Directive 10/2017	Internal standard of the Institute of Technology and Business in České Budějovice				

FULL WORDING OF DIRECTIVE 10/2017 SUBMITTING, CHECKING AND ARCHIVING OF STUDENT WORK AT VŠTE

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Formally verified by:	Legal Department Officer	**Approved by:**	Vice-rector – Statutory Deputy of the Rector
Signature:	Bc. Denisa Plecitá m.p.	**Signature:**	Ing. Zuzana Rowland, MBA, PhD. m.p.

FULL VERSION OF DIRECTIVE No. 10/2017
SUBMITTING, CHECKING AND ARCHIVING OF STUDENT WORK AT VŠTE

Section 1
General provisions

(1) This directive defines the manner of submission, plagiarism check, and archiving all students' works, as well as archiving data for ascertained plagiarising of students' works at VŠTE.

Section 2
Concept definition

(1) Student's work is defined as a work in form of a document which the student elaborated him/herself, or in cooperation with other students or employees, based on the lecturer's assignment. Student's work is also understood as a document which the student elaborated him/herself, or in cooperation with other students or employees, and which has taken part in a students' competition. Plagiarising is defined as presenting a work of another person as one's own work, whether partially or in whole, identical or adapted, and including contract cheating.

(2) Each author carries full responsibility for abiding the Copyright Act in connection with the work they elaborated themselves or in cooperation with another author.

(3) The Register of Plagiarisms is understood as a database of students convicted of plagiarism. It is administered by the Directorate of Study Administration and Lifelong Learning. The Register can be found in the Information System of VŠTE (hereafter 'the IS') and entered only by person with authority „katal_a".

Section 3
The manner of submission

(1) Submission, checking, and archiving of students' works can be done only through the IS. Students' works shall not be submitted in a printed version, with the exception of drawings, sketches, calculations, and technical reports, which are submitted in a printed version. Guarantor of the course can however decide on submitting the latter electronically.

(2) For the purpose of submitting students' works, the lecturer opens Homework Vaults (Odevzdávárna) in the IS for each course, in which students upload their work.

(3) Student's work can have its specifics which the course guarantor shall inform on by means of annotation in the IS.

(4) Submission of students' works follows instructions of the course guarantor stated in the annotation in the IS. The deadline is however the last day of the exam period.

(5) If the qualification thesis contains sensitive data due to the protection of the company/institution name, it is possible to request postponing the publication of the

qualification thesis for 3 years via the Information System. (IS – Studijní oddělení: Žádost o odložení zveřejnění bakalářské, diplomové, disertační a rigorózní práce.)

Section 4
The manner of plagiarism check

(1) In all written works, the author (authors) is obliged to state all sources used, including web pages. Citing in written texts generally abides by the ČSN ISO 690 regulation. Citing is requested:

    a) when paraphrasing a text,

    b) when citing another author verbatim,

    c) when adopting definitions, graphs, schemes, charts etc.

The reference must also state the page number(s) of the particular publication.

(2) Students are required to include in each work the following phrase: "I declare that I have composed this seminar paper/Bachelor thesis/Master thesis solely by myself except where explicitly stated otherwise in the text." Without it, the work cannot be accepted.

(3) In such case that a student does not state the source, the work shall be considered a plagiarism.

(4) The lecturer is obliged to check students' works focusing on compliance with the Copyright Act. For this purpose, they will use the "Vejce vejci" function which is available in Homework Vaults in the IS.

(5) If the lecturer does not carry out sufficient checking, he or she becomes responsible for any flaws of the work with all legal consequences.

(6) The IS also enables students to check the work for plagiarising. Each student is obliged to check every work before submitting it through the "Vejce vejci" function in their Depository (Úschovna) in the IS.

Section 5
Detection of plagiarism and subsequent procedure

(1) If the software indicates a match of the submitted text with another, it does not necessarily mean a plagiarism, and vice versa; if the software does not indicate any match of the submitted text with another, it does not mean categorically that is not a plagiarism. Whether it really is a plagiarism or not shall be decided by the lecturer.

(2) If a student submits a seminar paper which will be revealed as a plagiarism:

    a) if it is a first case of plagiarising, a plagiarism decision will be issued; the work will then be entered into the Register of Plagiarism, and the student will receive an evaluation of the subject N (not counted),

b) the second time a plagiarism is detected with the same student, a proposal will be made to initiate disciplinary proceedings and this work will then be entered into the Register of Plagiarism.

(3) If a student submits a thesis that will be revealed as a plagiarism:

a) if it is a first case of plagiarising, a plagiarism decision will be issued; the work will then be entered into the Register of Plagiarism, and the student will receive an evaluation of the subject N (not counted),

b) the second time a plagiarism is detected with the same student, a proposal will be made to initiate disciplinary proceedings with a proposal to expel the student from his / her studies for intentionally committing a disciplinary offence and this work will then be entered into the Register of Plagiarism.

(4) Receiving the decision by the student:

c) The student received the decision about plagiarising into his or her own hands.

d) The student did not receive the decision about plagiarising into his or her own hands; the undelivered letter will be returned to the mail room of VŠTE. The returned decision will be placed on the Official Notice Board, and according to Section 68 (3) No. 111/1998 Code, the decision is considered delivered after 15 days on the Official Notice Board.

(5) The student can request the Rector of VŠTE to reconsider the decision within 30 days from the date of delivery of the decision.

(6) If the student does not request a review of the decision within 30 days from the date of delivery, the revealed plagiarism in the student's work will result in failure to fulfil the given obligation (credit, exam, Bachelor thesis defence, etc.) and its entry into the Register of Plagiarism. In the event that the Directorate of Study Administration and Lifelong Learning finds out that it is the second plagiarism of the student, the same procedure as in the case of the first plagiarism will be followed, except that this case will be handled by the VŠTE Disciplinary Board.

(7) The evidence on detected plagiarisms shall be transferred from the Directorate of Study Administration and Lifelong Learning to the Chairman of the Disciplinary Board. The Disciplinary Board will then propose further steps to the Rector, in accordance with the VŠTE Disciplinary Code.

Section 6
Archiving evidence of detected plagiarism

(1) The evidence of detected plagiarism will be archived in the student's personal file at the Study Department, where the evidence of that particular plagiarism will be stored, as well as in the Register of Plagiarism which is stored in the document server in the IS.

(2) The following information will be entered into the Register of Plagiarism: Personal Identification Number (učo), student's name and surname, code of the subject in

which plagiarism was found, period, lecturer, title of work, similarity in %, description of the problem found, evidence of plagiarism, and date of compliance.

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Annexes:
Annex 1: Expert opinion on detected plagiarism