

SZMSZ VOLUME I.
RULES OF ORGANISATION AND
OPERATION

I.20. Anti-plagiarism Regulations

The Senate approved the Anti-plagiarism Regulations on 19 June, 2018.
resolution no. SZ-80/2017/2018. (2018. VI. 19.)

The Anti-plagiarism Regulations are effective from 1 September, 2018.

Preamble

1. §

- (1) According to Act CCIV/2011 on national higher education (hereinafter referred to as: Nftv.) 11. § (1) d), the objective of the Corvinus University of Budapest (hereinafter referred to as: University) is to enhance the social reputation of science. In keeping with the objective formulated above, the University targets to make its citizens abide the law defending intellectual property rights while performing research and/or pursuing studies.
- (2) The University will use every effort to create the adequate conditions for achieving the targets formulated in section (1). In particular, the university
 - a) encourages departments to acquaint students with the theory and practice of scientific referencing;
 - b) expects faculties to teach students the methodology of presenting their research results accumulated in the course of their studies. Faculties are expected to do so in accord with the expectations of their field of expertise, as a part of their educational programme;
 - c) supports the control of scientific referencing by providing adequate technical appliances and regulations.
 - d) expects students to respect authors' copyrights in the course of pursuing studies;
 - e) expects researchers and teachers to do their work in an honest and reliable manner, respecting the intellectual property of others, in keeping with the ethical code of the Hungarian Academy of Sciences.
- (3) These Anti-plagiarism Regulations (hereinafter referred to as: Regulations) are created to lay down the principles for faculties so that they can formulate the rules of scientific referencing that respect the authors' intellectual property rights, in accord with common international practice at universities. These regulations also intends to prevent behaviours that would otherwise result in the infringement of copyright. Finally, the Regulations also aim to remedy particular cases of copyright infringement by designating the scopes of responsibility, describing the rules of an ethical procedure, and by listing the consequences of copyright infringement.

Related documents

2. §

- (1) - legal regulations, such as
 - a) Act CCIV/2011 on national higher education (hereinafter referred to as: Nftv.);
 - b) Act LXXVI/1999 on copyright (hereinafter referred to as: copyright act);
 - c) Act V/2013 on the civil code (hereinafter referred to as: civil code);
 - d) Act C/2012 on the penal code (hereinafter referred to as: penal code);
 - e) Studies and Examinations Regulations (hereinafter referred to as: SER.);
 - f) Employment Regulations;
 - g) Code of Ethics;
 - h) Student Disciplinary and Compensation Regulations.

The effect of the regulations

3. §

- (1) The Regulations affect the following persons:
 - a) All students of the University, including those of suspended student status, with no regard whatsoever to training cycle, major, agenda, and financing; the regulation is effective for students on graduation and non-graduation trainings alike; also encompassing visiting students and students on a partial training, preparatory training, or PhD programme; and
 - b) former students exhibiting/ having exhibited such behaviour - in connection with exercising the rights deriving from their former student status - that fall under the scope of these regulations (e.g. after the expiration of student status) (hereinafter referred to as: student);
 - c) All teachers and scientific researchers of the University (hereinafter referred to as: teachers);
 - d) Other persons being prosecuted for violating these regulations whose student status or employment contract expired or was terminated in the meantime for whatever reason;
 - e) Persons and boards in charge of procedures initiated for the violation of these regulations.
- (2) The effect of these regulations also concerns teachers who are paid by the hour. Their work contract should, however, include a clause about this circumstance.
- (3) Considering the effect of these regulations on actions, they include curricular and extracurricular activities (e.g. conferences and forums) also including the related work of teachers.
- (4) The effect of these regulations also include acts, behaviours and omissions that have adverse legal consequences according to law or university rules. These, however, realise an offence per se, as stipulated by present regulations.
- (5) Effective from 1 September 2018, the regulations are to be applied in cases committed after that date. These regulations have no power over cases of illicit scientific referencing committed before the regulations came into effect.

Basic principles

4. §

- (1) The University expects from all of its students and teachers to respect the copyright of others. The University forbids the insertion of ideas, research findings and papers by a different author into any piece of scientific writing, claiming them to be the own work. Such an act is clearly an infringement of copyright and the rules of scientific referencing.
- (2) The University expects from its students and teachers to abstain from violations of scientific referencing rules in any piece of writing - including in particular: seminar papers, end-of-term course essays, homework essays, class presentations, examination papers, thesis papers, treatises, any kind of publications for a narrow or wide audience, and abstracts, among others (hereinafter referred to as: work).
- (3) Students or teachers are entitled to exhibit themselves only in the function (e.g. editor, author, etc.)and to the extent they actually participated in the creation of the work.
- (4) As a basic rule, students and teachers violate the rules of scientific referencing if they claim somebody else's work as their own. Any work which a student or a teacher claims to be his or her own shall be regarded as such, i.e. the student's or the teacher's own work, not including

appropriately referenced literal or conceptual adoptions from different author(s). It is a basic rule that the student or the teacher take responsibility for correct indications of own thoughts and material taken from others' works for the purpose of e.g. citation or further analysis, so that these clearly separate. Disregarding this requirement results in a breach of scientific referencing rules (hereinafter referred to as: plagiarism).

- (5) Plagiarism has various cases which differ from one another regarding form and content on the one hand and severity on the other, meaning that a taxonomic listing of plagiarism types is not possible. For this reason, even though the Regulations do list a number of specific manifestations (actions that realise plagiarism) to enable better judgement of particular cases, different cases will also be considered plagiarism provided that they match the general definition formulated in (3).
- (6) Activities, behaviours and omissions specified in 10.§ of these regulations are not considered plagiarism; however, such violations also fall under the same judgement as plagiarism.
- (7) Plagiarism does not only apply to chunks of text and written work; in general, it refers to illicit usage, for example of figures, charts, data, programme codes, visual and audiovisual content.
- (8) Regardless the language in which the scientific work was published originally, unreferenced usage of a translation is still considered plagiarism. The same referencing rules apply to both original language publications and translations of scientific works.
- (9) Whenever these Regulations are applied, the civil code and the basic principles of the copyright law should be considered at all times.

The person responsible for compiling the regulations

5. §

- (1) The Rector of the university is responsible for stipulating the basic principles of scientific referencing. Therefore, the Rector is also the one responsible for the compilation and maintenance of the university's regulations for plagiarism.
- (2) The Directorate of Administration is responsible for the preparation, regular maintenance and legal control of these regulations.

Rules of scientific referencing

6. §

- (1) The basic rules of scientific referencing:
 - a) If the work of an author is used in full or in part (by adoption, citation, translation, etc.), the source and the author should be given credit, provided that the author's name appears in the source or can be deduced;
 - b) A work of an author - or parts thereof - may only be adopted if it fits the purpose of research, i.e. it is justified by relevance. Damaging the integrity of the cited original should be avoided.
 - c) Publications of a different author may only be used if properly referenced;
- (2) Essential rules of literal quotation:
 - a) The beginning and the end of the text quoted have to be marked with quotation marks.
 - b) The bibliographic data of the source has to be referenced in keeping with a standard, which is to be used consistently;

- c) The exact place (e.g. page) of the quotation has to be given at all times;
- (3) The essential rules of quoting content:
 - a) One of the standards of referencing should be used consistently, with the bibliographic details of the source clearly indicated;
 - b) When adopting content, it should be clearly indicated where the thought begins;
- (4) Departments responsible for specific science fields may prescribe a detailed referencing code for students. Particular anti-plagiarism rules characteristic of each science field are made public together with the other academic requirements on various platforms (e.g. faculty webpages, Intranet, Neptun, Moodle).
- (5) Referencing rules that are relevant to teachers are defined by the conventions of the respective science field.

The student's and the teacher's responsibilities

7. §

- (1) Students are responsible for learning to use the in-house rules of scientific referencing, and keep to them for the whole duration of their university studies. They should use the means made available to them by the university (classes, consultations, anti-plagiarism software programmes, etc.) and ask for their tutors' help if they are unsure about anything.
- (2) Teachers are responsible for keeping the rules of referencing specific to their field of science while doing scientific research. They should continuously follow and learn the new rules of scientific referencing and use the means available at the university (anti-plagiarism software programmes, etc.)

Preventive provisions

8. §

- (1) The university attributes high priority to the task of acquainting students with the methodology of presenting research findings - obtained over the course of their studies - to others. The faculties shall take the necessary measures to organise curricular activities for students that enable them to learn the rules of scientific referencing. The university faculties, which review their curricula once in every five years, agree to create courses to teach students these referencing rules.
- (2) The University will do every effort to grant extracurricular opportunities and forums for students to enable deeper understanding of referencing rules. Students will also be assisted with instruction manuals and other auxiliary materials, to be issued by the university.
- (3) The University also has an anti-plagiarism software, which is to be used to check academic papers. The anti-plagiarism software is available to students and teachers free of charge.
- (4) It is a responsibility of the institute/department to examine the thesis papers, PhD thesis drafts and PhD thesis papers with the university anti-plagiarism software, and it is advised to instruct the students to run a preliminary check on their work so that the provisions of these Regulations are better enforced.
- (5) The university institute/department is entitled to enforce the students' responsibilities by using the university anti-plagiarism software beyond the minimum level formulated in Section (4).

- (6) It is the Library Director General's responsibility to operate and maintain the anti-plagiarism software and to make proposals on its development, acting upon the advice and comments of faculties and Corvinus Doctoral Schools.

Specific cases of plagiarism

9. §

- (1) Severe cases:
- a) Submitting a paper which was - entirely or in most part - written by someone else.
 - b) Inserting into own work a chunk of text by a different author without giving any reference, where the chunk is longer than two to three sentences, either unchanged or reformulated.
- (2) Less severe cases:
- a) Using somebody else's reformulated thoughts in many short chunks or one longer chunk of text without referencing on the source in the main text. In such a case, it is not enough to indicate the source in the bibliography/index only.
 - b) Inserting two to three sentences word-by-word (not consecutive) from someone else's work without any reference;
 - c) Giving correct reference in the text, but omitting quotation marks, in the case of literal citations.
- (3) Mild cases
- a) Reviewing someone else's thoughts at length, and only giving reference of the source after the paragraph(s).
 - b) Own thoughts and referenced author's thoughts do not separate from one another clearly, it is unclear where the referenced author's thought ends and where the writer's own thought begins;
 - c) incomplete and incorrect references.

Students' activities falling under the same judgement as plagiarism

10. §

- (1) Severe cases:
- a) Submitting a paper which had been written for an other university course, where it was submitted and evaluated, without carrying out any change.
 - b) Submitting a paper which had been written for a course of a different institution, where it was submitted and evaluated, without carrying out any change.
 - c) Handing over own work to a student for the pronounced reason of submitting it as an own work of the latter;
 - d) Commissioning a person to carry out university work for the student.
- (2) Milder cases include: submitting a paper which contains longer part(s) taken from other paper(s) done for earlier course(s) which have already been accepted and evaluated, unless the case justifies doing so.

Legal consequences of plagiarism, procedure for cases of suspected plagiarism**11. §**

- (1) Students and teachers who plagiarise - or conduct an activity judged as plagiarism - commit an ethical offence.
- (2) If the teacher initiates an ethical procedure for plagiarism or for a strong suspicion of plagiarism, the student against whom these allegations stand will have his/her paper marked "not assessable" in Neptun.
- (3) For initialising and conducting an ethical procedure, regulations of the Code of Ethics are governing, with the following amendments:
 - a) Initialising and conducting an ethical procedure is valid even if the time that passed since committing the offence is over one year;
 - b) The Ethical Committee is entitled to use the university anti-plagiarism software as a means to check whether the provisions of these Regulations were duly kept. The Ethical Committee will also consider the results of the university anti-plagiarism software programme. If the search results of other anti-plagiarism software programmes were also submitted as evidence, the Ethical Committee will consider the results of the university anti-plagiarism software.
 - c) If the Ethical Committee concludes that an ethical offence was committed by the student for submitting plagiarised material, the work in question will be declared unassessable. If the Ethical Committee concludes that no ethical offence was committed by the student for breaching the Anti-plagiarism Regulations, the work in question will not be declared unassessable. The teacher will be asked to review the course/thesis paper in question and assess it according to SER, i.e. the course/thesis paper will have to be marked subsequently. If the procedure conducted by the Ethical Committee concludes without the declaration of an ethical offence, the student shall be granted a chance to catch up with exams and deadlines (e.g. application or submission deadlines) potentially missed because of the ethical procedure. Furthermore, the University shall also take the necessary measures deriving from the resolution (e.g. calculate the academic average weighted with SER credits, adjust credit index, recalculate grant average, review the legality of course registration).
 - d) If the Ethical Committee declares that an ethical offence was committed and, in its scope of judgement, considers the act, behaviour, or omission severe enough for taking further action, it will initiate a disciplinary procedure at the respective authority.
- (4) If disciplinary action is initiated against a student by the Ethical Committee, the provisions of the Student Disciplinary and Compensation Regulations are governing. If an action is initiated against a teacher, provisions of the Employment Regulations apply.
- (5) Initiating and concluding an ethical procedure on grounds of violating the present Regulations is independent from the declaration of an ethical offence by the Ethical Committee in the same case.
- (6) Present Regulations do not protect the authors whose works were plagiarised. Their rights are set in the civil code and the penal code. Legal procedures may be initiated by them independently from the procedure(s) conducted by the university.

Concluding provisions

12. §

- (1) The Regulations were accepted at the Senate meeting on 19 June, 2018.

Dr. András Lánczi
Rector

Dr. Lívia Pavlik
Chancellor

Confirmed by:

Dr. Marica Sárközi-Kerezsi
Secretary of Senate