

8. Copyright, publication and plagiarism

8.1 Copyright

The copyright holder has the sole right to decide how the work may be used. The Act on Copyright in literary and artistic Works (Lag om upphovsrätt till litterära och konstnärliga verk (<http://www.sweden.gov.se/sb/d/5825/a/130285>) gives creators different types of rights: including the financial and non-profit rights.

Reproducing other people's texts, tables, images and other illustrations can be a violation of copyright. This applies even if a quote is marked and the source is stated. For student work that shall be published at SLU, it is required that permission from the copyright holder is granted for the use of

- other people's tables and figures (images, diagrams, etc.),
- a longer text quote (> 250 words) from the same source.

8.2 Teachers' instructional materials

The teacher in question will determine if and how their own teaching materials shall be distributed to students. It is not allowed for students to publish material on the Internet from instructor-led teaching at SLU without the teacher's permission.

8.3 Audio and video recording and photographing during classes

For students at SLU, audio/video recording or photographing during class sessions and other teaching sessions is only allowed after an agreement has been reached with the teacher in question. It is not allowed for students to publish material on the Internet from instructor-led teaching at SLU without the teacher's permission.

For teachers at SLU, audio/video recording or photographing during class sessions or other teaching session is only allowed if it is stated in the course syllabus that this is included, or after agreement with the students in question.

Other teaching session include seminars, study visits, excursions, exercises and auscultation.

Students with functional impairments have the right to pedagogic support, which can include, for example, audio or video recordings of the classes and other teaching sessions. See the [Action plan for equal opportunities](#) and Guidelines at SLU for support to students with functional impairments ([Riktlinjer vid SLU för stöd till studenter med funktionsnedsättning](#)).

8.4 Copying – teachers

In accordance with Bonus Presskopia's copying agreement for teaching at universities and colleges, the following applies for teachers at SLU regarding copying for their own teaching:

- Complementary rule: Teachers may only copy in order to complement the obligatory, published course literature that the students shall utilise for assessments or which shall be studied in the course. In other words, to copy, the course must contain obligatory, published course literature (SLU: joint course literature).
- What type of copying is allowed? Teachers may photocopy books, periodicals, magazines, etc., and make printouts from digital sources, for example, the Internet. As an alternative to OH slides, teachers may produce digital copies for projecting with presentation programmes, for example, PowerPoint.

- How much is allowed to be copied and printed out? The teacher may copy a maximum of 15 % of the number of pages, however, a maximum of 15 pages, from a book, newspaper, magazine, etc. If a certain section, for example, a chapter, needs to be copied and this contains some pages more than 15 %, respective 15 pages, the copying may include the entire section. The teacher may make printouts from digital sources of a maximum of 15 pages in the A4 format.
- How many copies are teachers allowed to make? Teachers may make as many copies as is needed for all students to get a copy each and the teacher to have a few copies for him/herself.
- Information about the source: The teacher must ensure that the source as well as the author's and photographer's names are visible on the copies.
- Copying outside the contract: If a teacher needs to copy more than what is allowed by the contract, the teacher can always ask the author and/or the entity that has published the work for permission!

See Bonus Presskopia's website (<http://www.bonuspresskopia.se/texter/read.php?mid=320>) for more information.

8.5 Copying – students

For students at SLU, the following applies regarding copying:

- The student may not copy the entire contents of a book or periodical.
- The student is allowed to copy: - a limited section, for example, a chapter in a book - a poem - a newspaper article
- The student may only make copies for private use.

See Bonus Presskopia's website (<http://www.bonuspresskopia.se/texter/read.php?mid=320>) for more information.

8.6 Students' materials

Data that the student has compiled is, as a rule not the object of copyrighted material. During ongoing work, all collected data must always be accessible for review by the supervisor and examiner. If the student chooses to do an independent project (degree project) within the framework of an ongoing research project, the project manager of the research project is responsible for the necessary storage of collected data. In other respects, there is no general obligation for the student, after a completed course, to transfer his/her own collected data to the department.

The student owns the copyright to his/her independent project (degree project) and equivalent. The supervisor's participation does not automatically lead to joint copyright for the independent project (degree project). However, information about the supervisor shall be stated upon publication of an independent project (degree project).

In the event that the result from the independent project (degree project) is used for publication in another context, the later publication shall either refer to the independent project (degree project) or the student and supervisor shall be included as co-authors.

Joint copyright can only be brought into question if the supervisor has been the co-author, which is normally not the case for independent project (degree project) in the first or second cycle.

8.7 Plagiarism and references

Plagiarism is always wrong and can be considered as cheating if it is assessed to have been done consciously in order to mislead in the assessment of a student's achievement (HF chapter 10, section 1). The Vice Chancellor has established the SLU policy and action plan against cheating and plagiarism in higher education. All independent projects (degree projects) shall be inspected for plagiarism (Urkund) before approval. Any work submitted by students at SLU may be sent to Urkund for scrutiny. Also see section 7.5, Review and publication and section 12, Disciplinary measures.

Plagiarism is when someone copies another person's text or reproduces tables, images and other illustrations without naming the source. It is also plagiarism when a person reproduces a text thoroughly without marking it as a quote, even if the source is stated. If a person uses another's text verbatim, this shall be done using quotes, which shall be framed by quotation marks and followed by a reference or note. Insufficient reference management can be considered as cheating. Source reference shall also be made to one's own materials. If someone uses something that he/she has written earlier, for example, in an essay in another course, he/she must place a source reference to this work.

It is the examiner who is responsible for ensuring that a plagiarism review is carried out, but the operative implementation normally occurs in connection with the student submitting the material to the supervisor. See the instructions regarding Urkund (<https://internt.slu.se/sv/utbildning-forskning-foma/utbildning-pa-grund-och-avancerad-niva/lararstod/utbildningssystem/urkund> (in Swedish)).

8.8 Complaints

The student shall primarily contact course leaders with complaints about copyrights and publication of the student's written work. Also see section 11, Student influence, and 12, Disciplinary measures.

8.9 Additional SLU documents

- Procedural routines in cases of suspected cheating in higher education at SLU
<https://internt.slu.se/Documents/internwebben/ledningskansliet/gur/procedural-routines-if-suspected-cheating.pdf>
- Regulations, section
- 7. Independent project (degree project)
- 12. Disciplinary measures
- Guidelines for independent projects (degree projects), copyright and publication in education at SLU (Riktlinjer för självständiga arbeten (examensarbeten), upphovsrätt och publicering inom utbildning vid SLU, in Swedish)
<https://internt.slu.se/Documents/internwebben/ledningskansliet/gur/riktlinjer-sjalvstandiga-arbeten-mm.pdf>
- Guidelines at SLU for support to students with functional impairments (Riktlinjer vid SLU för stöd till studenter med funktionsnedsättning, in Swedish)
https://internt.slu.se/Documents/internwebben/sus-docs/SVL/Riktlinjer_funktionsnedsattning.pdf
- Action plan for equal opportunities
<https://internt.slu.se/Documents/internwebben/jep-personal/personal-dokument/likavillkor/Action%20Plan%20Equal%20Opportunities%20Work%202012.pdf>
- SLU policy and action plan with regard to cheating and plagiarism within higher education, 2010 to 2011
<https://internt.slu.se/Documents/internwebben/ledningskansliet/gur/policy-and-action-plan-against-cheating-and-plagiarism-2010-2011.pdf>