



Guideline for Plagiarism Review for Doctoral Level Educational Programmes at the University of Borås

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Summary	<p>As part of the work to ensure good research practice, the University of Borås carries out systematic plagiarism review of all theses (licentiate thesis and doctoral theses) as well as written assignments within the framework of doctoral programme coursework.</p> <p>This document prescribes how such a review should be carried out.</p>

Guideline for Plagiarism Review for Doctoral Level Educational Programmes at the University of Borås

As part of the work to ensure good research practice, the University of Borås carries out a systematic plagiarism review of all theses (licentiate thesis and doctoral theses) as well as written assignments within the framework of doctoral programme coursework.

For assignments that are included as part of course examination, a plagiarism review must be carried out in accordance with the routines in place at the Bachelor's and Master's level.

It is mandatory to perform a plagiarism review of the introductory chapter of a compilation thesis. In the case of a monograph, the entire thesis is to be reviewed for plagiarism.

It is the responsibility of the doctoral student and their main supervisor to ensure that this review is carried out, while the Director of Studies of the doctoral programme has the responsibility for review and administration. The review and analysis is done by a plagiarism review system procured by the university before the thesis/licentiate essay is printed and sent to the external examiner and the members of the examining committee.

Process for plagiarism review for doctoral programme coursework

<p>Written assignments that form part of course examination within the course portion of the doctoral programme must undergo a plagiarism review.</p>	<p>The doctoral student sends the document via email (to an email address provided by the course coordinator/course examiner) or submits it as a written assignment in Canvas.</p> <p>The course coordinator/examiner makes the assessment as to whether the submitted material has been plagiarised.</p> <p>If the course coordinator/examiner has suspicions of plagiarism, the matter must be handed over to the university's administrator for disciplinary matters for further administration, in accordance with established procedures.</p>
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Process for plagiarism review for doctoral/licentiate theses

<p>1. Time point</p>	<p>Before the doctoral/licentiate thesis is printed and sent to the external examiner and the members of the examining committee (examiners), a plagiarism review must have been carried out. However, language editing should have already been completed before the plagiarism review takes place.</p> <p>The doctoral student is responsible for sending the introductory chapter of a compilation thesis, termed in Swedish a “<i>kappa</i>” (excluding the reference list) to the relevant Director of Studies via Ouriginal. The document must be in a format supported by Ouriginal¹.</p> <p>The reference list should be excluded from the submitted material as it will otherwise produce a 100 percent match in the plagiarism review.</p> <p>After the introductory chapter of a compilation thesis has been submitted, the plagiarism review is carried out. Within 24 hours, the relevant Director of Studies will receive the completed review.</p> <p>In the case of a monograph doctoral thesis, the entire thesis is to be reviewed for plagiarism.</p>
<p>2. Review</p>	<p>The Director of Studies reviews the review analysis and decisions regarding further administration will be based on whether the submitted material is judged to be free from suspicions of plagiarism or whether the material needs further review.</p> <p>It is important to note that not all matches should be considered plagiarism, but a judgment call must be made on a case-by-case basis. The use of previous self-produced material is permitted as long as the author is clear and cites one’s own previous work.</p>
<p>3. Assessment and measures</p>	<p><i>The review shows no suspicion of plagiarism.</i> The Director of Studies notifies the doctoral student and their principal supervisor that the review has been completed and approved.</p> <p><i>The review shows suspicions of plagiarism.</i> If the Director of Studies believes that the thesis is subject to suspicions of plagiarism in parts, the Director of Studies immediately contacts the principal supervisor, the doctoral student, and the examiner for a meeting regarding this. During this review of the documentation, the reference lists must also be included in a manual review.</p>

¹ The system accepts the following file formats: doc, .docx, .xls, .xlsx, .sxw, .ppt, .pptx, .pdf, .pdf 2.0, .txt, .rtf, .html, .htm, .wps, .odt, .odp, .ods, .tif, .tiff, .ps, .hwp, .pages

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	<p>If, after the meeting with the doctoral student, supervisor, and examiner, the Director of Studies assesses that there is still a well-founded suspicion of attempted deception, the Director of Studies must inform the relevant Head of Department, research area representative, and committee chair, who will then also have the opportunity to review the documentation. If the suspicions still remain after this, the matter must be reported to the Vice-Chancellor in accordance with the relevant routine for suspected misconduct in research.</p>
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