

VP – R – 12		Printout No.:
		Number of pages: 7
Effective from:	Period of Validity:	Scope of validity :
30. 9. 2019	Until further notice	The College of Regional Development and Banking Institute – AMBIS, a.s.
<p>TRANSLATION OF RECTOR'S DIRECTIVE No. 12/2019</p> <p>Prevention of Plagiarism and Contend Coordance</p>		
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Number of attachments:	0	Attachment title: ---
Number of copies:		
Issue Number: 1.		Replaces: ---
First		

Art. I General Principles

- (1) This Directive is issued for purpose of plagiarism prevention at The College of Regional Development and Banking Institute – AMBIS, a.s. (hereinafter the “Ambis” only) and the aim is to grant effective tool for solution of problems related to the plagiarism determination and to variety of its demonstrations.
- (2) This Directive is determined for Ambis employees and even for Students – authors of final, year, seminar and all other works that are created within educational and creative process at Ambis.

Art. II Crib and Plagiarism Determination, Compilation

- (1) **Plagiarism** is defined as introduction of intellectual property of another author borrowed or copied either as a whole or from a part as his own intellectual property. Therefore if student or academic employee for any purpose commits such step that he (either directly or indirectly) intentionally or by negligence is using intellectual property (either published or unpublished) of some other person without proper reference to this intellectual property or without exact marking and therefore he presents such intellectual property as his own, he commits plagiarism.

(2) Compilation

The CTU library defines compilation as the “text that has arisen from composition of ideas and conclusions collected from more original texts however not by copying of the whole verbatim text passage. Compilation does not content any new creative finding regarding subject matter, it is not a result of author’s research, it is only composition of already known and published acts and it gives comprehensive overlooking over respective topics. Used sources are properly referred to a quoted, and the resulting work is presented as compilation and is not pretended as original” (Němečková, 2009). However, compilation in contradiction to plagiarism is not taking over whole finished text passages without reference to the source neither it pretends its originality. Work compilation from different sources or different authors’ works etc., represents natural proceeding for some publication types (encyclopaedia, anthology, articles at Wikipedia and others) and updating. However, there is precondition that the used resources are referred to in conformity with the respective standard in a way that the user may trace it back.

Art. III Plagiarism basic characteristics

- (1) **The intentional plagiarism is understood:**
 - verbatim transcription or copying of somebody else intellectual property without proper reference and presentation of such intellectual property as own works;
 - overtaking and publishing of another person work (either seminar, year, bachelor, diploma or any other) even including such work that still has not been completed and in any manner published;
 - presentation of the aggregate compiled from other people unmarked works (compilation) as the own original work;
 - copying of graphic or other text parts without proper reference to the source; the same is due for the whole text or its part as well as for title, structure, content, stylistic division etc;
 - intentional omission of used information and data sources quotation;

- downloading of other freely accessible work and presentation as own work;
 - getting qualification work for remuneration means plagiarism in spite of that such work does not usually show any correspondence to other texts. This represents plagiarism as the text has been written by someone else and according to the copyright law the intellectual property cannot be transferred to another person.
- (2) **Besides intentionally created plagiarism there can be considered as plagiarism even other modes of acting (often caused by negligence):**
- insufficiently elaborated references to resources, improper or insufficient marking of quotations in text;
 - incorrectly made compilation of complete work using word-for-word extracts from other texts without marking and quoting of all sources (improper compilation). From the other side if the author draws from another resources and compiles work as a whole and properly marks and quotes references and a such compilation;
 - only „cosmetic“ amendments of the overtaken text (word order change, word modification, amended words, insertion of several additional words etc) without statement of the verbatim quotation (improper paraphrase). From the other side if the author is taking over some idea of the other person in its core conception only, properly refers to the source and formulates it in a new way by own manner and fresh words i.e. he really paraphrases it, then there is no plagiarism;
 - improper identification of so called “generally known facts and information” where the verbatim quotation is not required so far – such identification of differences can be illustrated between generally known mathematic formulas (Pythagorean theorem) and specific mathematic theorem published in few specialised publications; therefore there is a need of good orientation to distinguish what the generally known facts and information really is and what is not; regarding generally known facts and information there is no need for quotation elaboration and vice versa in case of specific finding and generally not broadly known information that shall be marked and referred to the resource;
 - so called self-plagiarism, i.e. non quoting of own works in the new work;
 - use of idea where the author does not remember its source, or he has no sufficient records on such source and therefore he presents such idea as his own.+
- (3) **Compilation**
- Compilation means the work that is created by collection and combination of other works elements and other author or authors where such work contents “nothing original” (idea, opinion etc.) and it does not quote author or authors of original works as well.
- (4) **Content concordance**
- Higher content concordance does not necessarily mean plagiarism. Academic work containing copied texts, phrases or whole passage that are properly quoted, is not considered as plagiarism.
 - Final work of the university student is a significant document on graduate’s professional level and in spite of it is not plagiarism it should be authorial work. Higher correspondence to publicly accessible texts of other authors may be a sign of low share of the authorial text. Therefore, Ambis sets by this regulation acceptable level of concordance with public texts.
 - Concordance comparison system is the tool only that is highlighting all identical text with texts from public resources. It is always competence of the responsible person (final work supervisor, head of department or vice-rector for studies) to assess and evaluate a concordance.
- (5) **Concordance with the same author’s texts**
- There is not considered as plagiarism or unpermitted concordance the final work concordance with previously published texts (e.g. seminar work, bachelor work) of

the same author that must be properly quoted. Such concordance extent (concordance total to all individual works) shall not exceed 40 %.

Art. IV

Plagiarism as disciplinary or criminal offence

- (1) Plagiarism of the lesser extent and importance if deliberately committed by Ambis students is necessary understand first of all as deliberately committed disciplinary offence and therefore it shall be reviewed in conformity with the Article II of the Disciplinary Order for Ambis students.
- (2) If such offence is not committed intentionally, however its facts of the case are fulfilled, then this is neglect offence and therefore also committed plagiarism. If the plagiarism is committed by student or academic employee in higher extent and social importance then his acting can be even considered as criminal offence.
- (3) Authors of works showing different forms of plagiarism and therefore bearing traces of plagiarism, breach also stipulations of the Act No. 121/2000 Coll., on Copyright and related rights and on amendment of some other Acts in actual reading.

Art. V

Plagiarism prevention

- (1) Plagiarism, i.e. creation and use of the cribs, can be effectively prevented by observing following instructions:
 - there shall be properly stated source of all information, ideas, pictures, charts, tables, schema etc., that were overtaken into the work (unless they are part of properly made compilation or correct paraphrase or they are generally known facts);
 - other work quotation shall be done carefully and exhaustively;
 - proper quotation shall be even regarding all passages find from Czech translations of foreign sources;
 - quotations shall be referred towards original information source and not to any reference to that source;
 - reference shall be to such source only that has been really used.
- (2) Besides the important protection against plagiarism is in observing some other principles:
 - non appropriation of somebody else's ideas, thoughts, opinions and not to claim them as own;
 - not to encourage other person to plagiarism;
 - not to provide own work for potential plagiarism;
 - not to create any work on commission on behalf of the other author.

Art. VI

Content concordance check

- (1) Final, year, seminar and any other works created in pedagogic and creative process at Ambis can be after depositing in IS (depository or archive ZP) checked for content concordance with publicly accessible texts.
- (2) Such check is performed by antiplagiarism system for checking details in IS, established for finding of author's final work text concordance extent with texts of other authors published at internet.
- (3) Works content concordance check is done by the tutor or final work supervisor. If the tutor and final work supervisor have no access to IS (e.g. external colleague of

Ambis), on their request the works content concordance check is done by the department head.

Students' final works checking

- (4) The final works supervisors are obliged after the final work delivery to carry out content concordance check. Check execution shall be marked in IS and resulting concordance rate shall be in all cases indicated in final work assessment. In case of suspicion for plagiarism the work supervisor is obliged to initiate head of department to establish disciplinary proceeding with respective student. School disciplinary commission proceeds in conformity with the Disciplinary Order for students and the result of plagiarism proceeding can be even excluding from studies.
- (5) If the content concordance check is carried out by the department then the check execution shall be marked by this department and the department shall provide for stating results in work assessment made by the final work supervisor. Besides public electronic sources there is also assessed content concordance with texts translated from foreign languages and with text copied from printed sources. Results of checking are accessible to student, department of studies, final work supervisor, head of department and rector.

Assignment of concordance check obligation

- (6) The obligation of student to execute checking of his final work for content concordance is set in the Vice-rector for studies provision No. 2/2019 – Obligations of student within preparation and creation of final work.
- (7) Obligation of the final work supervisor for content concordance checking is set by the Rector's Directive No. 11/2019 – Methodology of bachelor and diploma works assessment.

Procedure for final, year or seminar works concordance finding

Concordance within a range of 0–10 %

- If the total concordance of student's work with other authors texts (either quoted or unquoted) is up to 10%, then there is original contribution of the author in final work substantial. The concordance extent is acceptable.

Concordance within a range of 11–20 %

- If the total concordance of student's work with other authors texts (either quoted or unquoted) is from 11 % up to 20 %, then the tutor or final work supervisor is obliged to express his opinion in his assessment and to inform head of section on findings. If the content concordance is not sufficiently justified (e.g. by compilation, quotation of Acts, accounting schema etc.) the head of department shall decide on further proceedings.
- There can be expected either statement that the work is not plagiarism or proposal for opening disciplinary proceeding or demand for work overworking with loss of the work defence term and classification "unsatisfactory".

Concordance higher than 20 %

- In case of finding any content concordance higher than 20% the work supervisor is obliged to inform forthwith the head of department on such reality. The head of department shall assess concordance and shall decide.
 - Here can be expected proposal for opening disciplinary proceeding or demand for work overworking with loss of the work defence term and classification "unsatisfactory".
- (8) **Student, who delivers final work with content concordance higher than 20% and there shall be established disciplinary proceeding with him such student shall not be permitted to defend his final work for the time of disciplinary proceeding persistence.**

- (9) **Student, who shall be called for the final work reworking due to high content concordance or plagiarism is losing one term for final work defence with classification “unsatisfactory”.**

Recommendation for students

- (10) Student is obliged on a base of the Vice-rector's for studies provisions No. 2/2019 Obligations of student within final work preparation and creation to perform checking by the anti-plagiarism system in IS prior to final work delivery by depositing in IS Depository or in FW archives.
- (11) Work text loading in IS and preparation for concordance comparison may take up to one day. Therefore, it is necessary to consider such time and set it in reserve.
- (12) In case that the finding of total concordance of the final work during testing is higher than 10 %, it is recommended to the student to amend parts of work with concordant texts. If this student uses more often quotation e.g. of Acts, accounting schema, parts of specialized text, we recommend setting such parts in separated enclosures of the final work, that are not compared during concordance finding.

Compilation and its assessment

- (13) Regarding final work that has been created by compilation methodology that is set and approved in final work assignment then such work is not consider as plagiarism however as permitted compilation. The highest allowed rate of the compilation concordance of the final work author's texts and public sources texts including his own texts is at 40% inclusive. Within the work there shall be properly stated resource of all information, ideas, pictures, diagrams, tables, schedules etc., that were overtaken in final work.
- (14) In case of finding content concordance of the compilation higher than 40 % than the final work supervisor is obliged to inform without any delay head of department. The head of department shall submit to the rector proposal for disciplinary proceeding establishment according to the Disciplinary Order for students of 9. 10. 2017, Article II., fig. e).

Art. VII

Authority for cases of ethics or plagiarism breaching solution

- (1) For resolution of scientific works ethics breach cases by students is responsible vice-rector for studies. However, first instance in such cases is the head of respective department who decides such matters in cooperation with respective subject tutor or final work supervisor.
- (2) Cases that are not reaching satisfactory ethic problem resolution this way can be submitted by any party to the vice-rector for studies who in case of finding of possible misconduct serious circumstances shall ask rector on disciplinary proceeding establishment in cooperation with the disciplinary commission of the Ambis. Respective matter has to be always personally discussed with the student and brought up misconducting shall be properly supported.

Art. VIII

Closing stipulations

- (1) Responsibility for proper and timely updating of this directive is for the whole validity period always its editor. He is always responsible for information of all affected or obliged departments by stipulations of this directive.

- (2) All leading employees are obliged to inform all their subordinates with this directive and its amendments or supplements, however in particular with rights and obligations resulting from this directive.
- (3) Checking of this regulation observation is the responsibility of departments heads and students' works supervisors created within Ambis pedagogic process. For works checking can be used all available technical means and systems for plagiarism discovery.
- (4) Within this directive there is for indication of participating persons used gender neutral masculine. This inner directive is published at Official desk in a section of regulated documentation

Art. IX

Distribution list

- (1) Copy No. 1 administrator's copy
- (2) Copy No. 2 print on the loan