

## **Central European University's Policy on Plagiarism**

### **Article 1**

#### **WHAT IS PLAGIARISM?**

Plagiarism is a form of academic misconduct. It is a practice that involves taking and using another person's work and claiming it, directly or indirectly, as one's own. Plagiarism occurs both when the words of another are reproduced without acknowledgment and when the ideas or arguments of another are paraphrased in such a way as to lead the reader to believe that they originated with the writer. Further clarification and examples can be found in the Guidelines (Annex 1).

CEU's Code of Ethics also recognizes as academic dishonesty the submission of work previously submitted for credit to another course without the permission of the lecturer; and the submission of theses or dissertations that have been previously submitted to a university or program in any language. Such submissions will be treated in a similar way to plagiarism and be subject to the procedures and measures outlined in this Policy.

Plagiarism, as a form of academic dishonesty, is in breach of Annex 4 of the CEU's Code of Ethics. This Policy shall be interpreted in accordance with the Code of Ethics, which shall also prevail in questions not regulated by this Policy. While both students and faculty may be guilty of plagiarism, this policy only addresses student plagiarism. Faculty cases of plagiarism should be dealt with according to the appropriate section of the Code of Ethics.

### **Article 2**

#### **RESPONSIBILITIES**

It is the responsibility of all students and teaching staff to ensure that work submitted for purposes of assessment, is in fact the student's own work and has not been previously submitted for credit, unless where allowed by academic units, prior permission has been given by the lecturer.

## **ARTICLE 2.1 RESPONSIBILITIES OF STUDENTS**

It is the responsibility of students:

- to ensure that work submitted for purposes of assessment is their own;
- to ensure that the words and arguments of others are appropriately cited and referenced using an accepted referencing system; and
- to ascertain if academic units allow the submission of work that has been previously submitted in whole or in part and, where it is allowed, to gain permission from the relevant faculty member prior to submission.

## **ARTICLE 2.2 RESPONSIBILITIES OF TEACHING STAFF AND ACADEMIC UNITS**

It is the responsibility of academic units and of teaching staff to inform students of the unethical nature of plagiarism. Programs should ensure that students receive appropriate academic skills training in an effort to prevent unintended plagiarism. It is also each academic unit's responsibility to ensure that all students are fully informed about CEU's Policy on Plagiarism and the consequences if they fail to comply; and to ensure that students are equipped with the necessary knowledge and skills to enable them to cite and reference appropriately. It is the responsibility of the academic unit to regulate the multiple submission of work similar in whole or in part by students for credit. Individual academic units may refuse to accept such submissions, or they may allow them with permission from the course lecturer.

## **ARTICLE 2.3 RESPONSIBILITIES OF CEU TECHNICAL SUPPORT STAFF**

CEU technical support staff will ensure that appropriate technical means to assist teaching staff in the detection of plagiarism are maintained (see article 3 below).

## **ARTICLE 3 THE DETECTION OF PLAGIARISM**

The faculty member teaching a course should take all possible measures to ensure that if plagiarism occurs in student work, it is detected and appropriate action taken. Among the tools available to teaching staff to detect possible plagiarism, CEU makes use of online similarity detection services that compare student papers against extensive databases of material in order to detect similarities between the student text and other texts. Teaching staff are encouraged to use these services or other methods to help in the detection of possible plagiarism

Because CEU reserves the right to use online originality checking services, and because student material submitted to these services is retained for the purpose of detecting similarities in future submissions, there are data protection and copyright issues surrounding the use of these systems.

The following is intended to clarify these issues:

By enrolling at CEU students agree to the submission of their work to the plagiarism service used by CEU. Further, they agree to the following:

- the transfer of written assignments submitted for assessment at CEU, and data relating to this work, to third parties for the purpose of present and future for originality checking;
- the processing of such work and related data for the purposes of originality checking and the provision of information to CEU relating to this work;
- the future use and storage of this material in the database of the originality checking service.

The above will be carried out only for the purposes of originality checking, and will involve:

1. comparison with other works, published or unpublished, either on the internet or other electronic form;
2. comparison with works previously submitted by students for assessment and maintained on the databases of the third party supplier of originality checking services;
3. adding work submitted by students to the relevant databases used for originality checking by the third party supplier

#### **ARTICLE 4**

##### **ACTION ON DETECTION OF PLAGIARISM**

The faculty member teaching the course should evaluate the severity of the offense. If the faculty member considers that an offense has taken place (s)he should temporarily assign an incomplete grade for the assignment and notify the head of the academic unit (with no grade communicated to the student).

The head of unit and the faculty member then will agree on how to proceed.

If the offense is a first offense, or a relatively mild infringement, they may agree that the faculty member teaching the course will use their own judgment to handle the case in accordance with the Guidelines for the implementation of the plagiarism policy. Alternatively, they can also decide to consult with, or refer the case to, the academic unit's Committee on Academic Dishonesty (consisting of the head of the unit and at least one more faculty member).

If there is reason to consider the offense serious or repeated, the case should normally be referred to the Committee on Academic Dishonesty. The Committee decides on appropriate measures in accordance with the Guidelines.

In all cases, evidence of plagiarism should be carefully gathered, documented and retained. The Committee or the faculty member is responsible for adequately documenting the case and the records should be kept at the department for five years after the discovery of plagiarism. If the student does not graduate or otherwise leave CEU within five years of discovery, records should be kept until the student graduates or otherwise leaves the university. Issues relating to plagiarism by an individual student or students are confidential matters and should be treated as such. All records should be kept with due concern for confidentiality and the need for evidence. It is the responsibility of teaching staff to ensure that records relating to instances of plagiarism are kept for the required length of time for those records, and are appropriately destroyed once the period of time required for their retention has elapsed.

#### **ARTICLE 5**

##### **APPEAL**

Students have the right to dispute the decision of a faculty member or of the Committee on Academic Dishonesty by the normal courses of appeal. Normally, the first point of appeal against the decision of

a faculty member is the head of department. Appeals to decisions made by the department, including its committee, may be made to the Provost.

**ARTICLE 6**  
**GUIDELINES TO THE CEU’S POLICY ON PLAGIARISM**

The Guidelines to the CEU’s Policy on Plagiarism (“Guidelines”) are intended to guide faculty in making decisions about possible cases of plagiarism. The Guidelines should be read in conjunction with the Policy.

## **Annex 1: Guidelines to the CEU's Policy on Plagiarism**

### **Plagiarism in Written Assignments**

Article 1 of the CEU's Policy on Plagiarism states that (p. 1):

“Plagiarism is a form of academic dishonesty. It is a practice that involves taking and using another person's work and claiming it, directly or indirectly, as one's own. Plagiarism occurs both when the words of another are reproduced without acknowledgment, and when the ideas or arguments of another are paraphrased in such a way as to lead the reader to believe that they originated with the writer.”

Plagiarism can be intentional or unintentional, but intent (as far as it can be established) may be a factor in establishing appropriate measures, and also in establishing whether the case was plagiarism or rather poor scholarship. Faculty and committees are encouraged to include a dialogic element, alongside an analysis of the text, when investigating possible plagiarism. During such a dialogue, the student may be asked about his or her knowledge of what constitutes plagiarism and about any attempts s/he made to avoid plagiarism. Any such information must be balanced against an analysis of the text and against facts about the training and orientation the student received; indeed such analysis may be a more reliable indicator of intent. These guidelines are intended to help faculty and academic units decide on the relative seriousness of an act of plagiarism, it cannot replace individual judgment of each case and should be read in that spirit.

Table 1 categorizes some examples of offending strategies that may occur in student writing. This list is neither exhaustive nor definitive. Examples will be found that lie in a grey area between two categories. For this reason, each case must be considered on its own merits and within its own context, and the department in question is at liberty to act as it thinks fit. However, as a broad rule, greater stringency should be applied in three cases:

1. Repeat offences should be considered more seriously than first offenses.
2. Offenses with features that strongly suggest the student knowingly committed plagiarism, and that s/he sought or stood to benefit by a better grade from misusing sources should be punished more severely.
3. *Ceteris paribus*, offenses by doctoral students should be considered more serious than those by MA students, as higher standards of scholarship are expected at doctoral level.

**Table 1: Offending Strategies in Writing**

<b>Severity of Offense</b>	<b>Example</b>
<b>Serious plagiarism</b>	<ul style="list-style-type: none"><li>• Submitting as one's own work a text largely or wholly written by another person or persons.</li><li>• Copying or paraphrasing substantial sections<sup>1</sup> from one or more works of other authors into one's own text, without attribution, that is, omitting any reference to the work(s) either in the body of the text, in footnotes, or in the bibliography/reference list.</li><li>• Submitting a thesis as part of masters or doctoral requirements which has been previously submitted to another institution in English or in another language.</li></ul>
<b>Less serious plagiarism</b>	<ul style="list-style-type: none"><li>• Paraphrase of a substantial section or several smaller sections of another text or texts without any reference in the body text, but the work is included in the bibliography/reference list.</li><li>• Copying verbatim two or three not necessarily consecutive phrases, or one or two not necessarily consecutive sentences, from the work of others without attribution.</li><li>• Copying verbatim one substantial or several smaller sections from another text without quotation marks but with reference provided within the student's text.</li><li>• Submitting without permission one's own work that has been largely or wholly submitted for credit to another course.</li></ul>
<b>Poor Scholarship</b>	<ul style="list-style-type: none"><li>• Copying verbatim one substantial or several smaller sections from another text without quotation marks but with reference provided within the student's text.</li><li>• Summarizing an author's ideas at length but only mentioning the author or the source at the end of the paragraph.</li><li>• Mentioning an author with appropriate citation in an early sentence but no attribution in subsequent sentences, so that it is unclear whether the author's ideas are continuing or the writer's own comments being offered.</li><li>• Including a correctly referenced short fragment from another text but without quotation marks.</li><li>• Using an author's work with incomplete reference (e.g. page number is missing, or the work appears only in a footnote/parenthesis and is missing from the reference list).</li></ul>

<sup>1</sup> The word 'section' is understood here to mean more than one consecutive sentence. A copied section that has had a small number of extra words inserted by the student may still be considered as copied.

## Measures to be taken in cases confirmed as plagiarism

- (1) In the case of a first offense classified as less serious plagiarism, the student should normally:
  - a. receive an oral or written reprimand,
  - b. rewrite the assignment and receive a lowered grade
- (2) In the case of a second, subsequent minor offense, or in the case of a first offense that in the department's opinion is more serious, the student should normally:
  - a. receive a written reprimand (not reflected on the transcript)
  - b. rewrite the assignment, receive a lowered grade or receive the lowest passing grade, with or without being given a fail grade
- (3) In the case of continuing offences, or of a serious offence, students should normally receive a
  - a. written reprimand (that will usually appear on the student's transcript)
  - b. fail grade, with or without the possibility of retake (often depends on whether the course is compulsory or elective).
- (4) In very serious cases such as plagiarizing a major part of an assignment, or persistent plagiarism despite written warnings and other sanctions described above, the department should consider initiating formal procedures towards expelling the student from the University in accordance with the applicable policies.

In the case of multiple simultaneous minor offences, the department should decide whether these repetitions stem from ignorance (in which case they may be treated as a single offence) or the intent either to deceive or to avoid work, either of which may justify more severe action.

The offenses in the last category (Poor Scholarship) may often be attributable to poor ability, unclear thinking or carelessness. If so, they should not be considered academic dishonesty as such but should be penalized in the same way as other poor quality work, namely by a decrease in the final grade commensurate with the negative impact they have on the assignment as a whole. If such offenses are considered to be a deliberate attempt to achieve a higher grade, more serious action should be considered.

The CEU's Policy on Plagiarism and CEU's Student Rights, Rules and Academic Regulations shall prevail in questions not regulated by these Guidelines.

The CEU's Code of Ethics shall be applicable with the exceptions and deviations set out in the present Guidelines.

Signed by *CEU President and Rector John Shattuck*.

The original document is filed at the Office of the Academic Secretary.

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