

PLAGIARISM REGULATION
OF THE FACULTY OF LAW AND POLITICAL SCIENCES
AS APPLIED FOR
THE MASTER IN INTERNATIONAL RELATIONS (MIR) PROGRAM

Purpose and Scope

This Regulation defines the concept of plagiarism; establishes the Academic Review Board; and, manifests the responsibilities and duties of the Students of the University of Szeged (Students), Faculty of Law, Master in International Relations Program (Program) in order for them comply with the University's academic integration.

Definitions

Intellectual work: Homeworks, home assignments, papers, class presentations, theses, books, book chapters, articles, conference proceedings or presentations, and other types of documents (printed, electronic, or any other) that the Students prepare, compile or present during the Program at home or abroad, including especially any independent research they might prepare as part of MIR-ACLE (Master in International Relations' Academic Lecture Series) or other extra-curricular events organized by the Faculty or any of its departments, institutes or other organs.

Concept of Plagiarism

Following actions constitute Plagiarism:

- Copying a text of an Intellectual Work, or using the Intellectual Work extensively without a reference or acknowledgement of the fact of copying it from an external source
- Inserting translation of an exact text of an Intellectual Work without referring to the original work
- Representing an Intellectual Work content that is not based on an empirical findings or facts.
- Misrepresenting the reference in such a way as to prevent one to access the original work

- Representing someone else's findings, ideas, data and information (Intellectual Works) as one's own Intellectual Work
- Using the Faculty members', students', or University's other member's Intellectual Works without their permission
- Presenting own Intellectual Work(s) more than once as an original work anywhere (in the form of re-publication as a different Intellectual Work), except from presenting it as part of a thesis presenting with the right references.
- Dividing a whole work into pieces and representing each part as a new Intellectual Work in different time frames
- Not presenting the co-authors' or contributors' contribution.

All the Intellectual Works shall be the Student's own work and only the Students are responsible for their own Intellectual Works' content.

Referencing Style

The Student shall prepare the Intellectual Works in line with Harvard Referencing Style. The Program shall supply Referencing Style guidebooks upon the request of Students. The provision of such materials by the Program excludes any further claim by the Students that they were unaware of the citation requirements, should the originality of their own academic work be called into question. Therefore, the Students are responsible for autonomously learning and applying the proper forms of Harvard Referencing Style as part of compiling their own Intellectual Work.

The Faculty offers a comprehensive Introduction for the Students of the whole MA Programme as part of the Orientation Week, which shall also cover the provisions of this Regulation, the Referencing Style, examples and other supporting resources.

At the end of the Introduction offered by the Program, the Students will be required to sign a statement, declaring that they received all necessary information on the standards of academic writing expected to be upheld by the Faculty. (The form of this Statement is attached to the present Regulation.) Also this statement shall include a declaration from the student to not commit plagiarism in the course of their academic or Intellectual Work during the Program. Absence of such an undersigned statement does not exempt the Students from

under any proceedings of the Academic Review Board. By signing such a statement, Students shall be precluded from questioning any professional inquiry into the originality of their research, regardless of course subject matter.

Thesis Submission

At the time of the submission of the Thesis, a Thesis Declaration should also be submitted, attesting to the fact that the Students committed no plagiarism in the compilation of their research.

Composition of the Academic Review Board

The Academic Review Board (The Board) shall consist of 5 members.

The Faculty Dean (or Associate Dean in case the Dean is otherwise precluded from participation) and the Head of the Program are the permanent members of the Board.

Other irregular members (2), holding a PhD, shall be called by the Head of the Program to sit on the Board from among the members of the current teaching faculty of the Program, when the Board is required to investigate instances on plagiarism on a case-by-case basis.

In order to ensure the impartiality and transparency of the decision, the President of the Board shall be selected on a case-by-case basis from among the external contractors of the Faculty, favoring adjunct or invited lecturers of the field in which the question of plagiarism or academic review surfaced.

Those petitioning the Board's decision shall be excluded from the proceedings of the Board for that particular procedure.

From among the members, the President should appoint a Rapporteur, with the consent of the Head of the Program. The Rapporteur shall present all the documents to the Board, draft a decision based on the evidence available and be responsible for all communications with the Student and the Faculty administration. Upon request by the parties concerned, the Rapporteur shall also inform the Students about this Regulation and their rights.

Meetings and Proceedings of the Board

The Board shall meet upon a request from a member of the teaching faculty or external contactor in the Program, including but not limited to external thesis advisors, upon finding a reasonable suspicion of academic misconduct, especially plagiarism, in terms of any academic work submitted to them for review and assessment.

Such requests may only be filed as means of last resort, should any attempts to resolve the issue amicably fail to produce any results to the satisfaction of the respective members of the teaching faculty.

In case proceedings are initiated, the students shall be notified to that effect in writing, specifying their tasks and duties during the proceedings.

Duties and Decisions of the Board

The Board's duties are:

- Reviewing the plagiarism claims comprehensively;
- Making a decision on the claims;
- Compiling their findings in a Review Report (RR)
- Filing the RR to the Faculty Council for information
- Executing the penalty or punishment imposed for finding plagiarism.

The Board shall decide on the level of the plagiarism (and the relevant penalty) in line with the content of the Intellectual Work.

The Board shall evaluate the case(s) based on:

- a. the circumstances of the particular case;
- b. the seniority of the student;
- c. whether this is the first or a repeated incidence of plagiarism by the student; and
- d. in what kind of work the plagiarism happened: thesis projects, article, or home assignment.

The Board shall decide based on facts and evidence. The Board may hear witnesses if necessary. The students have the right to call their own witnesses, and cross-examine them or other witnesses in front of the Board. During the Board's evaluation, the Student shall be called for an offense. After the call, the Student must give either written or oral offense within the 10 days. Oral offense shall be recorded by the Board.

The Board may evaluate the Intellectual work with electronic plagiarism tools.

The Board shall decide no later than 30 days after receiving the plagiarism procedure. The Board decides based on absolute majority. The decision of the Board must be presented to the Student, Faculty Administration and the Rectorate's office. The decision of the Board may be executed by the Faculty or the Head of Program.

The Student shall be fully informed about the decision, and if necessary, related texts or passages in the Intellectual work shall be presented.

The Student shall have a right to appeal the Board's decision within 3 business days upon receipt of the Board's decision. If the majority of the Board agree that the appeal has merit, they shall revise their decision within 10 days. The Board's decision after the review shall become final as is.

Severity of Plagiarism

Three levels of plagiarism could be declared as part of the assessment:

1. Minor – with infringements that may have happened without the Student's intention and the work is not published anywhere yet.
2. Medium – with infringements showing that Intellectual work is mostly based on the Student's own efforts but there are significant plagiarism elements could be found. The Intellectual work might either be published or not.
3. Major – with infringements showing that the Intellectual work was generated mostly from other Intellectual works without referencing or any acknowledgement of their publication or source.

Penalties

Three kinds of penalties may be imposed based on the severity of Plagiarism:

Minor: Requiring full correction and/or resubmission of the Intellectual work, based on which the final grade shall be re-evaluated.

Medium: Requiring full correction and/or resubmission of the Intellectual work, which however will lead to the reduction of the final grade as a punitive sanction.

Major: Requiring the Administration of the Program to consider expelling the Student from the Program due to unmeritorious or unethical conduct.

The Penalty shall be notified to the Student in writing with the required justification.

If matters are successfully resolved without calling the meeting of the Board to order, no indication should be made on the Student's Academic Record (transcript).

In case the matter can only be resolved by calling the Board to order, such a fact should be clearly indicated on the Students' Academic Record (transcript), corresponding to the level of violation and the penalty imposed by the Board.

Confidentiality

All the reviews, evaluations, hearings and other procedures; and all the documentation produced during these procedures must be kept confidential until the decision of the Board is reached. The Administration of the Program is responsible to keep the records of the procedures.

ANNEX

Form on
University of Szeged
Faculty of Law and Political Sciences
Szeged

DECLARATION ON INTELLECTUAL WORKS

Author:

Program:

I, undersigned Author of any of the Intellectual Works which I will compile during the Program, declare that they are completely the result of my own work, otherwise I relied on the applicable rules of citation and referencing, especially as instructed during the Program, and other rules stated as the Faculty Plagiarism Regulation.

I accept that in case plagiarism is alleged against me and then found to be committed after thorough investigation, concrete steps should be taken in line with the Faculty Plagiarism Regulation.

Signed and dated: Szeged, DD/MM/YYYY

Signature