

Social Sciences Thesis Plagiarism Check Procedure

Procedure in the event plagiarism is detected

Definition

Plagiarism is the practice of completely or partially copying someone else's ideas without attributing them to their rightful owner (without complete and correct acknowledgement of sources) and passing them off as one's own.

Types of plagiarism²

- a. making use of or, as the case may be, reproducing another person's texts, data or ideas without complete and correct acknowledgement of sources;
- b. presenting the structure or, as the case may be, the central body of ideas taken from third-party sources as one's own work or ideas, even if a reference to other authors is included;
- c. failing to clearly indicate in the text, for instance by means of quotation marks or the use of a particular layout, that literal or near-literal quotations have been included in the work, even if a correct reference to sources has been included;
- d. paraphrasing the contents of another person's texts without sufficient reference to sources;
- e. reproducing another person's audio, visual, or test materials, software and programme codes without reference to sources and in doing so passing these off as one's own work;
- f. submitting a thesis obtained from a commercial agency or written (whether or not for payment) by another person.

Procedure

The Management Information Coordinator will report to the Department Chair and the AISSR Academic Director. If the results of the check give cause for further investigation, a meeting will first be scheduled at which the Management Information Coordinator will discuss the relevant documents with the Department Chair and the AISSR Academic Director. During the meeting, the Department Chair and AISSR Director will decide whether:

- 1) further investigation is required, or whether
- 2) the thesis can be submitted to the Doctorate Committee.

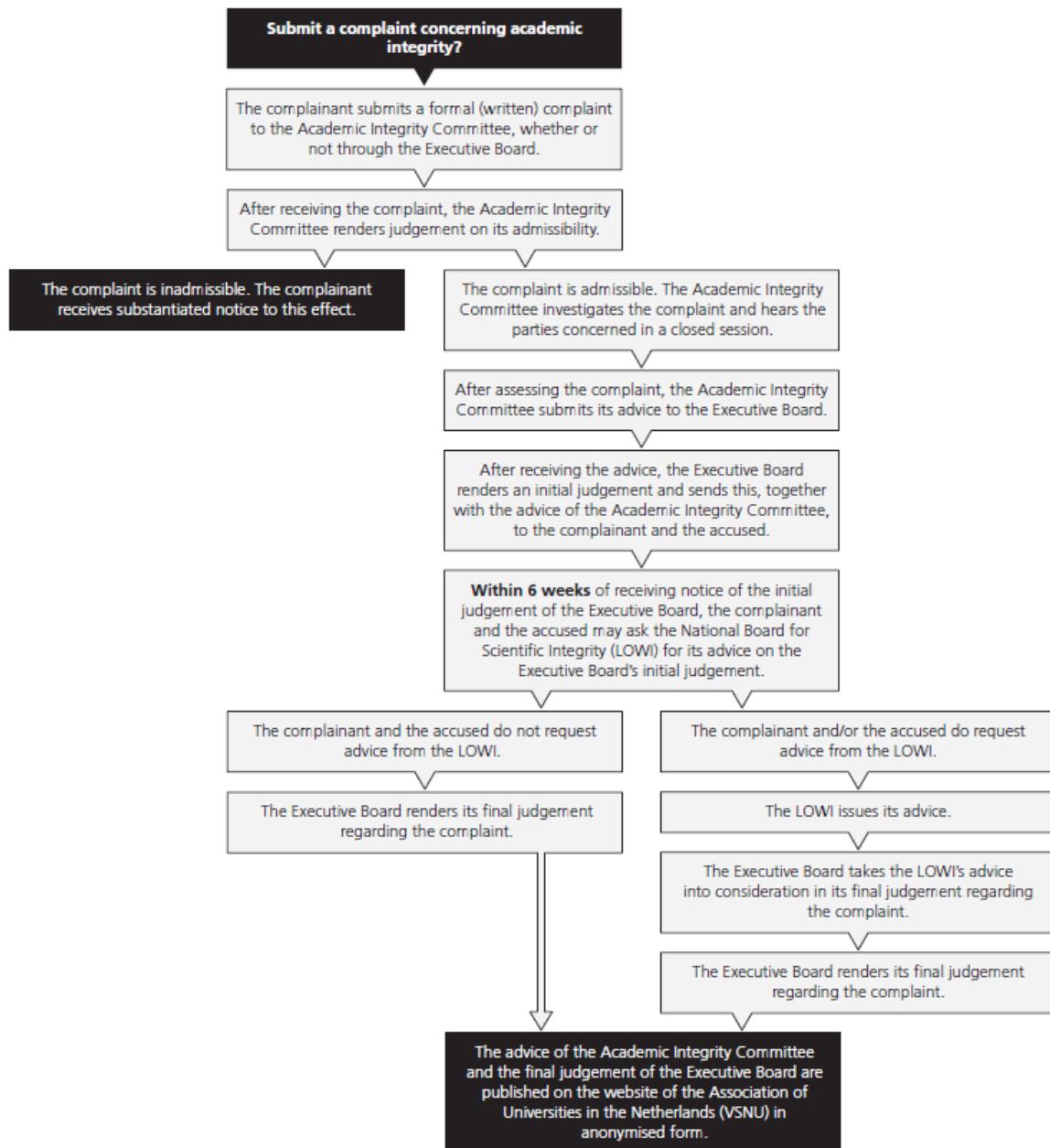
If further investigation is deemed necessary, the Department Chair and/or AISSR Academic Director will initiate an 'investigative meeting' with the PhD candidate and the PhD thesis supervisor(s)³. At this meeting, the results of the plagiarism check will be discussed and the PhD candidate will be given the opportunity to explain the detected similarities. On the basis of this discussion, the Department Chair and the AISSR Academic Director will determine:

- 1) whether the thesis can be submitted to the Doctorate Committee, or
- 2) whether a complaint will be submitted to the UvA Academic Integrity Committee (the Department Chair/AISSL Director will inform the Dean before submitting the complaint)

² a to e copied from the *Regulations Governing Fraud and Plagiarism for UvA Students*, which can be found on the following website: <http://student.uva.nl/en/az/a-z/a-z/content/folder/plagiarism-and-fraud/plagiarism-and-fraud.html>

³ If an 'investigative meeting' is deemed necessary this will lead to a delay for the defence

Follow-up steps in the event of a negative decision: submit a complaint to the Academic Integrity Committee⁴



⁴ <http://www.uva.nl/en/research/research-at-the-uva/academic-integrity/academic-integrity.html>