Directive No. 10/2017	Internal regulations of the Institute of Technology and Business in České Budějovice

SUBMITTING, CHECKING AND ARCHIVING OF STUDENT WORK AT ITB

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Repealed regulations	Directive No. 15/2012 Submitting, checking and archiving of student work at ITB				
Superior regulations:	Code of Disciple at ITB				
Related regulations:	Act No. 121/2000 Coll., On Copyright and Related Rights and on Amendments to Other Acts (the Copyright Act)				
Superior regulations:	-				
Distribution List	ITB Students and academic staff				

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Section 1
General provisions

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

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.

(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 ITB (hereafter „the IS") and entered only by persons with the right „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 are not 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 which students upload their work in the IS for each particular course.

(3) Students 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.

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 literally,

    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 student's 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 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:

- a) The student received the decision about plagiarising into his or her own hands.
- b) 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 ITB. The returned decision will be placed on the Official Notice Board, and according to § 68 par. 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 ITB to review 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 ITB 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 according to the ITB Disciplinary Code.

Section 6
Archiving of 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 ident. No (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.

Attachments:
Attachment 1: Expert opinion on plagiarism detected
Attachment 2: Algorithm to detect plagiarism.