



DIRECTIVE No. 226

On Copyright Ethics and the Elimination of Plagiarism under the Conditions of the University of Žilina

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Article 1

Introductory Provisions

1. This Directive lays down the basic rules of copyright (authorship) ethics as an unwritten set of moral principles which an author, whether an employee or a student of the University of Žilina (hereinafter referred to as "UNIZA"), shall respect when writing scientific, professional and university publications. It defines the basic attitude to respecting the legal and moral claims of authors and the principles of good publishing practice.
2. This Directive is elaborated in accordance with the Act No. 131/2002 Coll. On Higher Education and on Changes and Supplements to Some Laws, as amended (hereinafter referred to as the "Higher Education Act") and in accordance with the Internal Quality Assurance System of the University of Žilina (hereinafter referred to as "IQAS UNIZA", *in Slovak "VSK UNIZA"*) elaborated pursuant to the Act No. 269/2018 Coll. on Quality Assurance in Higher Education and on Amendments to the Act No. 343/2015 Coll. on Public Procurement and on Amendments to Certain Acts, as amended (hereinafter referred to as the "Higher Education Quality Assurance Act"), as well as in accordance with the Standards of the Slovak Accreditation Agency for Higher Education (hereinafter referred to as the "SAAHE").
3. The rules of copyright ethics are at the same time closely linked to the framework principles of good conduct in research, the European Code of Conduct for Research Integrity and support the raising of scientific research standards of the academic community UNIZA in connection with the Directive No. 207 Code of Ethics of the University of Žilina (hereinafter referred to as the "UNIZA Code of Ethics").
4. UNIZA has long focused on raising awareness of the importance of copyright ethics for its employees and students, and fundamentally rejects any unauthorized adoption of copyright texts as well as ideas without reference to their author(s), thus seeking to eliminate possible plagiarism.
5. UNIZA takes a thorough approach to checking the originality of the intellectual or industrial property outputs of students as well as its employees, and in case of doubt about the authorship of the presented work or infringement of intellectual or industrial property rights, it is fundamentally defined against them, as stated in Article 1, par. 2 of the Directive No. 209 Study Regulations for the 1st and 2nd Degree of University Study at the University of Žilina, the Directive No. 110 Study Regulations for the Third Degree of the University Study at the University of Žilina as well as in the Article 6, par. 2 and Article 11, par. 11 of the UNIZA Code of Ethics.

Article 2

Rules of Applying Copyright Ethics in Pedagogical and Scientific Research Activities

1. UNIZA shall support higher education (university) teachers and researchers in the free and objective transfer of their scientific, professional and pedagogical knowledge, respecting the right to education and information of university students, as well as the creation of own school or employee works in accordance with the Act No. 185/2015 Coll. Copyright Act as amended (hereinafter referred to as the "Copyright Act").
2. UNIZA shall support higher education teachers and researchers in demonstrating respect for students as well as other UNIZA employees by recognizing their authorship or co-authorship of publications and in publishing research results.

3. Any form of abuse of the position of higher education teachers and researchers from a position of superiority for the purpose of appropriating the outputs of students or other UNIZA employees is unacceptable.
4. All UNIZA employees and students shall respect fundamental principles in research, such as reliability in ensuring the quality of research, honesty in developing, conducting, assessing, submitting reports and communicating research in a transparent, honest, complete and impartial manner, as well as accountability for outcomes of intellectual property rights from the original idea to its publication.
5. UNIZA considers the principles of open science within the European Research Area and fair relations in the domestic as well as the international scientific and pedagogical community to be the most important.
6. All UNIZA employees and students are obliged to respect the rules of legal protection of copyright, intellectual property rights and industrial property rights.
7. UNIZA students and employees, as well as applicants in rigorous or habilitation proceedings, are obliged to follow the Directive No. 215 On Final, Rigorous and Habilitation Theses under the Conditions of the University of Žilina, where in Article 1, par. 8 and 9, an emphasis is placed on the author's independence, objectivity of publication outputs, originality of the work as well as compliance with work with information sources.
8. No work of a UNIZA employee or student shall unduly interfere with the rights or legally protected interests of third parties, in particular it shall not infringe the intellectual property rights of a third party or improperly handle classified information or personal data, confidential information or trade secrets of a third party.
9. In accordance with the Copyright Act, UNIZA employees and students are required to cite the author's name or pseudonym if it is not an anonymous work or "the name of the person under whose name, trade name or title the work is made public, as well as the title of the work and the source", whereby under the Copyright Act, copyright is not infringed by a person who without the author's consent, uses a published work or part thereof in citation, especially for the purpose of reviewing or criticizing the work, or uses the work or parts of the work in accordance with custom and its scope may not exceed framework for the legitimate purpose of the quotation.
10. If it is necessary to use another author's work, or part thereof, in a school or employee work, except for quotation or review, consent which should be expressed in writing is required.
11. UNIZA employees and students are obliged to respect the legal and ethical principles of citation (quoting) and paraphrasing information sources that they have used and proceeded in accordance with the usual methods of citation in accordance with the standard STN ISO 690 (01 0197) Information and documentation that regulates bibliographic references and quotation pointing out that reference and citation data should be taken directly from the publications. Quotation methods are also provided here.
12. Employees and students are obliged to always list the works to which they have knowingly followed up or from which they have drawn information, and at the same time to clearly distinguish their scientific outputs from the works taken over by third parties.
13. Speculative and unjustified referencing of selected sources is prohibited.
14. In the case of collective publication of a school or employee work, the author strictly respects the rights of co-authors, especially if there is further processing of jointly published outputs, when the written consent of the co-authors is recommended for further use.

Article 3

Violation of Copyright Ethics and Plagiarism

1. The UNIZA Code of Ethics, Article 6, par. 6, clearly defines violations of research ethics, which include the use of other people's work and ideas without proper reference to the original source, the so-called plagiarism, which violates the rights of the original author or authors, originators or co-authors to the results of their creative intellectual activity.
2. It is also considered a violation of the copyright ethics to manipulate authorship (authorship shares) or to disparage the role of other researchers in publications, to unreasonably delay the publication of other people's results, especially in the peer review process, to publish in an ethically questionable manner, including the use of ethically questionable publishing platforms, to selectively cite in order to support one's own findings or to please editors, reviewers or colleagues, to disseminate information sources without justification, to establish or support journals that undermine the quality control of the research (the so-called predatory journals).
3. Republishing substantial portions of one's own earlier publications, including translations, without properly citing or quoting the original (the so-called self-plagiarism) is also considered plagiarism.
4. Publication solely for the purpose of reporting the work as a scientific output is considered unacceptable.

Article 4

UNIZA Procedure for the Purpose of Eliminating Plagiarism and Its Detection

1. In order to eliminate plagiarism, UNIZA has proceeded to check the originality not only of the final, rigorous and habilitation theses in accordance with Article 10 of the Directive No. 215 On Final, Rigorous and Habilitation Theses under the Conditions of the University of Žilina, through the Central Registry of Theses and Dissertations, but also to check the originality of all types of scientific and professional outputs (publications) of UNIZA employees and students, semester/term papers of UNIZA students or papers/works of a similar nature.
2. The result of the originality checks by the anti-plagiarism system applied in the Central Registry of Theses and Dissertations or by the "Similarity Check" software in the University Library of UNIZA, or by other similar software, have an important testimonial value.
3. However, it is not excluded that a school or employee work, despite a low percentage of conformity matches in the originality check, is plagiarized.
4. In the case of suspected plagiarism in a term paper or a paper of a similar nature, the person who assigned the term paper or paper of a similar nature and who is also responsible for the subject in which the paper was produced is entitled to assess the degree of conformity. The assessment also evaluates the reason why e.g. an incorrect form of the citation standard occurred.
5. In the case of suspected plagiarism in a final thesis, rigorous thesis or habilitation thesis, the leader or the supervisor of the final thesis are entitled to assess the degree of conformity and the reasons why it has occurred in the first place, followed by the examination commission at the final state examinations, the rigorous thesis commission or the habilitation commission.
6. In the event of proof of misconduct on the part of a student or employee, there may be a declaration of invalidity of the state examination or part thereof, a declaration of invalidity of the rigorous examination or part thereof, withdrawal of the scientific-pedagogical title or the artistic-pedagogical title, a proposal for the dismissal of the professor and the renunciation of the academic title in accordance with Sections 108f and 108g of the Higher Education Act.

7. In the case that an employee is found to have engaged in conduct in accordance with Article 3 of this Directive, the head of the department where the violation of this policy occurred will be the first to address the conduct (complaint). Should the violation involve persons from different UNIZA workplaces, it shall be the responsibility of their joint immediate superior to address the situation. The head of the workplace or the joint immediate superior are obliged to appoint an ad hoc commission to discuss the received complaint, or to refer the received complaint to the UNIZA Ethics Committee for discussion.
8. In the case of UNIZA employees, the proven non-observance of the copyright ethics and behaviour in accordance with Article 3 of this Directive is considered as a violation of the employee's work duties and in the case of a violation by a student, the aforementioned facts are qualified as a violation of the Directive No. 209 Study Regulations for the 1st and 2nd Degree of University Study at the University of Žilina, the Directive No. 110 Study Regulations for the Third Degree of the University Study at the University of Žilina, or a violation of the Directive No. 201 Disciplinary Regulations.
9. In the case of a violation of the Disciplinary Regulations of the University of Žilina, the complaint will be referred to the Disciplinary Committee of UNIZA or to the Disciplinary Committee of the faculty for discussion.

Article 5 **Final Provisions**

1. This Directive may be changed and amended only by written and numbered amendments.
2. The Directive was discussed by the UNIZA Academic Senate on 22 November 2021 and approved by the UNIZA Scientific Board on 25 November 2021. The Directive enters into force on the date of its publication.

In Žilina on 25 November 2021

prof. Ing. Jozef Jandačka, PhD
Rector