



Guarantor: Rector's Office

In Košice, 13 February 2023  
Reference No REK000386/2023-UPA/615

**Rector's Decision No. 5/2023,  
determining the scope, method and procedure for using software tools for plagiarism  
detection at the Pavol Jozef Šafárik University in Košice**

Pursuant to Section 15(1)(n) of Act No. 131/2002 on Higher Education and on Amendments and Additions to Certain Acts, as amended, in accordance with Article 4(3) of the Organisational Regulations of UPJŠ in Košice and Article 25(5) and (6) of the Statutes of the Pavol Jozef Šafárik University in Košice, as amended."

**I publish**

this decision, establishing the scope, method and procedure for the use of software tools for plagiarism detection at the Pavol Jozef Šafárik University in Košice (hereinafter referred to as "UPJŠ" or "the University")

**Article 1  
Recitals**

1. Prevention and detection of plagiarism in educational and scientific research activities is one of the key tools to ensure compliance with the principles of research integrity and good publishing practice.
2. The University promotes the awareness of its staff and students and provides the conditions for strengthening a culture of integrity in research and education.
3. The University encourages and ensures that, as part of lifelong learning, its university teachers and researchers receive training in ethics and research integrity throughout their careers to ensure awareness of relevant codes, regulations and tools. The University encourages and ensures that its students are also made aware of and educated in ethics and integrity in research and education during their studies at the University.
4. The University monitors and tracks the impact of the measures taken to strengthen the integrity of research and education with a view to strengthening it.
5. This decision defines the scope, method and procedure of using software tools for plagiarism detection at Pavol Jozef Šafárik University in Košice. It also determines the competences and responsibilities of persons in the process of plagiarism detection.

## **Article 2**

### **Antiplagiarism system**

1. An anti-plagiarism system (hereinafter referred to as "APS") is a software system designed to check the potential correspondence of a controlled text with other texts stored in a local database, an anti-plagiarism system reference database or those publicly accessible on the Internet.
2. UPJŠ uses originality checking
  - a) APS integrated in the Central Register of Final Theses operated by the Centre for Scientific and Technical Information in Bratislava (hereinafter referred to as "APS CRZP"),
  - b) APS procured by UPJŠ on a commercial basis (hereinafter referred to as "UPJŠ APS").
3. The result of the originality check is a protocol that quantifies the correspondence or similarity of the checked text with other texts.
4. The protocol shall be sent together with the thesis, qualifying thesis, written thesis for the dissertation examination to the responsible person (thesis supervisor, supervisor, opponent) or committee (hereinafter referred to as the "responsible person"), who reviews it or prepares a written opinion and who is also obliged to adopt a position on the result of the originality check.
5. The detection of a match or similarity cannot automatically be grounds for declaring the analysed document to be plagiarised. Each originality protocol must be considered in its wider context by the responsible person or committee.
6. In case of suspicion or confirmation of plagiarism, the responsible person or the relevant examination committee is obliged to act in accordance with the valid internal regulations of UPJŠ, in particular the Code of Ethics of UPJŠ in Košice, the Code of Ethics of Students of UPJŠ in Košice, the Study Regulations of UPJŠ in Košice for the 1st, 2nd and combined 1st and 2nd levels of study, the Study Regulations for Doctoral Studies at UPJŠ in Košice, Rector's Decision No. 2/2022, which issues the principles of good research practice at Pavol Jozef Šafárik University in Košice and its units, Rector's Decision No. 21/2021, which establishes the rules for assessing plagiarism at Pavol Jozef Šafárik University in Košice and its units, and Rector's Decision No. 5/2021, which issues the principles of good practice of scientific publishing at Pavol Jozef Šafárik University in Košice and its units.
7. Support for the operation of APS UPJŠ and its integration with other parts of the UPJŠ university information system is provided by ClaKT UPJŠ.
8. The manuals for the use of APS UPJŠ are published in the document repository in the intranet of UPJŠ in section 23 ICT Infrastructure/Manuals/APS Turnitin and the corresponding section in the Slovak version of the document repository 23 IKT Infraštruktúra/Návody/APS Turnitin.

## **Article 3**

### **Subject matter and copyright protection**

1. The APS CRZP is used to check the originality of thesis and qualification papers to the extent described at <https://crzp.cvtisr.sk>. Documents are sent to APS CRZP via the UPJŠ Academic Information System (hereinafter referred to as "AiS2").
2. APS UPJŠ is used to detect plagiarism especially in the following types of outputs:
  - a) student seminar papers,
  - b) final papers (bachelor's, diploma, dissertation),
  - c) qualifying theses (habilitation theses, rigorous theses and final qualifying theses for supplementary pedagogical studies) and written theses for the dissertation examination,
  - d) publications published by the university press,

- e) works published in university scientific and professional journals and in proceedings of conferences organized by UPJŠ.
3. Authors send documents for originality checking in person or on the basis of an authorization from a competent person. Submitting the work for originality check and its possible inclusion in the APS UPJŠ reference database does not affect the author's intellectual property rights. The handling of documents included in the reference database is governed by the rules for the Turnitin product.<sup>1</sup>

#### **Article 4** **Student seminar papers**

1. Student seminar papers refer to the various types of work produced as part of learning activities for the purpose of obtaining an interim or final course assessment.
2. The obligation to check students' seminar papers using APS UPJŠ is decided by the relevant subject teacher, either at the beginning of the semester in the context of the publication of the course completion conditions or in justified cases also individually in the process of evaluation of student seminar papers. The lecturer is also responsible for assessing the protocols of originality and taking them into account in the assessment.
3. The seminar paper is submitted by the student<sup>2</sup> to APS UPJŠ through supported systems for study management. The list of them is given in Annex 1 of this Decision.

#### **Article 5** **Final theses and qualifying theses**

1. The final theses are bachelor's theses, master's theses, and dissertations. Qualification theses are mainly habilitation theses, rigorous theses, and final qualification theses for additional pedagogical studies.
2. Final theses are uploaded to the APS automatically from the AiS2. The AiS2 ensures that the theses are sent to APS CRZP for originality checking as well as to APS UPJŠ.
3. The habilitation thesis is submitted in accordance with Rector's Decision No. 3/2021 on the determination of the contents of the habilitation file at the Pavol Jozef Šafárik University in Košice and its units according to Article 3(4) and in accordance with the recommended procedure specified in Annex 1 of this Decision.
4. Before the defence of the thesis or habilitation thesis, a record of the review must be made available to the relevant committee or interested/responsible person (e.g. opponent).
5. In order to discuss the conclusions of the originality check of the habilitation thesis at the university level, it is sufficient that the information on the conduct of the originality check is clearly specified in the opinion of the habilitation committee. It is not necessary that the entire protocol of the thesis originality check or its analysis by specific persons be attached. In the event of any doubt, the relevant department of the University Rector's Office will additionally request these documents.
6. The original output of the originality check must be kept together with the thesis or habilitation thesis at the faculty or department of the university where the thesis and the written thesis for the dissertation examination were defended.

#### **Article 6** **Works published by the university publishing house ŠafárikPress UPJŠ**

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<sup>1</sup> [End-user license agreement](#) and [data protection policy](#).

<sup>2</sup> In the text, the masculine pronoun is used. The masculine gender in this context refers to both male and female persons.

1. Periodical and non-periodical publications of the ŠafárikPress Publishing House are defined in Article 9(2) and (3) of Directive No. 2/2021 on editorial and publishing activities at Pavol Jozef Šafárik University in Košice and its parts, as amended.
2. The editor in charge or otherwise designated person responsible for the management of publishing in the journal is responsible for the submission of periodical publications to APS UPJŠ before the manuscript and documentation are submitted to the ŠafárikPress UPJŠ Publishing House.
3. The editorial board of the relevant faculty is responsible for the submission of non-periodical publications (university teaching texts or university textbooks) to APS UPJŠ before the submission of the manuscript and documentation to ŠafárikPress UPJŠ Publishing House.
4. The author, compiler, or editor of the proceedings is responsible for the submission of non-periodical publications (scientific and scholarly monographs, proceedings and other literature) to the APS before the manuscript and documentation are submitted to the ŠafárikPress UPJŠ Publishing House.
5. In the case of university teaching texts, textbooks, periodical and non-periodical publications, proceedings and other publications included in the UPJŠ editorial plan and the extraordinary editorial plan of UPJŠ, the human factor involved in the evaluation of the relevance of the matches found in the output of the originality check is the editorial board of the relevant faculty, the compiler or editor of the proceedings or the editor in charge or otherwise designated person responsible for the management of periodical or non-periodical publishing. After checking the manuscript in APS UPJŠ, the latter evaluates the relevance of the discrepancies found and, if necessary, recommends the author revise the manuscript or recommends it for publication. Subsequently, the author delivers the manuscript and documentation to ŠafárikPress UPJŠ Publishing House.
6. In the case of scientific monographs included in the UPJŠ editorial plan and the extraordinary editorial plan of UPJŠ, the human factor involved in the evaluation of the relevance of the matches found in the output of the originality check is the editorial board of UPJŠ.
7. In the case of the originality check of a scientific monograph, it is sent to the reviewers, who are also obliged to comment on the result of the originality check.
8. The original output of the originality check must be kept in the ŠafárikPress UPJŠ Publishing House in electronic or printed form for 5 years.

#### **Article 7**

##### **Works published in university scientific and professional journals**

1. In the case of university scientific and professional journals, the editor in charge, or otherwise designated person responsible for the management of publishing in the journal, is responsible for the submission of publications to APS UPJŠ.
2. The evaluation of the relevance of any matches is carried out by the opponents of the publication and, in the case of university scientific and professional journals, also by the editorial board of the journal or the editor-in-chief.
3. The original output of the originality check should be kept in the editorial office of the scientific and professional journals.

#### **Article 8**

##### **Individual assessment of the originality of documents**

1. Other types of documents referred to in Articles 4 to 7 may also be subject to originality checks at the request of the author.
2. Individual assessment of the originality of documents is carried out by the designated department of the relevant faculty or university.

3. All types of documents may be subjected to originality checking upon the request of the head of an organizational unit or a faculty or university in the case of suspicion of plagiarism on the part of its employee (outputs issued at any time - even in the past - may be subjected to originality checking).
4. For these purposes, the Rector or the Dean of the Faculty will designate a responsible person who will be in charge of ensuring individual assessment of originality. A list of the persons in charge is given in Annex 2 to this Decision.

**Article 9**  
**Special duties of faculties and other parts of UPJŠ**

1. The faculties and other parts of UPJŠ shall take appropriate preventive measures against non-conscientious and dishonest conduct which has the character of academic fraud.
2. Suspected academic fraud is dealt with in cooperation with all parties involved, in particular:
  - a) directly within the University at the level of its organisational structure; ad hoc committees may be formed to resolve contentious issues,
  - b) if the case cannot be resolved directly by the parts of the University at the level of its organisational structure within 30 days of the discovery of academic fraud, or if the resolution goes beyond the University, or if the parties to the dispute are not satisfied with the conclusions reached by the parts of the University, the matter shall be decided by the Rector of the University. The Rector of the University shall decide on the basis of the opinion of the Ethics Committee of UPJŠ. The details of the process at the UPJŠ Ethics Committee shall be regulated by its Rules of Procedure.

**Article 10**  
**Final provisions**

1. This Decision enters into force and effect on the date of its signing by the Rector of UPJŠ.
2. All habilitation theses and creative outputs produced after the entry into force of this Decision and defined in Articles 6-7 of this Decision shall be subject to originality checks.
3. Final theses will be automatically sent to APS UPJŠ for originality checking after the relevant functionality in AiS2 is completed.

prof. RNDr. Pavol Sovák, CSc.  
Rector of UPJŠ

## **Annex 1**

### **Part 1 - Seminar paper checking procedure**

1. The originality check of APS Turnitin seminar papers as defined in Article 4 is arranged by the following systems:
  - a) MS Teams within Office 365 for UPJŠ,
  - b) LMS Moodle.
2. Manuals for their use are published in the document repository on the UPJŠ intranet in section 23 ICT Infrastructure/Manuals/APS Turnitin and the corresponding section in the Slovak version of the document repository 23 IKT Infraštruktúra/Návody/APS Turnitin.

### **Part 2 - Recommended procedure for conducting the originality check of the habilitation thesis**

1. Submission of documents (habilitation thesis) usually in electronic form following the standard procedure (Rector's Decision No.3/2021 on the determination of the contents of the habilitation file at the Pavol Jozef Šafárik University in Košice and its components according to Article 3(4)).
2. Selection of relevant passages to be checked for originality (whole thesis, commentary, attached articles) - it is necessary to respect the specifics of the field (ideally set by the management of the relevant faculty):
  - a) those parts of the work that will provide relevant results for the Panel's decision should be scrutinised,
  - b) if most of the text in the thesis is "new" (previously unpublished), it is advisable to subject the thesis as a whole to an originality check,
  - c) if certain parts of the work have been published previously (e.g. scientific articles), the following checking procedure may be recommended for consideration:
    - i. subject the "new" parts of the work to originality checks,
    - ii. Consider whether to subject some selected, previously published texts to separate scrutiny (taking care, however, to ensure consistency in timing - who may have taken sections of texts from whom), if this proves desirable (and their originality has not been checked earlier or the outputs of the checks are not available),
    - iii. not checking texts that are proven to have been checked for originality in the past (using quality means of checking), where they have been proven to be original and where the results of the check are available.
3. The uploading of the electronic version to AiS2 is performed by a person authorized by the dean, usually from the science and research department of the faculty concerned.
4. Submission of the obtained outputs to the relevant habilitation committee (usually its chairman), which carries out professional assessment and evaluation of their relevance.
5. Self-assessment as part of the work of the Panel, request for re-inspection/addition or clarification of the results of the inspection, if necessary - either by the Panel members themselves or by requesting the assistance of the relevant authorized person referred to in paragraph 3. The specifics of different fields must be considered.
6. The result of the originality assessment carried out by the person(s) responsible will be sent to the opponents (the full output of the originality check carried out will not be sent).
7. Possible consultation from the central level or with experts in the scientific field.
8. Finalisation of the conclusions of the review and the opinion of the Habilitation Committee.
9. Discussion in the scientific council of the faculty.

## Annex No 2 to Rector's Decision No /2023

### List of authorised persons in accordance with Article 8(4)

#### I. University components

1. **Rectorate of UPJŠ and university workplaces** - Mgr. Zuzana Veselovská
2. **Faculty of Medicine of UPJŠ** - Mgr. Anna Utľaková
3. **Faculty of Natural Sciences of UPJŠ** - Ing. Lucia Dancáková
4. **Faculty of Law of UPJŠ** - Ing. Slavka Sedláková, PhD.
5. **Faculty of Public Administration of UPJŠ** - Ing. Zuzana Hrabovská, PhD.
6. **Faculty of Arts of UPJŠ** - doc. ThDr. Peter Borza, PhD.

#### II. Scientific journals

1. **Folia Medica Cassoviensia** - Martina Trochanová
2. **Geographia Cassoviensis** - doc. Mgr. Ladislav Novotný, PhD., Mgr. Marián Kulla, PhD.
3. **Studia iuridica Cassoviensia** - Ing. Slavka Sedláková PhD.
4. **Verejná správa a spoločnosť (Public Administration and Society)** - Ing. Eva Mihaliková, PhD.
5. **Symbolae Cassoviensis** - Mgr. Alexandra Popovičová, PhD.
6. **Mesto a dejiny (City and History)** - Mgr. Peter Fedorčák, PhD.
7. **Edukácia (Education)** - doc. PaedDr. Renáta Orosová, PhD.
8. **Thaiszia - Journal of Botany** - RNDr. Matej Dudáš, PhD.

#### III. ŠafárikPress Publishing House - PhDr. Eva Medvid'ová