

CONFIRMED
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REGULATION ON THE CONTROL AND PREVENTION OF PLAGIARISM

1. Goal

This Regulation sets out the procedure for identifying plagiarism in written works of the RISEBA students and faculty members, as well as sanctions applicable in case of plagiarism.

2. Sphere of Application

The Regulation is binding upon the RISEBA students, academic personnel and general personnel involved in the study process.

3. Terms and Abbreviations

Plagiarism is the use of work (published or not published) or ideas of another author without relevant reference to such author.

Reference is information, stating from where a fragment from another author's work is taken..

A *citation* is a direct use of text created by another author. Excessive use of citations is not permissible.

Secondary source plagiarism occurs when an author uses a secondary source to create his/her own work, however, refers only to the primary source without mentioning the secondary source. Secondary source plagiarism is not only an infringement of the rights of secondary source authors, but also creates a misconception about the author's own amount of work.

False citation (fabrication, falsification) occurs when the author uses incorrect references or refers to non-existent sources. This situation may arise either as a result of careless work or deliberately, wishing to increase the number of sources cited and trying to cover up a superficial research.

Self-plagiarism occurs when the author quotes his/her own works without referring to them. Self-plagiarism is also the use of texts, data or methodology from the author's own previous research without referring to them. Such a situation may arise when the author creates a work with similar results to the previous work, but fails to refer to it. Submission of the same work in several study courses is considered self-plagiarism and is not permitted.

Paraphrasing without reference is the use of another author's text by changing the words therein to suggest that the work in question is original, when in fact it is the work of another author. Paraphrasing can take the form of citing a few sentences without reference, or referring to the work of another author as one's own without using the correct references.

Misleading author reference occurs when an inaccurate or incomplete list of authors is given for a work. Such a situation may arise when an author has participated in the preparation of the work to a significantly extent, while he/she has failed to be listed as one of the authors of the work, or on the contrary - persons who have not made any contribution to the creation of the work are listed as the authors of the work. This situation may also arise when the work is done in a group, while the work is created by one or more people by using the results of joint work, without reference to the fact that the data and ideas used were a group work where other people also participated.

Literal plagiarism is copying another author's name or work without reference, as well as without the use of quotation marks indicating the boundaries of another author's work. This type of plagiarism can take two forms - using the work of another author by referring to it, but without indicating that the text is a direct citation, or in another form - no reference is given at all and the work of another author is claimed as one's own.

Complete plagiarism - a person takes the work of another author in full and presents it as his/her own.

Mechanical replacement of words in the text with synonyms (for example, using specially adapted software) is a form of plagiarism and is not permitted.

4. GENERAL PROVISIONS

The following shall be considered plagiarism:

- modifying/presenting any other work or part of a work as one's own in accordance with any of the types of plagiarism listed herein;
- use of 6 or more consecutive words or ideas without permission or reference;
- artistic plagiarism (including image plagiarism and multimedia plagiarism): the use of non-textual works created by others, such as images, graphics, voice recordings or video recordings. The author shall refer to and obtain the author's permission to use such materials, except in cases expressly provided for by copyright or related rights (Copyright Law);
- use of formulas, mathematical solutions, algorithms or program code without permission or reference;
- copying so many words and ideas from a source that they make up the bulk part of the work, irrespective of whether references have been used;
- If students studying simultaneously in the same study course submit works where one of the works is considered plagiarism, then both submitted works shall be considered plagiarism and the same sanctions shall apply to both students.

5. USE OF REFERENCES

5.1. Use of references:

- 5.1.1 In any course (homework, test, etc.) or research work (article, essay, report, book, scientific publication, etc.) references to original ideas, direct citations, paraphrased citations and others used in the respective work shall be mandatory.
- 5.1.2 References shall be placed in the text immediately after the borrowed material.
- 5.1.3 In audiovisual works, references shall be placed in disclaimers.
- 5.1.4 The list of references or bibliography at the end of the work shall not be considered as an adequate reference.
- 5.1.5 Reference shall be made not only to directly cited texts by other authors, but also to any unique idea or thought whose author is directly identifiable. Reference to well-known ideas and expressions, which may therefore be considered co-owned and not uniquely identifiable by their authors, is not required.
- 5.1.6 In case of doubt as to whether a reference is required, a decision should be made in favour of using the reference.

5.2. References shall be made in accordance with the Regulations for Execution of Coursework.

6. PLAGIARISM AMONG STUDENTS

- 6.1. A work shall be considered plagiarism when a faculty member has established at least one clear example of plagiarism in a particular work.
- 6.2. Should it be established that the student's work can be classified as plagiarism, the faculty member shall be obliged not to accept this work or, when relevant, to propose the application of other sanctions to the programme director.
- 6.3. If the faculty member suspects that the student's work may be plagiarized, the faculty member may arrange an additional test of the student's knowledge.
- 6.4. Cases of student plagiarism shall be considered and decided by the faculty member of the study course, when relevant, involving the program director.

7. Criteria, Applying Sanctions

7.1. Especially serious violations include:

7.1.1. A case where a student presented a work, which was completely written by some other person, as his or her own;

7.1.2. A case where a student was repeatedly caught in plagiarism.

7.2. Seriousness of violation depends on how important the work – plagiarism – is in the study process. The most serious (from most serious to less serious) are:

7.2.1. the cases of plagiarism directly related to obtaining a degree and/or a qualification – qualification, bachelor, master, promotion or other theses;

7.2.2. course theses, internship reports and other study works;

7.2.3. final testing (examination) works in separate study courses;

7.2.4. works presented within the framework of the study process of a separate course (tests, theses, presentations or other interim tests).

8. Applicable Sanctions

8.1. Depending on the seriousness of violation, the following sanctions may be applied against a student caught in plagiarism:

8.1.1. The work presented is not evaluated, the student is assigned with developing a work repeatedly with another topic, applying another complexity level and workload; the maximum grade, which can be awarded for such work is 6 (almost good).

8.1.2. The work presented is evaluated with grade 0 (zero), without right to re-write the work. That means that a student shall repeat the whole course during another term, additionally paying for it.

8.1.3. The whole term or study year is annulled (not admitted as passed), with the possibility to study it repeatedly.

8.1.4. The student's exmatriculation (expulsion) with right to resume study not earlier than after one year.

8.1.5. The student's exmatriculation (expulsion) without right to resume study.

8.2. In case where the plagiarism is proven in the final work (qualification, diploma thesis, bachelor, master or promotion thesis), a student shall be exmatriculated. A possibility not earlier than after one year to defend the final thesis with another topic shall be considered individually.

8.3. If a student is repeatedly caught in plagiarism, he or she shall be exmatriculated.

8.4. If plagiarism is detected, where a student has already received a grade or has graduated, irrespective of the time, which has passed, the Council of the study program has right to revise the grade awarded and to recommend that the State Examination Board adopt relevant decision up to annulling the grade.

8.5. A student has right to contest a decision adopted by the Council of the study program within twenty-four (24) hours after receiving a decision, submitting an application to the Higher School Ethics Committee.

9. Plagiarism among Professors

9.1. Paragraphs 1 and 2 of this Regulation equally apply to the higher school students and its professors.

- 9.2. The cases of plagiarism among professors shall be examined by the RISEBA Ethics Committee. Sanctions, which can be applied in case of a proven professor plagiarism, depending on seriousness of violation:
- 9.2.1. a reprimand
 - 9.2.2. a warning about the discharge from employment;
 - 9.2.3. discharge from employment.
- 9.3. An especially serious violation shall include a case where a professor in his or her academic work used independent works of his or her students without adequate references. A reference to a certain student's work is not required, if the contribution to the professor's work is limited to performing routine duties (e.g., precision of references, questioning, etc.). In these cases the author has a moral duty to express gratitude to the persons participated in creating a work.
- 9.4. A student, whose work the professor has used for the plagiarism purposes, has right to demand that his or her complaint be examined at the Ethics Committee and relevant sanctions be applied against the professor.

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METHODOLOGICAL MATERIAL
in accordance with
Regulation on the Control and Prevention of Plagiarism

1. RECOGNISING PLAGIARISM

Signs of possible plagiarism:

- Execution is similar to another coursework.
- Getting a feeling while reading the submitted work that this work has previously been read.
- The quality of work considerably exceeds the previous work of this particular student.
- In a conversation with the student about how the work was written and content thereof, the student is unable to answer clearly.

Ways of establishing plagiarism:

- Storing the works submitted by students previously in than e electronic folder and performing an electronic search for specific words or phrases.
- Searching network search engines for specific words or phrases from the work received.

2. WHEN DECIDING ON POSSIBLE SANCTIONS, THE FOLLOWING SHALL BE TAKEN INTO ACCOUNT:

- the volume of plagiarism (from a few words to the entire work);
- originality of the copied material (from general knowledge to an original idea);
- the placement/context of the material (distinguishing between methodology and lessons learned);
- references to the copied material;
- the intention to mislead about the copying;
- the author's previous experience in execution of work.

Examples of minor violations are as follows:

- wrong citation without wrongful intent;
- plagiarism in connection with a minor assignment or a very small part of a significant independent work;
- unauthorized cooperation with another student in connection with a minor assignment;
- reference to an unread source in a minor assignment;
- “accidental” or “unintentional” plagiarism of a part of survey or research methodology.

Significant violations constitute very serious breaches of academic integrity. Examples of significant violations are as follows:

- significant plagiarism in connection with a major assignment;
- plagiarism forms a substantial part of the work program (for example, a thesis hypothesis, theft of research ideas, research results, conclusions) and other written assignments;
- several minor violations.