

# **Guideline no. 1/2009**

## **For adhering to ethical principles when elaborating an academic final thesis**

### **Article 1**

#### **Opening clause**

1. As used herein, the term “academic final thesis” refers to bachelor theses, diploma (master’s) theses and dissertations and other papers prepared within the framework of accredited study programs offered by the Czech Technical University in Prague (ČVUT) and its particular parts.
2. The term “**plagiarism**” refers to copying, picking and publishing ideas and research results of other authors and publishing this information as own without citing the original source. This is an offence against the ethical principles of scientific and publication activity and possibly a violation of the original author’s copyright.
3. The term “**falsification**” refers to falsification of original data and then publishing changed or fictional data.
4. This Guideline determines rules for using information sources in the course of elaborating an academic final thesis for students of CTU in Prague, in accordance with Act no. 121/2000 Coll. on Copyright and Rights Related to Copyright and on Amendments to Certain Acts, as amended (the Copyright Act).

### **Article 2**

#### **Authorized use of information sources**

1. The term “**compilation**” refers to a text that has been elaborated by combining ideas and results collected from other original texts, not by verbatim copying of whole passages of the text. A compilation does not contain any new creative idea on the topic and it is not a result of a research work by the author. A compilation is only a combination of already known and published facts that presents a comprehensive view of the problem. All used sources have to be quoted and cited properly and the final paper is to be presented as a compilation, not as an original text. Academic final theses are the author’s original authentic work, thus the result of the creative activity of the author. In whole they should not be compilations, unless this is an objective of the paper.
2. The term “**paraphrase**” used herein refers to the reformulation of the original text in another form (in the case of text, the use of other words). Only basic authentic ideas of the original author are selected and they are reformulated in the presenter’s own style and words and are duly cited. Any term that is taken over (except scientific terms) is marked by quotation marks and cited. Academic final theses in whole should not consist only of paraphrases.
3. **Generally known facts** do not have to be cited. Such facts are widely known, unambiguous or easily verifiable from general publications (encyclopaedias or basic textbooks). In the field of specialised scientific work, this refers to commonly used data and terms that form

the basic knowledge framework of the discipline. Examples of such facts are geographic or historical facts, equations, figures, but not the verbatim wording of definitions, mathematical theorems or physical laws. Such facts need to be marked as quotations.

### **Article 3**

#### **Author's ethics**

Author's ethics is a set of moral principles which should be adhered to when elaborating scientific texts:

1. Do not change or make up communicated results,
2. Do not appropriate the ideas and thoughts of other authors,
3. Respect co-authorship - if the work was created by the joint creative activity of several authors, do not appropriate ideas of other members of the team,
4. Cite properly the authors whose ideas or texts have been used in your own text (in the event of more extensive usage of another author's work it is advisable to ask for the author's permission).

### **Article 4**

#### **Non-admissible work with information sources**

##### **1. Intentional plagiarism:**

- a) verbatim copying of the text of another author and passing it off as one's own work, without citing,
- b) taking over and publishing a text by somebody else, including unfinished texts that have not yet been presented,
- c) passing off a compilation (or a part of a compilation) as the author's own work,
- d) copying graphics without citing and referencing the original source,
- e) copying the title, structure (for example content, synopsis etc.) of someone else's text, to the extent that confusion of the texts is possible,
- f) intentional concealment of some sources that have been used,
- g) buying or downloading another person's freely accessible text and passing it off as one's own text.

##### **2. Violation of the rules of citation**

- a) not citing quoted sources, insufficient or incorrect citing,
- b) not marking verbatim quoting, or insufficient citing in the text.

##### **3. Incorrect compilation**

- a) Using one or two main sources instead of synthesising a greater number of texts (this results in a subjective point of view on issues),
- b) elaborating the text by compiling verbatim passages from various sources (this is not a compilation!),
- c) failing to cite all sources that have been used.

##### **4. Incorrect paraphrasing**

- a) Not citing the source of an idea that has been taken over, even if one's own words are used,
- b) merely changing the word order or altering the terms of the original text without giving a literal quotation.

##### **5. Incorrect identification of generally known facts**

Not citing the source because of incorrect identification of the text as a generally known fact.

6. **Re-using one's own texts** ("self-plagiarism", "auto-plagiarism")  
Not citing one's own texts in a new text.
7. **Cryptomnesia** ("hidden memory") - using an idea from an unknown source, because you do not remember the source or do not have a source record and passing off the idea as the author's own.

## **Article 5**

### **The manner of citation in academic final theses**

1. Every used source of all assumed ideas, data, results, conclusions, summaries and texts from all origins must be cited.
2. The original source should be cited, not another author's quotation of the source.
3. It is necessary to know all cited sources.
4. Quotations in the text of the work must refer to the list of references of used literature at the end of the paper work.
5. Copying the list of literature references from another sources without actually using the literature, is inadmissible.
6. References must also be attached for sources that are not easy to cite: internal and unpublished sources, key consultations and e-mails. The form of such references can be consulted with a specialist.
7. Assumed figures, tables, diagrams, schemes and other graphic expressions from an original source must also be cited, including their precise position in the source text.
8. Complete passages translated from foreign language texts and used must also be cited thoroughly.
9. The form of the whole thesis and the form of citation in the list of used literature and references in the text must be uniform.
10. The recommended form of citation in academic final thesis is presented in the manual "Jak psát vysokoškolské závěrečné práce", accessible on the CTU Central Library website (according to norm ČSN ISO 690 and ČSN ISO 690-2), unless determined otherwise by the thesis supervisor.

## **Article 6**

### **Final provisions**

1. The following declaration must be included in every academic final thesis, on a separate page, signed and dated: "I declare that I elaborated this thesis on my own and that I mentioned all the information sources that have been used in accordance with the Guideline for adhering to ethical principles in the course of elaborating an academic final thesis".

2. For an academic final thesis that is in the opinion of the board of examiners (state final examination board of examiners, board of examiners for state doctoral exams, etc.) a partial plagiarism or falsification, the classification grade F is recommended in dependence on the considerations of the board of examiners and the seriousness of the offence. The case may be passed on to a subsequent disciplinary procedure.
3. This Guideline helps the board of examiners to determine the degree of the author's new and original contribution in the academic final thesis. This contribution is individually judged and rated by the board.
4. This Guideline shall become valid and effective on the day of signing by the Vice-Rector.
5. This Guideline should be applied as appropriate for theses submitted before the date of validation and effectiveness, theses submitted after the date of validation must abide by this Guideline without any exceptions.
6. The detailed instructions "Jak psát vysokoškolské závěrečné práce"(Instruction manual for writing academic final theses) is available on the CTU Central Library website (<http://www.uk.cvut.cz/studium/vskp.html>).

Prague, 1<sup>st</sup> July 2009

Jaroslav Kuba  
Vice-Rector of CTU in Prague