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Prevention of plagiarism and content similarity

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Art. I
General principles

(1) This directive is issued to prevent plagiarism at AMBIS University (hereinafter referred to as "**AMBIS**"), and its objective is to provide an effective tool for addressing issues related to defining plagiarism and its various manifestations.

(2) The directive is intended for employees of AMBIS as well as for students – authors of final, annual, seminar, and all other works that arise in the educational and creative process at AMBIS.

Art. II
Definition of plagiarism and compilation

(1) Plagiarism

Plagiarism is defined as the presentation of another author's intellectual work, borrowed or imitated in whole or in part, as one's own.

Whether a student or academic staff member, for any purpose, knowingly or negligently uses someone else's intellectual work (published or unpublished), either directly or indirectly, without properly referencing or accurately attributing it, and presents it as their own, they engage in plagiarism.

(2) **Compilation**

The Czech Technical University (CTU) Library defines compilation as "a text created by assembling ideas and conclusions gathered from multiple other original texts, excluding the copying of entire literal passages of text. A compilation does not contain any new creative insights into the subject, is not the result of the author's research activity, but is merely a composition of already known and published facts, presenting a comprehensive view of the given issue. The used sources are properly cited and referenced, and the resulting work is presented as a compilation, not claimed to be an original work." (Němečková, 2009).

In contrast to plagiarism, a compilation does not incorporate entire ready-made passages without citing the original source, nor does it pretend to be original.

Compiling a work from various sources, or works by different authors, etc., is a natural process in creating certain types of publications (encyclopedias, anthologies, Wikipedia articles, etc.) and their updates. However, it is a prerequisite that the sources from which information was drawn are properly cited, allowing users to trace them.

Art. III
Basic Characteristics of Plagiarism

(1) **Intentional plagiarism is defined as:**
- verbatim copying or reproducing someone else's work without proper attribution and presenting it as one's own;
- adopting and publishing another person's work (seminar, annual, bachelor's, master's, or other), even if it has not been completed and published in any way;
- presenting a compilation composed of unattributed works of others as one's own original work;
- copying graphics or other components of the text without proper citation of their source; the same applies not only to the entire text or its parts but also to the title, structure, content, stylistic organization, etc.;
- intentionally failing to disclose the sources of information and data used;
- downloading another freely available work and presenting it as one's own;
- acquiring a qualification thesis for payment is plagiarism, even though such a work usually shows no similarity to other texts. It is plagiarism because someone else wrote the text, and according to copyright law, intellectual property cannot be transferred to another person

(2) **In addition to intentionally created plagiarism, other forms of conduct (often of a negligent nature) can also be considered as plagiarism:**
- inadequate citation of sources, incorrect or insufficient marking of quotations and references in the text;
- incorrectly assembling the entire work using verbatim passages from someone else's text without attribution and citation of all sources (incorrect compilation). In contrast, if the author draws from external sources and compiles a work, properly indicating and citing, presenting the new work as a compilation and not as an original work, it cannot be considered plagiarism, especially if the assignment allows or even requires a compilation;
- mere "cosmetic" modifications to the borrowed text (changes in word order, altered words, insertion of a few additional words, etc.) without providing a verbatim citation (incorrect paraphrasing). In contrast, if the author adopts someone else's idea only in its conceptual core, properly references its source, and formulates it in a new, personal way with original wording, that is, genuinely paraphrasing it, it is not plagiarism;
- incorrect recognition of so-called "commonly known facts and information" that do not need to be verbatim cited – for example, distinguishing between commonly known mathematical formulas (Pythagorean theorem) and specialized mathematical theorems found only in certain scholarly publications. It is necessary to have a good understanding of what is and what is not a commonly known fact. If it involves widely known facts and generally widespread information, there is no need to cite them. Conversely, if it concerns specific insights and generally less-known information, it is necessary to cite and reference their source;
- using an idea for which the author does not recall its source or does not have sufficient records about this source, and thus presents it as their own.

(3) **Content Similarity**

- Higher content similarity in the text of a final thesis may not equate to plagiarism. An academic work containing copied texts, phrases, or entire passages that are properly cited is not considered plagiarism.
- The final thesis of a university student is a significant document reflecting the academic level of the graduate. Even though it is not plagiarism, it should be an original work. Higher similarity with public texts of other authors may indicate a low proportion of original text.
- The similarity comparison system is merely a tool that highlights all identical or similar text in the final thesis with texts from public sources. It will always be the responsibility of the relevant personnel (thesis supervisor, department head, vice-rector for academic affairs, university administration staff, or individuals appointed by them) to assess and evaluate the similarity.
- The proportion of direct (verbatim) quotations in the final thesis should not exceed 10% of the total text. A higher proportion of direct quotations must be justified and approved by the thesis supervisor (e.g.legislative and accounting texts).

(4) **Similarity with Texts of the Same Author**

- Using a seminar paper developed during studies at AMBIS is not considered self-plagiarism. The student must mention in the final thesis that they drew from their previously submitted seminar paper during the creation of the final thesis.

Art. IV
Plagiarism as a Disciplinary Offense or Criminal Act

(1) If an AMBIS student commits plagiarism, it must be primarily considered as an intentionally committed disciplinary offense and, therefore, must be assessed in accordance with Article II of the Disciplinary Code for AMBIS students.

(2) If this offense was not committed intentionally but its factual nature was fulfilled, it constitutes a negligent offense, and thus also constitutes culpable plagiarism. If a student or academic staff member engages in plagiarism to a greater extent and societal significance, their actions may be considered a criminal act.

(3) Authors of works containing various forms of plagiarism, displaying traces of plagiarism, also violate the provisions of Act No. 121/2000 Coll., on Copyright, on Rights Related to Copyright, and on the Amendment of Certain Acts in the current wording.

Art. V
Prevention of Plagiarism

(1) Plagiarism, i.e.the creation and use of plagiarized content, can be proactively prevented by adhering to the following guidelines:

- properly attribute the source of all information, ideas, images, graphs, tables, diagrams, etc., incorporated into the work, and accurately label all passages obtained from Czech translations of foreign-language sources;
- direct citations to the original source of information and ideas, not to a foreign reference to that source
- cite only the source from which the information was drawn.

(2) In addition, adherence to certain principles is crucial for protection against plagiarism:

- do not appropriate others' ideas, concepts, and opinions and present them as one's own;
- do not encourage someone else to engage in plagiarism;
- do not offer one's own work for potential plagiarism;
- do not create any work on behalf of another author.

Art. VI
Content Similarity Check

(1) Final theses, annual projects, seminar papers, and all other works that emerge within the pedagogical and creative process at AMBIS may, after being deposited into the Information System of AMBIS (hereinafter referred to as "**IS**") – repository or FT archive, be subject to content similarity checks with publicly available texts.

(2) The check is performed through an anti-plagiarism system for similarity analysis within IS, aiming to determine the degree of similarity between the text of the author's final thesis and texts of other authors published on the internet.

(3) The check for content similarities in works is carried out by teachers or thesis supervisors. If teachers and thesis supervisors do not have access to IS (e.g., external collaborator of AMBIS), they may request the content similarity check from the department head.

(4) Thesis supervisors at AMBIS are required to participate in training organized by the vice-rectorate for academic affairs at least once a year, covering the topics of thesis preparation, plagiarism, and thesis checks.

Check of Students´ Final Theses

(1) It is the student's obligation to perform a check of their final thesis (for plagiarism and similarity with other texts) before submitting it through the Repository application in the IS.

(2) In the event that parts of the thesis are flagged during the check using the anti-plagiarism system in the IS, indicating similarity with publicly available sources, and these parts are not properly cited and identified in the work, it is strongly recommended that the student revise these sections of the thesis or cite them correctly before submitting the work.

(3) Thesis supervisors are required to conduct a check for content similarity after the student submits the final thesis to the IS (according to the current academic year schedule), ideally before preparing the actual evaluation. The supervisor must mark the completion of this check in the IS. In case of suspicion of plagiarism, the thesis supervisor is obligated to report to the head of the department to initiate disciplinary proceedings against the respective student. The school's disciplinary committee proceeds in accordance with the Disciplinary Rules for Students. The consequence of proven plagiarism may include expulsion from the program.

(4) The result of the check is accessible to the student, the academic department, the thesis supervisor, the opponent of the thesis, the head of the department, and the rector.

Procedures for Detecting Similarity in Final or Seminar Works

(5) A student who submits a final thesis containing passages from other authors without proper source identification and citation will not be allowed to defend the thesis, and a proposal for initiating disciplinary proceedings will be submitted. The thesis supervisor will note this fact in the evaluation, and the content of the work will not be assessed. The student will not be allowed to take the final state examination during the duration of the disciplinary proceedings.

(6) A student who is asked to revise a final thesis due to high content similarity or plagiarism will lose one defense opportunity, marked as "failed." Such a thesis will not be assessed based on content.

(7) A student who submits a seminar work with high content similarity or violates citation ethics (failure to identify borrowed texts as citations, failure to provide sources) will be graded as "failed." In serious or repeated cases, disciplinary proceedings may be initiated against the student.

Art. VII
Competence in Solving Cases of Ethical Violations or Plagiarism

(1) The resolution of cases involving the violation of scientific ethics by students is the responsibility of the university rectorate or the vice-rector for academic affairs. The initial assessment of these cases falls within the competence of the head of the respective department, who decides in collaboration with the instructor responsible for the specific course or the supervisor of the final thesis on submitting a proposal to initiate disciplinary proceedings.

(2) Cases where a satisfactory resolution of an ethical issue is not achieved through this process can be escalated by any of the involved parties to the vice-rector for academic affairs. If the vice-rector identifies serious circumstances of potential misconduct, they will request the rector to initiate disciplinary proceedings.

Art. VIII
Concluding provisions

(1) It is the responsibility of every supervisor to acquaint their subordinates with this directive and its amendments or additions, particularly with the rights and obligations derived from the directive.

(2) The monitoring of compliance with this directive is primarily delegated to the supervisors of individual works generated in the educational process at AMBIS. All available technical means and systems for plagiarism detection may be utilized for monitoring.

(3) This directive employs gender-neutral masculine terms for referring to the involved individuals. This internal regulation is published on the Official Board in the section of managed documentation and in the Information System (IS).

Art. IX
Distribution list

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