

# **Regulations on Student Plagiarism**

## Faculty of Arts, University of Szeged

### Preamble

The purpose of the education offered by the Faculty is, in part, to teach students how to share the results of their research with others in accordance with the applicable conventions of given scientific fields. One of the related skills in this category is the ability to properly make use of other texts on a given research topic in their writing. For this reason, it is necessary for the Faculty to lay out its principles related to this subject.

### I. The Scope of the Regulations

The scope of the regulations extends to the written work—electronic and handwritten—handed in by students for courses offered by the Faculty.

### II. The Goal of the Regulations

The goal of the regulations is to define within a formal framework and to make known the principles that allow the problem of plagiarism to be clearly handled on the Faculty level. This is done so that institutes and department can more effectively support the learning and practice of culture and conventions of academic referencing among the students. The regulations also define the consequences resulting from the failure to meet the expectations related to academic referencing.

### III. The definition of plagiarism

Plagiarism is defined as an incident in which a student uses the intellectual property of others in a way that does not acknowledge or properly indicate its original source. Whether this is done intentionally or unintentionally, the student is actually presenting others' work as their own; in other words, they are exploiting the intellectual property of another person.

According to this definition, plagiarism can be:

- an author quoting a source verbatim without indicating the source of the quotation and without using quotation marks
- paraphrasing a piece of text, which is to say rewording somebody else's text, and thus using ideas without the exact language but not citing the source;
- using statistical data, a diagram, or an illustration without citing its source.

If in the case of a verbatim quotation the author cites the source but does not use quotation marks, or if in the case of a direct quotation the author uses quotation marks but no citation, this shall not be considered plagiarism but rather an anomaly of reference, which shall be handled according to the regulations of the given institution.

### IV. How Plagiarism Shall Be Sanctioned

The Faculty condemns and sanctions all forms of plagiarism, regardless of its seriousness, and shall penalize it in the following ways:

In the case of a seminar paper, the following declaration of the Academic Regulations of the Faculty shall be taken into account:

- “In cases in which the offense of plagiarism can be determined beyond any debate, the piece of writing shall be given a failing grade, with no recourse for improvement in that semester, and this grade shall only be improved upon if the individual is able to take the course again.  
-Cases of repeated plagiarism may result in disciplinary proceedings from the Dean in addition to a failing grade and the necessity of taking the course again.”  
(Academic Regulations Addendum to Point 4, Chapter 8 of the University of Szeged Academic and Examination Regulations.)

In the case of a thesis, the following declaration of the Academic Regulations of the Faculty shall be taken into account:

“When submitting the thesis, the student is required to submit a declaration in which they acknowledge that the thesis is their own work. If the opposite should prove true, the student’s work shall be given a failing grade, and disciplinary proceedings may be initiated against them.” (Academic Regulations Addendum to Point 1, Chapter 18 chapter of the University of Szeged Academic and Examination Regulations)

#### V. Procedure

The establishing of a case of plagiarism shall be the responsibility of the teacher in the case of a seminar, and of the supervisor and the opponent in the case of a thesis. If there is a difference of opinion, a third evaluator shall be authorized to make a ruling.

The student can be informed of a ruling that plagiarism has occurred in one of the following ways:

-Official mail through the post;

-An email message sent by the teacher or the given department to the electronic mailing address provided by the student in the Neptun system.

In the case of both seminars and theses, if the student does not agree with the ruling that plagiarism has occurred, they must submit—including any evidence supporting their claims—a petition for review addressed to the given department head by the end of the third working day after receiving official notice of the proceedings. The department head shall form a three-member ad hoc committee to decide on the petition. If the department head is involved in the case, the relevant head of the institutional unit above theirs (e.g. institute) is authorized to form the committee. The ad hoc committee is required to make a judgement within five working days.

If the committee should reject the request, the student can submit a written appeal to the vice dean, who shall be required to make a judgement within eight days. The second-degree judgement is final and binding, except if the Dean initiates disciplinary proceedings in cases of plagiarism of a thesis or repeated plagiarism of seminar papers.

Graduating students against whom plagiarism or disciplinary proceedings have been initiated cannot take their final examination. If in the course of the proceedings the plagiarism is not proven, the vice dean of studies shall ensure an opportunity to take the final examination outside the usual circumstances.

#### VI. Avoiding Plagiarism

To ensure correct referencing and the avoiding of plagiarism, the basic principles of academic referencing must be followed in all written work prepared for courses offered by the Faculty. Those are the following:

a) By using the accepted reference conventions of the given field in their written work, the student must show if they have used any idea, theory, opinion, or argument from any other writer in order to introduce, explain, or in other way make use of it;

b) a citation is necessary in the case of both a verbatim quote and a paraphrased section of text,

c) a citation is also necessary when the author uses statistical data, a diagram, or an illustration from another source;

d) it is not enough to list the cited works in a bibliography. It must also be made clear to the reader in the text where the quotes or reworded ideas came from, and there must be complete agreement between the sources cited in the text and those listed in the bibliography.

### VII. Closing provisions

If certain institutional units (departments or institutes) set requirements beyond those covered in point VI, they are required to make addenda containing their regulations regarding their expectations for the process of academic referencing available to students taking their courses, and also to send these to the Faculty's registrar within one month of their taking effect. These must correspond to the principles outlined in the present regulations. These addenda must contain these regulations, as well as examples and other details that suit those principles and can be clearly understood by the students.

The thesis is the intellectual property of the student in the form in which it is handed in; therefore, its further use is governed by law LXXVI of 1999 pertaining to copyright. If the student detects any exploitation of their thesis or other intellectual property (in writing, translations, statistical data, diagrams, etc.), they may report this to the Dean's Office, as this relates to the use of their intellectual property.

These regulations were accepted by decision no. 64/2008 of the Faculty Council on June 12, 2008. It comes into effect on September 1, 2008. It will appear on the Faculty's homepage at least 30 days prior to this date.

The Faculty Council modified these regulations by decision no. 49/2012 on October 25, 2012. The modification will come into effect at the same time as its announcement on October 10, 2012.

Szeged, October 30, 2012.

Dr. Csernus Sándor  
Dean