
ADHERENCE TO COPYRIGHT AND PREVENTION OF PLAGIARISM WHEN PREPARING FINAL PAPERS AT UP FM

Final papers include final project work and bachelor theses on the first cycle and master theses on the second cycle (hereinafter, final thesis). At the UP Faculty of Management Koper, we strive to ensure that the final thesis of our students is to a high standard. One of the elements of producing a high quality piece of final thesis is intellectual honesty and ethics related to the use of the works by other authors. This is guaranteed by the proper use of scientific apparatus (citing, paraphrasing, using references) and the proper use of work by other authors in the itself.

The purpose of this document is to set quality standards for the prevention of academic plagiarism in final thesis and to offer practical guidance on the detection and actions to be taken in the case of plagiarism.

1. Final thesis is an author's work

Final thesis must meet the requirements set for the author's work in the valid copyright laws (in particular, the Copyright and Related Rights Act). The work is:

- individual,
- intellectual (it is the work of the human spirit; the work of the author expresses thoughts, emotions, etc., is a non-material good);
- creation (author's work is the result of human behaviour),
- in the fields of literature, science or art (these areas are broadly interpreted),
- which is expressed (the author's work must be perceptible for human senses).

The *individuality criterion* requires that the work is personal, original, contains individual features or is unique. As a professional (and not a scientific) work, the final thesis cannot be completely "new", therefore it does not solely contain original thoughts and ideas. When preparing their final work, a student draws on the plethora of existing works and others, unreleased creations (which do not fulfil the above assumptions). These must be used in accordance with the UP FM *Guidelines for structuring written assignments*, in particular with regard to the appropriate use (citing and summarising) and documentation of resources (references to bibliographic references and a list of sources and literature).

2. Authorship of final thesis — relationship between mentor and student

The author of the final thesis must be the student. The mentor directs the student, advises them and gives instructions and suggestions for changes and corrections to their final thesis. The mentor should not be involved directly in the student's creative process. Mentor's thoughts and suggestions can only be material for new or extended ideas of the student. The mentor should be neither the author nor co-author of the student's final thesis.

Example 1: Student writes their final thesis and the mentor disagrees with some of the argumentation in the work itself. The mentor changes part of the text or deletes part of the text and adds a few paragraphs. The mentor processed the author's work. This exceeds the acceptable limitations of mentoring assistance.

Example 2: Student writes their final thesis. Based on the conclusions of the final thesis, the mentor wishes to write a professional article. Can they do this without the student's permission? No. The author has the rights to the final thesis. The mentor can appropriately use (cite, summarize) the students' conclusions or ask the student for co-authorship, whereby the mentor and the student must make their own individual contributions to the work. The mentor can also write a new original work on the same topic without using the students' conclusions.

Example 3: The student wants to publish an article, which is a shorter version of their final thesis. Do they need the mentor's permission? No. The author has the rights to the final thesis, from which all copyright laws are derived, including the provision that they can decide when, how and to what extent their final thesis will be published, processed and published.

3. Responsibility to adhere to copyright when preparing final thesis

The student is responsible for respecting copyright during the preparation of their final thesis, with the mentor assisting or directing them. Their responsibility should be clearly defined: when preparing their final thesis, the student must consistently and correctly use other authors' works and follow the other copyright laws. The mentor must assist, guide and direct the student as well as pointing out any mistakes.

Student responsibilities

The student must pay attention to the use and extent to which they include other authors' works in the production of their final thesis. All these works must be appropriately used and documented in the list of sources and literature, as in accordance with UP FM *Guidelines for structuring written assignments* of other copyrighted and unprotected works.

This occurs if the student writes their final thesis from *individual* citations and summaries, but does not add their own thoughts, observations, opinions, analyses, critical evaluations, etc. Such a final thesis is not necessarily a work of authorship, because it does not fulfil the criterion of individuality. The required level of individuality in the author's final thesis is *not quantitatively determined* therefore the student's mentor should encourage the scope of the individual text to be appropriate according to the theme and content of the task. It is difficult to determine the extent of individuality in general; therefore (in addition to the student); the mentor is the one who has to judge how much of the individual text in relation to the entire text of the final thesis is necessary and appropriate.

Mentor responsibilities

At the beginning of cooperation with the student, the mentor is satisfied that the student is acquainted with this UP FM guidelines on the protection of copyright and the prevention of plagiarism and the consequences of copyright infringement. The mentor informs the student, among others, that during the graduation procedure (also with the help of a computer program), they will adequately verify whether and to what extent the final thesis is original. In doing so, the mentor can help with the *Student Notice on Copyright* (below).

Example: Notice to students about copyright

When writing your final thesis, carefully monitor where thoughts and ideas come from, and what sources and literature you have used. Take the parts of the author's text from sources and literature appropriately (summarise or cite), referring to the examples in the UP FM Guidelines for structuring written assignments.

The final thesis must be your work, which means that it must be an individual or original creation. You need to include your own thoughts, conclusions, critical evaluation, analyses, summaries, etc. Try to critically identify the sources you refer to, compare them with each other and draw your own conclusions from it. The final thesis should not only be a "leaflet" of citations and summaries from other authors' works. If you use part of a text or use the text in its entirety and do not show (by using quotation marks or in the form of a standalone quote and labelling the source, or in parentheses indicating the source, year, and page) that this is a citation, then you are committing plagiarism. In the graduation process, your final thesis will be reviewed both from a content point of view and with the assistance of software for the detection of academic plagiarism. If plagiarism is detected, a disciplinary procedure may be initiated against you.

Throughout the creative process of the student, the mentor should pay attention to the respect of copyright, especially to the appropriate use of sources and literature. When concluding the final work, the mentor re-examines the suitability of the final thesis from the copyright law perspective. This includes an overview of the final thesis with the assistance of the academic plagiarism detection software Turnitin.

4. Plagiarism

When a mentor receives a written product, suspected of not being (completely) written by the student, they must first find whether it is plagiarism or something else. The mentor needs to be able to distinguish between plagiarism and other shortcomings in written products, such as misappropriation of resources. At this stage, the mentor should not accuse the student of plagiarism.

What is plagiarism?

Plagiarism is showing another author's work as your own, without mentioning the name of the author or without the source's reference. In legal terms, this is a copyright infringement where someone owns a foreign copyright work. Plagiarism is a violation of the author's moral right to the recognition of authorship. The author has the exclusive right to acknowledge authorship in their work. Plagiarism often also violates the right to reproduce (simplified it is the right to create a copy of the copyright work) and processing (the right to change, translate, etc.).

Plagiarism in final thesis most often occurs by:

- the plagiarizer marks the foreign author's work with their name; For example, the student signs a seminar or a final thesis of another author (or several parts of various seminar or final works) with their own name and submits it as their own work.
- the plagiarizer does not indicate the name of the (author's) author when using (citing and summarising). For example, a student in the final thesis pastes the paragraph they copied from the book, but does not indicate the author of the book as an author, but presents it as their own copyright text.

For the definition of plagiarism, the scale of plagiarism and its significance are not important. Plagiarism can be one sentence or an entire work. For the definition of plagiarism, it does not matter if it is placed in a more or less important written product, for example in a final thesis or in a forum in an e-classroom. Plagiarism can occur even if the plagiarizer does not mean to commit plagiarism. It is essential to determine whether plagiarism has actually occurred - whether the plagiarizer has shown another author's work as their own. Therefore, the defence that an individual did not want to commit plagiarism or was unaware that presenting foreign work as their own is plagiarism, is not appropriate.

How to react in the case of suspected plagiarism?

In the case of suspicion of plagiarism, we follow four steps, which are explained in more detail below:

- Step 1: identification of plagiarism,
- Step 2: confirmation of the suspicion that it is plagiarism,
- Step 3: assessment of plagiarism and
- Step 4: action in case of plagiarism.

Step 1: Identification of plagiarism

In the academic pedagogical environment, in practice, the most common forms of plagiarism are:

- a student puts their name on a foreign work in whole or in part and submits it as their own original product;
Example: Student marks another student's seminar paper with their name and submits it as their final work.
- the student submits a foreign copyright work or a part of a foreign author's work as their own, but does not put their name on it (for example, a written product in an e-classroom);
Example: A student submits another student's work to the e-classroom, without putting any name at all.
- the student (apparently) incorrectly cites foreign copyright work in such a way that it is not clear that this is a citation, but shows that it is their own original thought;
Example: A student takes half of their seminar paper from another student and once in the whole text correctly indicates the citation, while the rest of the text is not marked at all, but presents them as their original text.
- the student uses another work or a part of another author's work and changes it a little and does not indicate the source, but presents it as their own original thought;
Example: a student changes the seminar paper of another student, for example, adds a few sentences to the conclusions of the assignment and adds some linking text, and submits it as their own original text.
- the student translates and includes the work in a foreign language in their own text, without mentioning the (true) author.
Example: student translates a scientific article by a foreign author and corrects it a little and submits as their own individual text.

The author's work (or part thereof), taken over from another author, usually differs from the rest of the student's individual text in terms of style, form, quality, degree of depth, criticality, reflection, and the like. During the examination of the final work, the mentor should pay attention to such differences in the text or to the non-uniformity or inconsistency of the text.

Step 2: Confirmation of plagiarism

When a student is suspected of plagiarism, the mentor must investigate this suspicion, to either confirm or deny it. At this stage, the mentor should not blame the student for committing plagiarism. Plagiarism must be proven, which is not the competence and task of the mentor! The mentor only confirms their suspicion of plagiarism and informs the competent authorities about this (Step 4).

Plagiarism can be confirmed in two ways:

1. The mentor should verify that they can find the original text, published before the date of the student's product submission, on which the student committed plagiarism. It can do this by means of:
 - the Turnitin software and/or
 - Internet search engines (Google, Najdi.si and the like) and/or
 - search engine by e-collections of scientific and professional articles.

The mentor should urgently check when the original text was generated or whether the date of origination of the original text was known.

Example: if a mentor finds two identical closing parts, one must make sure that the original work was originally created earlier.

2. If the original text cannot be found, the mentor can check the originality of the thoughts with the student. They should know how to explain their thoughts, give an appropriate example, critically evaluate them, and the like.
 - A mentor can give the student an instruction to make sure whether the thoughts that are written in their final thesis are their own or are taken from another student.
Example: Can you include an additional resource in the paper and explain how the view of these two authors varies? (In this way, the mentor can also help the student to appropriately use the resources and add individual parts of the text.)
 - The mentor can ask the student to explain in more detail what they want to say in a specific paragraph of the text, or ask them to give an appropriate example.
 - The mentor can also act by asking the student directly whether a certain part of the text is original, or whether they have "forgotten" to properly mark a citation or a summary.

Step 3: Mentor's assessment of plagiarism

Once the mentor is satisfied that it is plagiarism, they check and evaluate the importance of the plagiarism for the final thesis and, accordingly, suggest appropriate measures.

The importance of plagiarism is assessed by the mentor using the following criteria - questions:

- quantitative extent of plagiarism:
 - o How much of the final thesis is plagiarised?
- the content of the plagiarism:
 - o How important is the part of the final thesis that has been plagiarised
 - o Would the final thesis have any significance if the plagiarised sections were excluded?
 - o Could the rest i.e. excluding the plagiarised sections of the final work, be an independent product?
 - o What "stays from the author's work" if we exclude the plagiarism?
 - o How substantially important is the plagiarised part of the final work, for example, is it the conclusion or the introduction?

The significance of plagiarism is assessed by the mentor according to both criteria. The importance of the plagiarism may be small, though it takes up, for example, a third of the text, because this text is not so important in the context of the content. But one more paragraph, which is plagiarized, for example in the key conclusions of the task, is of greater significance.

Step 4: Action in case of plagiarism

Plagiarism is most often discovered by a mentor during regular mentoring work. Exceptionally, it may happen that the mentor overlooks plagiarism and subsequently it is detected by the Commission for final thesis defence or someone else, for example, professional associates in the library when determining the UDC or the professionals in the Student affairs office during the technical inspection of the final thesis.

Action taken by the mentor

The mentor can, in the light of the assessed significance, taken action against plagiarism in the following ways:

- *The mentor talks to the student as part of their regular mentoring work.* The mentor confronts the student with their findings and presents his assessment of the significance of the plagiarism for their final work, and at their discretion requires the student to make appropriate adjustments.

Example 1: A mentor may ask the student to exclude the plagiarised text from their final work. This makes sense when evaluating that the plagiarism is not a substantially important part of the final work, and that the text also has meaning without the plagiarism.

Example 2: The mentor can ask the student to write the conclusion of the final part (which is plagiarised) in a new way to formulate and argue their own position.

Example 3: The mentor may request the student to complete the final thesis by appropriately assigning resources (the student is instructed to add an appropriate reference to the place where the source reference is missing).

- *The mentor of the student reiterates the consistent adherence for the copyrights of other authors and UP FM Guidelines for structuring written assignments.* The mentor should adequately document his warning to the student and the requirements for corrections, for example, with e-mails, with short notes on the date and content of the conversation with the student how the conversation was held directly (in the professor's office or telephone, via Skype, etc.).
- *Request for a disciplinary procedure against the student.* The mentor completes the form on the detected plagiarism and sends it to the UP FM Student affairs office. The appropriateness of introducing a disciplinary procedure is judged by the mentor independently and in accordance with the above criteria. The mentor also takes into account the experience of working with the student and the fact whether the student was already in the process of plagiarism (if it is the first violation, an informal interview may be more appropriate in the context of regular mentoring work).

Example 1: The mentor asked the student to exclude a part of the text from the final thesis because it was a plagiarism (which was a copy of the text from another final work). When the student returned the final thesis again, the mentor found that the student had deleted the plagiarism and added a new text instead. Later, with the help of the Turnitin software, the mentor noted that it was also plagiarised.

Example 2: When the mentor explained to the student during a regular mentoring session that the submitted text of the final thesis is not sufficient, because it is four final papers glued together and that the final thesis lacks the student's original and individual contribution, the student became agitated. They began to shout and threatened the mentor with a lawsuit.

Actions taken by the Committee for final thesis defence

Plagiarism can also be detected by a member of the Committee for final thesis defence (hereinafter: the defence committee). In this case, it is advisable to inform the other members of the defence committee about their findings. The Committee (either members acting unanimously or maybe one member) may, in

the light of the assessment of the significance, take the following actions plagiarize the measure (s) in the following ways:

- When the quantitative and substantive significance of the plagiarism is very large (it is a "serious violation"), the defence committee before the official start of the defence (whether a few days earlier or at the time when the defence is to begin) finds that all conditions for defence are not met, so *the defence does not begin*. In the minutes of the defence, the committee states that the defence did not take place due to the suspicion of plagiarism and proposes the introduction of a disciplinary procedure. This is done by completing the form of the Committee's *Initiative Notice for the Plagiarism Disciplinary Procedure* and forwarding it to the UP FM Student affairs office.
- When the quantitative and substantive significance of the plagiarism is small (it is a "minor violation"), *the committee carries out the defence*, but finds minor errors in the final thesis and requires the student to amend the final thesis or to correct the mistakes. The student is notified directly on the defence (oral) about the changes requested and the deadline for them (maximum 30 days), in addition to being recorded in the minutes of the defence. The minutes shall be forwarded to the UP FM Student affairs office, and sent to the student. The defence committee will review the amendments within 7 days of receiving them.
 - If the corrections are *appropriate*, the defence committee shall amend the minutes of the defence with a determination of the final assessment of the final thesis and the decision on the performance of the defence of the final work.
 - If the student does not submit the corrected final thesis within the agreed time limit or assesses that the *errors have not been corrected*, the defence committee completes the minutes of the defence and findings that the final thesis grade is insufficient (5). The committee chairman submits the completed minutes to the UP FM Student affairs office, which informs the student about the un (successful) defence and the assessment of the final work.

Actions taken by third parties

Plagiarism can also be detected by anyone else (for example, a Vice Dean, professionals in the Student affairs office or in the library). In this case, the mentor is informed of the suspicion of plagiarism. The notice shall be accompanied by any evidence or indication where it is accessible. The notice shall also be forwarded for information purposes to the Vice Dean responsible for education.

The mentor acts in one of the ways as described above:

- talk to the student during regular mentoring work;
- request for disciplinary action;
- carry out the defence with the request for appropriate corrections and amendments to the final thesis (this procedure must be agreed with the defence committee).

Detection of plagiarism after graduation

If after the successful completion of the defence of the final thesis or graduation, there is reasonable suspicion that the student's final thesis (in full or part) is plagiarised, the Vice Dean, responsible for education will be informed, this shall instigate appropriate procedures in accordance with the regulations in force.
