. A balanced structure in the dissertation, clarity of style, and appropriate use of language;
 - h. Absence of anything at odds with public order or decency.
- 5) Within two months of receipt of the doctoral research proposal, the mentor will decide to approve or not approve it unless the doctoral student agrees to a longer period for the decision.
 - a. If this period is exceeded, the doctoral student can request that the Graduate Council impose a specific deadline by which the mentor must reach a decision concerning approval. The Graduate Council will decide on this within a week of receiving the request.
 - b. The mentor will inform the Graduate Council of his/her approval of the doctoral research proposal in writing, together with a proposal for a doctoral committee.
 - i. IUS Ethical Council approval is required if experimental work is related to humans or animals.
 - c. If the mentor refuses to approve the doctoral research proposal, Graduate Council can, at the request of the doctoral student and after allowing the student and the mentor to present their cases, decide as follows:
 - i. If it judges that the research proposal has merit and could be improved with amendments, the Graduate Council will propose to the Faculty Council to

appoint an alternative mentor;

- ii. If it judges that the research proposal cannot be improved even with amendments because its quality is insufficient, the student will be dismissed from the doctoral program.

Article 11
(Doctoral Qualification Exam)

- 1) After completion of the course obligations, the doctoral student has to pass Doctoral Qualification Exam.
- 2) The Doctoral Qualification Exam is organized and executed by Doctoral Qualification Exam Committee. The mentor proposes Committee members, and the request is submitted to the Graduate Office.
 - a. The Graduate Office shall check if all criteria have been met (48 ECTS obtained, required courses passed). If the criteria are met, the request is forwarded to the Faculty Council for consent and then to the Senate for final approval.
- 3) The Committee consists of three members, and at least two members must have academic affiliations. One member (Ph.D. holder) can be from other universities/institutions than IUS. All members should be from the field/related field of the intended topic.
- 4) After the Committee is appointed, the exam has to be conducted within six months.
 - a. If the exam does not happen in six months, the doctoral student shall write an appeal to the Graduate Council. If the reason is justified, GC can extend the period for another six months.
 - b. If the student fails to take the exam two times, he/she loses the status of a doctoral student.
- 5) The Doctoral Qualification Exam consists of written and oral exams.
 - a. The written exam consists of questions related to two categories. The first category is related to the field of the student's planned doctoral dissertation and weighs 50 percent of the exam. The second category is based on the courses taken by the student and weighs 50 percent. The relevant programs further determine the exam's structure, literature, and material.
 - b. The oral exam consists of further questions related to the field of the student's planned doctoral dissertation and aims to assess the student's research potential.
 - i. All three members of the Committee grade the written exam. The passing grade for the written exam is 60 percent.
 - ii. The oral exam is graded with satisfactory (S) or unsatisfactory (U) with the simple majority of the Doctoral Qualification Exam Committee. The Committee decides whether the student is successful or has failed based on a majority vote, taking written and oral examination scores into consideration. This final decision will be reported in writing to the Graduate Office.
 - c. If a student does not get a passing grade on the written exam, he/she cannot take the oral exam.
 - d. The student can repeat the written exam within the next six-month period.
 - e. If the student does not get an "S" grade from the oral exam, it may be repeated within the next six-month period in front of the same Committee.
 - f. If the exam does not happen in six months, the doctoral student shall write an appeal to

- 3) The submission must be in line with the deadlines specified in the academic calendar.
- 4) The following must be appended to this request:
 - a. The Dissertation Submission Form, including all relevant signatures;
 - b. The definitive title of the dissertation and a (digital) copy of the doctoral dissertation;
 - i. The doctoral dissertation must be duly prepared in line with the Manual adopted by the Graduate Council.
 - c. Similarity index report.
- 5) The Graduate Office shall check if all criteria have been met (48 ECTS for courses, 12 ECTS for scientific/artistic activity, three progress reports, and published a journal article indexed in Web of Science or Scopus). If the criteria are met, the request is forwarded to the Faculty Council for consent and then to the Senate for final approval.
- 6) The Senate will make a decision on the appointment of members of the Committee based on the proposal of the Faculty Council.
 - a. If the Faculty Council does not agree to the composition of the Committee proposed by the mentor, it will request a new proposal on this from the mentor. The Faculty Council reserves the right to propose members of the Committee to the Senate.

Article 14

(Plagiarism issues and expulsion of a graduate student)

- 1) IUS is committed to “Zero Tolerance” for plagiarism. This means that no work of others can be used as own without proper sourcing. The mentor and defense committee are supposed to check and ensure that this policy has been followed. Plagiarism definition and common forms are provided as an addendum to these Rules.
- 2) If plagiarism is detected, a mentor or defense committee should report the case directly to the Graduate Office. The report will be forwarded to the Graduate Council.
- 3) If Graduate Council confirms the plagiarism, then the doctoral student will be expelled from the University.
- 4) Besides, 20% of similarity will be applied, excluding cover pages, materials and methods, quotations, and reference list.
- 5) If the software detects more than 20% of similarity, the Graduate Office will reject the doctoral dissertation submission.

Article 15

(Composition of Doctoral Defense Committee)

- 1) The Doctoral Defense Committee consists of at least five members, including the mentor and one substitute member.
 - a. An IUS professor must be added to the Committee as a substitute member. The substitute member must be available on-call until ten minutes before the time of the defense and will only be part of the Committee if one member of the Committee is unable to take part in the defense.
- 2) All members (except the substitute member) have the task of assessing the dissertation, providing a written report before the defense, and acting as examiners during the defense.
 - a. The substitute member is required to read the dissertation and be ready for the defense.

- 3) Co-mentor can be part of the Committee.
- 4) At least one of the members of the Committee, including the mentor, should be an academician from another university.
- 5) One member can be a Ph.D. holder from another organization or a professor emeritus.
- 6) The members must be experts in the area of science/arts of the dissertation or part of it.
- 7) Close family members with an affinity up to and including the fourth degree or other persons who have such a relationship to the graduate student that they cannot reasonably be expected to make a judgment will not be eligible to act as members of the Committee.

Article 16

(Assessment of the Doctoral Dissertation by Doctoral Defense Committee)

- 1) Graduate Office shall send a copy of the doctoral dissertation to the members of the Doctoral Defense Committee within five working days from the moment the Senate has appointed the Committee.
- 2) Within a month of receiving a copy of the doctoral dissertation, The Committee members must deliver their written report to both mentor and Graduate Office.
- 3) The Committee members can vote on admission to the doctoral defense as follows:
 - a. Approval with no corrections or with minor corrections: the member considers written comments to be unnecessary or advises stylistic/textual improvements that have no impact on the conclusions but aim to improve readability;
 - b. Approval with major corrections: the member believes that essential corrections need to be made to the dissertation before approval can be given for admission and gives detailed indications of these to the doctoral student and the mentor;
 - c. No approval: the member does not consider the dissertation to be of sufficient academic quality and level and is of the opinion that the doctoral student cannot be admitted to the doctoral defense. The committee member may also indicate that a revised version of the Ph.D. dissertation can be submitted after serious substantive conditions have been met.
- 4) The result of the vote referred to as "postponement of the doctoral defense" is in one of the following cases:
 - a. Two members vote according to item c);
 - b. One member votes according to item c) and two according to item b);
 - c. Three members vote according to item b).
- 5) In all other cases, the doctoral student will be admitted to the doctoral defense.
- 6) When the student is admitted to the doctoral defense, within five working days, the official date should be set by the mentor, doctoral committee, doctoral student, and Graduate Office and published on the web at least seven days before the defense.
- 7) If the result of the vote is "postponement of the doctoral defense", the revised doctoral dissertation will be resubmitted to the doctoral committee within three months, which will again be assessed in accordance with this Article.

Article 17
(Doctoral defense)

- 1) Doctoral defense is open to the public.
- 2) Organizing online and live presentations via different platforms and programs is possible in exceptional cases.
 - a. The request for online defense, in which reasons for it are explained, is made and submitted by the mentor to the Graduate Office.
 - b. The Graduate Office forwards the request to the Graduate Council, where the final decision is made.
- 3) Time and venue are announced on the IUS website at least seven days before the defense.
 - a. When organizing a defense via online and live platforms or programs, the audience who wishes to attend the defense will be provided with the link in order to ensure their access.
 - i. In case of online defense, the Graduate Office creates a link.
 - ii. The mentor submits the final defense recording to the Graduate Office.
- 4) The defense starts with the presentation and is followed by a discussion.
- 5) Decision on awarding a doctoral degree will be taken with simple majority votes in a closed meeting of the doctoral committee immediately after the adjournment of the doctoral defense. Chairperson will ask the members for their judgment on the defense.
- 6) After the defense is held, the chairperson will prepare the official report and submit it to Graduate Office along with the signed pages by all Committee members within a maximum of five working days.

Article 18
(After the Defense)

- 1) The doctoral student who successfully defended his/her doctoral dissertation must submit four hard copies of the dissertation to:
 - a. Graduate Office;
 - b. Library (x2);
 - c. Mentor.
 - i. If a member of the Defense Committee requires a copy of the thesis/project, the graduate student must deliver additional one/s.

Article 19
(Termination of status)

- 1) The student's status is terminated in the following circumstances:
 - a. Completion of studies;
 - b. Withdrawal from IUS;
 - c. Expulsion from IUS in the procedure and under conditions stipulated by law or another appropriate IUS general act;
 - d. When the student fails to complete the studies in the timeframe stipulated by the Law, Statute, these Rules, or IUS general acts;
 - e. In any other circumstances stipulated by the Law, Statute, these Rules, or IUS general acts.

Article 20
(Transitional and final provisions)

- 1) In other matters related to the organization of studies, methods of teaching, students' rights and obligations during the studies, etc., which are not defined by these Study Rules, then First Cycle Study Rules or IUS by-laws shall apply.
- 2) These Rules enter into force and becomes effective as of 2023-2024 Academic year.
- 3) These study rules extend their validation to any of the previously missing or wrongly implemented study procedure/s if it appears that these Rules are more favorable or flexible to the student [than those which were in effect when enrolled]. In such case, it will be considered an automatic legal validation of the related procedural step, upon the condition that it complies at least with these Rules.
- 4) Forms which are used to facilitate proper implementation of procedures set in this Rules are given in the addendum to this Rules and they constitute its integral part. All the relevant forms can be found on the IUS Graduate Office web page.
- 5) On the day these Rules became effective the Study Rules for Doctoral Studies at international university of Sarajevo, No. IUS-SENAT-11-979-2/2020 of June 12th 2020, are no longer in force.

CHAIRMAN OF THE SENATE

Prof. Dr. Ahmet YILDIRIM

ADDENDUM TO STUDY RULES FOR SECOND AND THIRD STUDY CYCLE

The following definitions are taken from the University of Oxford (2023):

<https://www.ox.ac.uk/students/academic/guidance/skills/plagiarism#:~:text=Plagiarism%20is%20presenting%20someone%20else's,is%20covered%20under%20this%20definition.>

PLAGIARISM DEFINITION

Plagiarism is presenting someone else's work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition. Plagiarism may be intentional or reckless, or unintentional. Under the regulations for examinations, intentional or reckless plagiarism is a disciplinary offence.

Verbatim (word for word) quotation without clear acknowledgement

Quotations must always be identified as such by the use of either quotation marks or indentation, and with full referencing of the sources cited. It must always be apparent to the reader which parts are your own independent works and where you have drawn on someone else's ideas and language.

Cutting and pasting from the Internet without clear acknowledgement

Information derived from the Internet must be adequately referenced and included in the bibliography. It is important to evaluate carefully all material found on the Internet, as it is less likely to have been through the same process of scholarly peer review as published sources.

Paraphrasing

Paraphrasing the work of others by altering a few words and changing their order, or by closely following the structure of their argument, is plagiarism if you do not give due acknowledgement to the author whose work you are using.

A passing reference to the original author in your own text may not be enough; you must ensure that you do not create the misleading impression that the paraphrased wording or the sequence of ideas are entirely your own. It is better to write a brief summary of the author's overall argument in your own words, indicating that you are doing so, than to paraphrase particular sections of his or her writing. This will ensure you have a genuine grasp of the argument and will avoid the difficulty of paraphrasing without plagiarizing. You must also properly attribute all material you derive from lectures.

Collusion

This can involve unauthorized collaboration between students, failure to attribute assistance received, or failure to follow precisely regulations on group work projects. It is your responsibility to ensure that you are entirely clear about the extent of collaboration permitted, and which parts of the work must be your own.

Inaccurate citation

It is important to cite correctly, according to the conventions of your discipline. As well as listing your sources (i.e. in a bibliography), you must indicate, using a footnote or an in-text reference, where a quoted passage comes from. Additionally, you should not include anything in your references or bibliography that you have not actually consulted. If you cannot gain access to a primary source you must make it clear in your citation that your knowledge of the work has been derived from a secondary text (for example, Bradshaw, D. Title of Book, discussed in Wilson, E., Title of Book (London, 2004), p. 189).

Failure to acknowledge assistance

You must clearly acknowledge all assistance which has contributed to the production of your work, such as advice from fellow students, laboratory technicians, and other external sources.

This need not apply to the assistance provided by your tutor or supervisor, or to ordinary proofreading, but it is necessary to acknowledge other guidance which leads to substantive changes of content or approach.

Use of material written by professional agencies or other persons

You should neither make use of professional agencies in the production of your work nor submit material which has been written for you even with the consent of the person who has written it. It is vital to your intellectual training and development that you should undertake the research process unaided. Under Statute XI on University Discipline, all members of the University are prohibited from providing material that could be submitted in an examination by students at this University or elsewhere.

Auto-plagiarism

You must not submit work for assessment that you have already submitted (partially or in full), either for your current course or for another qualification of this, or any other, university, unless this is specifically provided for in the special regulations for your course. Where earlier work by you is citable, i.e. it has already been published, you must reference it clearly. **Identical pieces of work submitted concurrently will also be considered to be auto-plagiarism.**