

Social Sciences Thesis Plagiarism Check Procedure

The obligatory checking of theses for plagiarism came into force on 1 October 2014. In accordance with article 17.5 of the 2020 Doctorate Regulations¹, 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 Secretary Academic Integrity of the research institute (AISSR). The secretary is the AISSR contact person for the plagiarism checks. 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 AISSR contact person no later than **16 weeks** before the date of the defence ceremony.

The AISSR contact person 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 AISSR contact person of their decision.

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

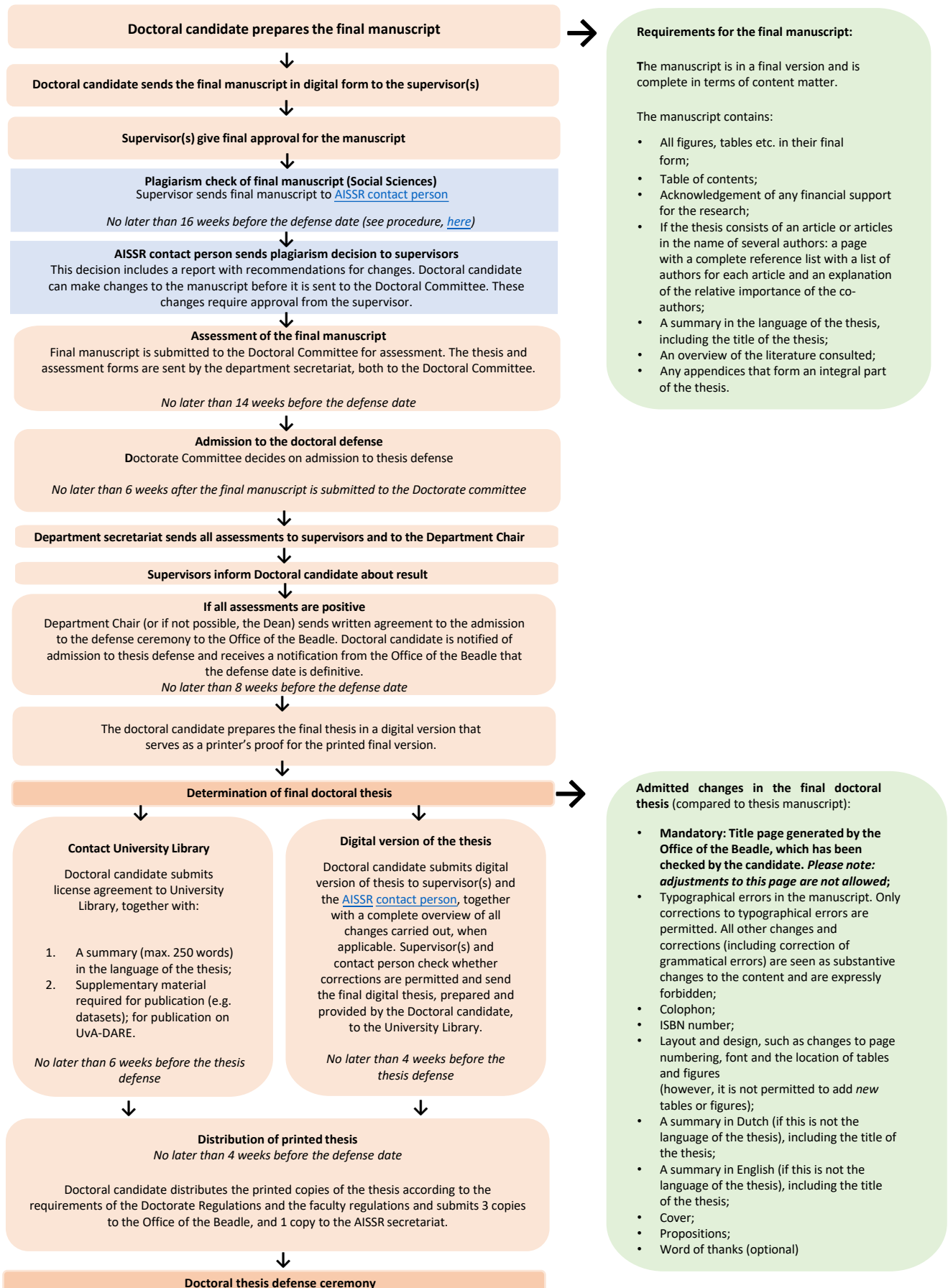
Positive decision → see the follow-up steps below.

The department secretariat 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 AISSR contact person will send the electronic version of the manuscript to the University Library.

¹ <https://www.uva.nl/en/research/phd/documents-and-forms/documents-and-forms.html>

FROM MANUSCRIPT TO DOCTORAL THESIS - AISSR

INCLUDING PLAGIARISM PROCEDURE SOCIAL SCIENCES



Requirements for the final manuscript:

The manuscript is in a final version and is complete in terms of content matter.

The manuscript contains:

- All figures, tables etc. in their final form;
- Table of contents;
- Acknowledgement of any financial support for the research;
- If the thesis consists of an article or articles in the name of several authors: a page with a complete reference list with a list of authors for each article and an explanation of the relative importance of the co-authors;
- A summary in the language of the thesis, including the title of the thesis;
- An overview of the literature consulted;
- Any appendices that form an integral part of the thesis.

Admitted changes in the final doctoral thesis (compared to thesis manuscript):

- **Mandatory:** Title page generated by the Office of the Beadle, which has been checked by the candidate. **Please note: adjustments to this page are not allowed;**
- Typographical errors in the manuscript. Only corrections to typographical errors are permitted. All other changes and corrections (including correction of grammatical errors) are seen as substantive changes to the content and are expressly forbidden;
- Colophon;
- ISBN number;
- Layout and design, such as changes to page numbering, font and the location of tables and figures (however, it is not permitted to add *new* tables or figures);
- A summary in Dutch (if this is not the language of the thesis), including the title of the thesis;
- A summary in English (if this is not the language of the thesis), including the title of the thesis;
- Cover;
- Propositions;
- Word of thanks (optional)

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 reproducing another person's texts, data or ideas without complete and correct source references;
- b. presenting the structure or 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 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 the sources;
- e. reproducing another person's audio, visual, or text materials, software or programme codes without reference to the sources, and in doing so passing these off as one's own work;
- f. submitting a thesis that has been written by someone else (whether or not in exchange for payment), including those acquired from a commercial institution.

Procedure

The AISSR contact person 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 AISSR contact person 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.

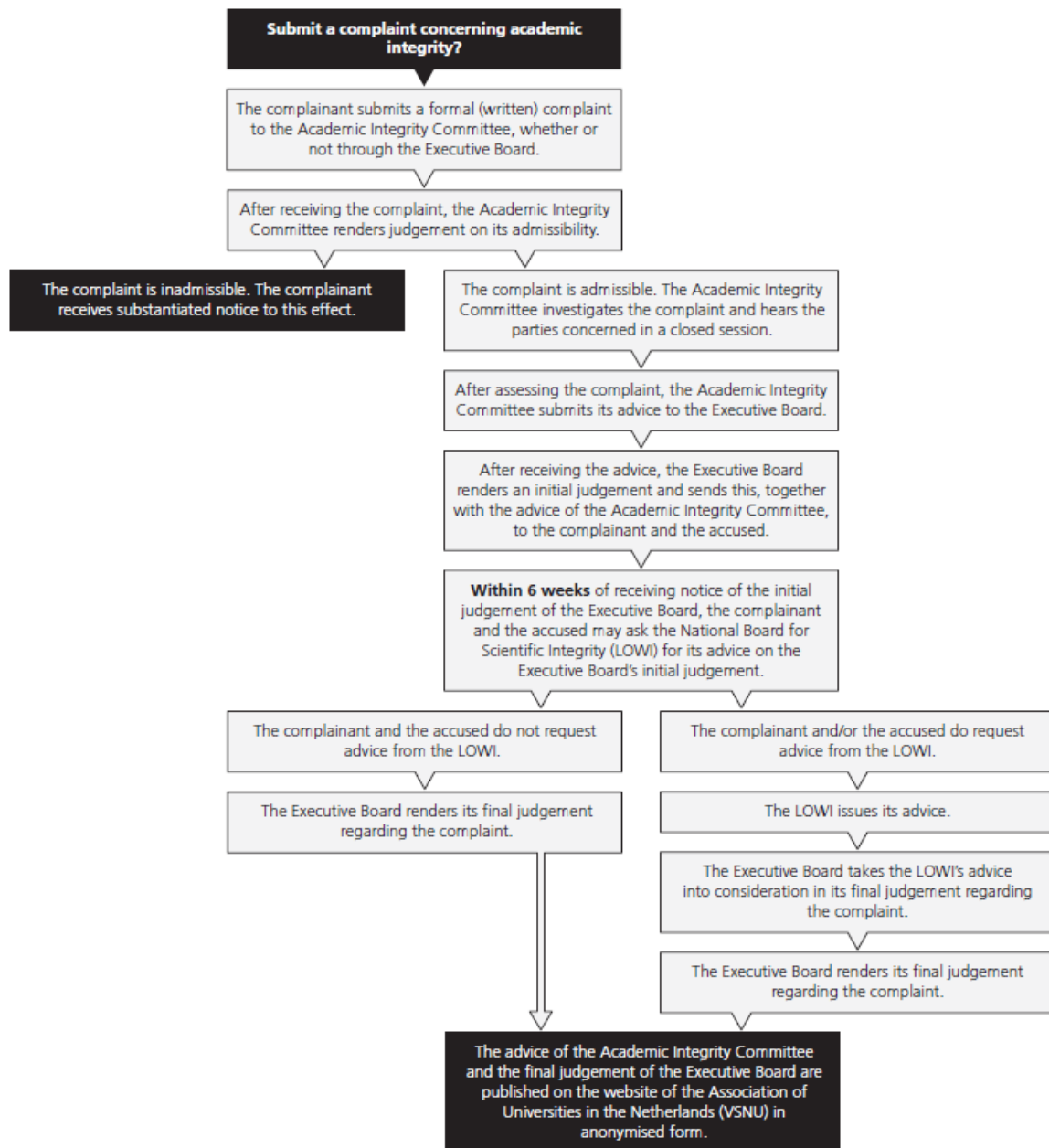
If further investigation is deemed necessary, the Department Chair and/or AISSR Academic Director will initiate an 'investigative meeting' with the PhD candidate and the PhD thesis supervisor(s)³. At this meeting, the results of the plagiarism check will be discussed and the PhD candidate will be given 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/AISSR 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: <https://www.uva.nl/binaries/content/assets/uva/en/about-the-uva/policy-and-regulations/teaching/regelingen/fraude-en-plagiaat-regeling-2019-eng-opgemaakt-c.pdf>

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>