Internal regulation
University of Ss. Cyril and Methodius in Trnava
9/2019

Directive on Plagiarism

§ 1
Introductory provisions

1) Directive on plagiarism of the University of Ss. Cyril and Methodius in Trnava (hereinafter "the directive") is adopted in accordance with § 15 par. 1 letter c) Organizational Rules of the University of Ss. Cyril and Method in Trnava.
2) A basic requirement in the field of publishing seminar works, final theses, and other works created by a student (hereinafter referred to as "school work") or scientific and pedagogical staff (hereinafter referred to as "scientific work") is a compliance with legal and ethical principles of citing and paraphrasing used sources.
3) Pursuant to § 35 of the Copyright Act[1], when citing, the name of the author or his pseudonym, if it is not an anonymous work, or the name of a person under whose name, trade name or title the work is presented to the public, as well as the title of the work and source" must be stated, while, according to § 37 of the Copyright Act:
   a) a person who uses a form of citation without the author's consent mainly for the purpose of reviewing or criticism of the work does not interfere with copyright of a published work or part of it,
   b) the use of the work or part of it according to letter a) must be in accordance with customs and its scope must not exceed the scope justified by the purpose of the citation.
4) For any use of another author's work, or its part, in the school work, except quoting or reviewing, a person must have the author's approval. It is recommended that this consent be expressed in writing.

§ 2
Citation

1) The author of a school or scientific work is obliged to list the works which he immediately and consciously followed up, or from which he drew information. This requirement applies not only to works protected by copyright law, but also to publicly accessible works.
2) The author of a school or scientific work is obliged to clearly distinguish the results of his work from adopted data, or from the works of another author / authors.
3) The author of a school or scientific work is obliged to cite, or state any source used. The list of used literature must correspond to all sources, from which it was based, and this fact must be taken into account in the text accordingly.
4) The author of a school or scientific work may not quote or refer in the text to other resources than those that were actually used in the work, e.g. for the purpose of artificial increasing of the citation rate of the cited author.[2]

[1] Law no. 185/2015 Coll. Copyright Act as amended
[2] Rector's Directive on the basic elements of the final theses, qualification theses, control of their originality, storage, and accessibility at UCM.

5) In case of collective publication of a school work, the author strictly respects the rights of co-authors, especially in case of further processing of shared published information. A written notification, or written consent of the co-authors for further use is recommended.

§ 3
Plagiarism

1) According to this directive, plagiarism is considered to be "*unauthorized copying of ideas (theories, conclusions, hypotheses, metaphors), not only complete but also partial (i.e. with only minor or superficial modifications) without reference to their originator,*"[3] i.e. "*unauthorized use of other people's published and unpublished ideas, formulations, knowledge, research results or other results of creative work, as well as illustrations, tables, photos, etc. without reference.*"[4]

2) For the purposes of this directive, self-plagiarism is considered to be repeated publication of the whole or part of the work by the author himself, without declaring this fact. In case of scientific publishing, a maximum respected match with the published works is up to 35%, provided that the said match is not identical with one source. More than 15% match with a single source is at least bound to unethical and incorrect processing of a school work. In case of a follow-up of the school work to the previous one (e.g. connecting the diploma thesis to bachelor's thesis) a higher percentage of agreement can be accepted, provided that this fact is declared in the introductory text, the supervisor agrees with it and the citation rules are followed.
3) The author commits plagiarism if he/she
   a) literally transcribes the text of another author without marking it with quotation marks;
   b) literally translates a foreign language text of another author without marking it with quotation marks;
   c) uses paraphrased or reformulated[5] content, idea, theory, concept or statement of another author (hereinafter referred to as the "idea") without providing a link to the source and the author;
   d) inserts a certain idea of another author into his school work without mentioning the reference to the source and author;
   e) inserts a certain idea obtained from another text, including electronic or
   4) Internet resource, in the school work without providing the link to the source;
   f) inserts the entire treatment by another author or part of the data listed in the table, scheme, diagram, picture or other graphic processing into his/her school work without mentioning the source and author;
   g) will in another way pass off another author's ideas as his/her own.

[3] HRDINÁKOVÁ, Ľ. – DUCHOŇOVÁ, L.: Plagiátorstvo. [online]. [2014]. Available at: https://uniba.sk/fileadmin/ruk/ak/ig-plagiatorstvo.pdf
[4] MEŠKO, D.: Plagiátorstvo. [online]. Available at: http://vz.truni.sk/old/novinky/2010/plagiatorstvo.pdf
[5] Paraphrasing or reformulation means expressing content, ideas, theories or concepts of the original source of information or statement, by other means of expression while preserving thoughts of the original content.

4) The author commits plagiarism even if he creates his school work as patchwriting[6] or mosaic plagiarism, or

   a) intentionally quotes, paraphrases or refers to other works and sources than the ones actually utilized;
   b) cites, paraphrases or refers to the works or sources cited that do not contain the cited idea;
   c) deliberately falsifies or manipulates research results, deliberately modifies them, modifies, conceals, or otherwise changes the identified data;
   d) states or refers to fictitious data and information.

5) The originality of the work is primarily the responsibility of its author/authors, in case of scientific works, the publisher is also held responsible. For cases where the publisher is UCM, it is necessary to take effective measures that minimize the possibility of plagiarism.

§ 4
Procedure for detecting plagiarism

1) Plagiarism, self-plagiarism, any unethical behavior or other violation of publication ethics is considered a violation of the internal regulations of UCM and the faculty, including the UCM Code of Ethics.
2) Offenses according to § 3 par. 3 of this directive in case of school work are resolved without delay by a university teacher who becomes aware of such violation. In case of discovering these violations, the student shall be evaluated in the given subject with a grade of "inadequate" and through the head of the department, in a written report, the school work shall be forwarded to proceedings of the Disciplinary Committee of the relevant faculty or institute and a request for an investigation shall be submitted to the UCM Ethics Committee.
3) Offenses according to § 3 par. 4 of this directive, shall be forwarded to the committee through the head of the department without delay, but only before the proceedings of the defence of the final thesis. The committee will assess the level of patchwriting misconduct and prepare a written opinion that will be available to the defence committee of the final theses.
4) The committee will assess the degree of wrongdoing and prepare a recommendation, or draft sanctions against the student.[7]
5) The committee is obliged to keep and archive students' offenses and in case of repeated committing of the offense, a proposal for exclusion from studies will be recommended to the dean.
6) Offenses according to § 3 par. 3 of this directive in case of a scientific work are dealt with by Ethics Committee as a violation of § 5 par. 2. of the UCM Code of Ethics based

[6] Patchwriting or mosaic plagiarism is a text compiled from foreign texts of theses and is considered as plagiarism, as in the case of compiling from various sources (authors) without consistently citing the original used sources (authors), or with their mentioning.
[7] § 72 of Act no. 131/2002 Coll. on universities and on the amendment of some laws as amended

on the initiative or self-discovery during a random check of the originality of scientific works created by scientific and pedagogical staff of UCM (e.g. using iThenticate).

§ 5
Final provisions

1) The result of the originality check by the applied anti-plagiarism system in the Central Register of theses or other software determining the rate of text matching (e.g. using iThenticate) has an important informative value. However, it does not rule out that a school or scientific work, despite the low percentage of match when checking originality, is not a case of plagiarism. This fact remains to be assessed by a university teacher, committee for the defence of final theses, the Disciplinary Committee of the relevant branch of the UCM or the Ethics Committee of the UCM.
2) If plagiarism, self-plagiarism, any unethical act or other violation of publication ethics will be discovered only after graduation or obtaining a scientific degree, the procedure is in accordance with the applicable legislation.
3) This directive is issued by the rector after a discussion in the Rector's Board on January 22, 2019.
4) The directive enters into force on January 22, 2019, and becomes effective on February 1, 2019.

January 22, 2019

prof. Ing. Roman Boča, DrSc.
rector of UCM

Directive on Plagiarism, including amendments and supplements, is published in the Slovak language and in other languages in which the UCM conducts its programmes, with the Slovak language text being considered the authentic text.