

## Social Sciences Thesis Plagiarism Check Procedure

The obligatory checking of theses for plagiarism, as set down in the new UvA 2014 doctorate regulations, came into force on 1 October 2014<sup>1</sup>. In accordance with article 17.5 of the new doctorate regulations, the Dean is responsible for this check. The Dean of the Faculty of Social and Behavioural Sciences (FMG) has delegated this task to the Department Chairs.

### **Implementation of plagiarism checks**

The Board of Social Sciences has decided to assign the practical implementation of the plagiarism checks to the Management Information Coordinator of the research institute (AISSR). Article 22.1 of the doctorate regulations states that the manuscript must be submitted for evaluation to the Doctorate Committee no later than 14 weeks before the intended date of the defence ceremony, but not before the conditions of article 17 (Finalising the thesis manuscript, the electronic version and the plagiarism check) have been met (among other conditions). The plagiarism check will therefore be carried out *before* the thesis approved by the PhD thesis supervisor(s) is submitted to the Doctorate Committee.

### **Procedure**

The PhD thesis supervisor will submit the electronic version of the approved manuscript to the Department Chair no later than **16 weeks** before the date of the defence ceremony. The Department Chair will forward this manuscript to the Management Information Coordinator of the AISSR.

The Management Information Coordinator will report the results of the plagiarism check to the Department Chair and the AISSR Academic Director no later than **15 weeks** before the date of the defence ceremony. The Department Chair and the AISSR Academic Director will reach a decision concerning the submission of the definitive version of the manuscript to the Doctorate Committee and the University Library. The Department Chair and the AISSR Director will notify the PhD thesis supervisor(s) and the Management Information Coordinator of their decision.

Negative decision → see the separate proposal for the procedure to be implemented if plagiarism is detected

Positive decision → see the follow-up steps below.

The PhD thesis supervisor(s) will send the definitive version of the manuscript to the Doctorate Committee no later than **14 weeks** before the date of the defence ceremony. The Management Information Coordinator will send the electronic version of the manuscript to the University Library.

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<sup>1</sup> <http://www.uva.nl/en/research/phd/procedure/procedure-for-obtaining-a-phd/doctorate-regulations-2014/doctorate-regulations-2014.html>

Schematic representation of the step-by-step plan (adjustment point 9-11)

<b>Plagiarism Procedure Social Sciences</b>						<i>Board of Social Sciences</i>
<b>Nr.</b>	<b>When?</b>	<b>Who?</b>	<b>What?</b>	<b>Where?</b>	<b>Result?</b>	<b>How/why?</b>
<b>9a</b>	No later than 16 weeks before the date of the defence ceremony	Supervisor	...sends, after approval, the digital version to...	Department Chair (CQ faculty contact)		
<b>9b</b>		Department Chair (CQ faculty contact)	...sends the electronic version approved by the supervisor(s) to...	AISSR Management Information Coordinator (N.Schulp@uva.nl)		<b>Why?</b> Articles 17.5 and 17.6
<b>9c</b>		AISSR Management Information Coordinator	...checks the definitive version of the manuscript for plagiarism...		Plagiarism check report	
<b>9d</b>	No later than 15 weeks before the date of the defence ceremony	AISSR Management Information Coordinator	...sends the results of the plagiarism check to...	Department Chair and AISSR Director		
<b>9e</b>		Department Chair and AISSR Director	...evaluate the results of the plagiarism check...		Definitive decision regarding the plagiarism check	
<b>9f</b>		Department Chair and AISSR Director	...send the definitive decision regarding the plagiarism check to...	Supervisor and AISSR Management Information Coordinator	Decision to send the definitive version of the manuscript to the Doctorate Committee and University Library	
<b>10</b>	No later than 14 weeks before the doctoral conferral date	Supervisor	...sends definitive thesis manuscript to...	Doctorate Committee	Definitive thesis manuscript <b>PLEASE NOTE: The manuscript may not be amended after this point!</b>	<b>Why?</b> Articles 16.4, 22.1 and 19.7
<b>11</b>		AISSR Management Information Coordinator	...sends the electronic version of the manuscript to...	University Library		<b>Why?</b> Articles 17.5 and 17.6

## 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 plagiarism<sup>2</sup>*

- 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)<sup>3</sup>. 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:

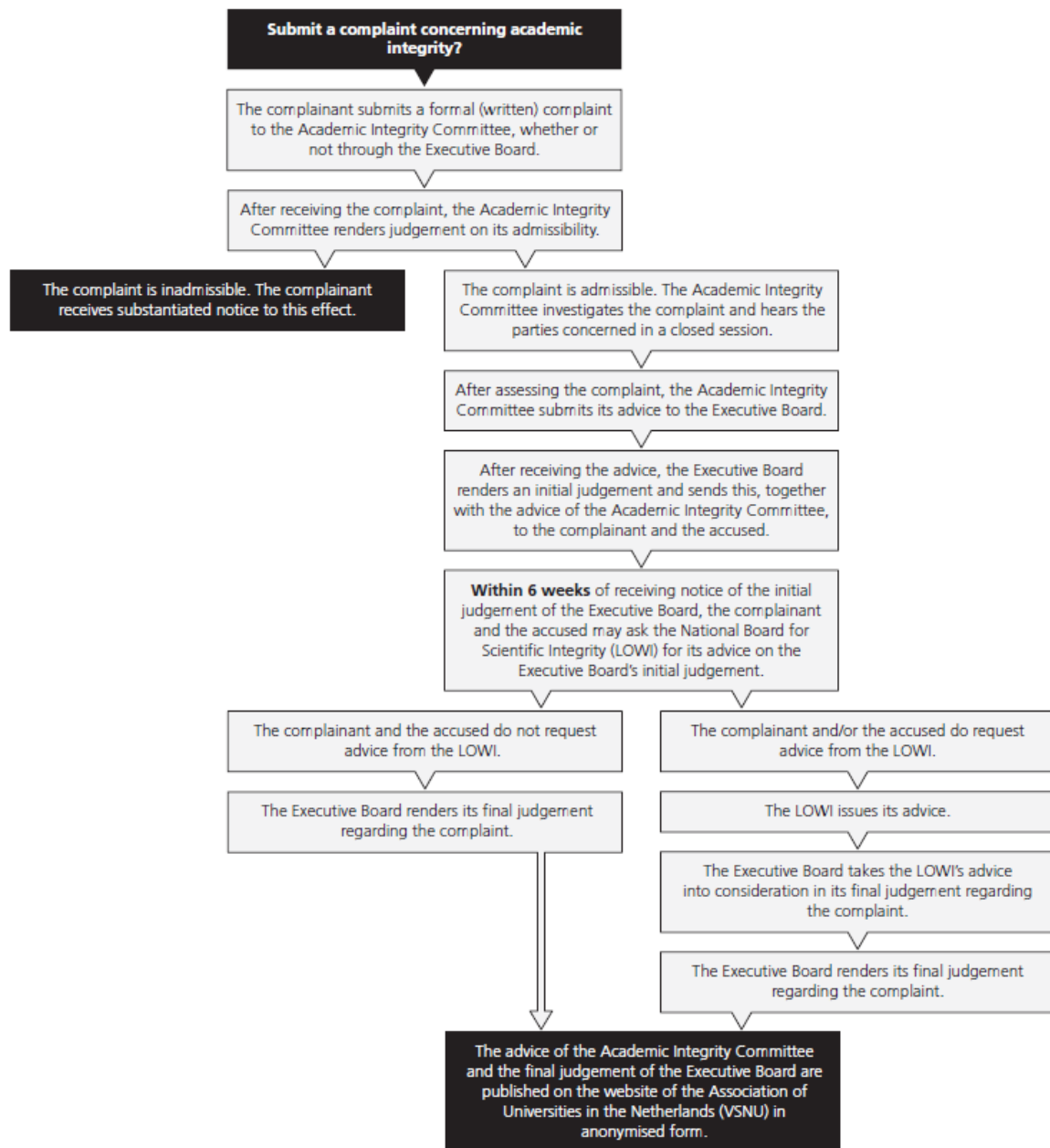
- 1) whether the thesis can be submitted to the Doctorate Committee, or
- 2) whether a complaint will be submitted to the UvA Academic Integrity Committee (the Department Chair/AISSR Director will inform the Dean before submitting the complaint)

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<sup>2</sup> 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>

<sup>3</sup> 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 Committee<sup>4</sup>



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