

## **FH JOANNEUM measures for checking plagiarism in pre-academic and academic student theses**

### **Preamble:**

In line with the FH JOANNEUM Guideline for Good Scientific Practice and Prevention of Research Misconduct, the following quality assurance measures are in place at all degree and certificate programmes at FH JOANNEUM in order to verify whether Bachelor's or Master's theses comply with the rules and principles of good scientific practice and are free from illegitimate appropriation of intellectual property or findings of third parties.

### **1. Obligatory signed declaration**

I hereby confirm and declare that the present Bachelor's thesis/Master's thesis was composed by myself without any help from others and that the work contained herein is my own and that I have only used the specified sources and aids. The uploaded version is identical to any printed version submitted.

I also confirm that I have prepared this thesis in compliance with the principles of the FH JOANNEUM Guideline for Good Scientific Practice and Prevention of Research Misconduct.

I declare in particular that I have marked all content taken verbatim or in substance from third party works or my own works according to the rules of good scientific practice and that I have included clear references to all sources.

The present original thesis has not been submitted to another university in Austria or abroad for the award of an academic degree in this form<sup>1</sup>.

I understand that the provision of incorrect information in this signed declaration may have legal consequences.

### **2. Check of the submitted Bachelor's or Master's theses using plagiarism detection software provided by FH JOANNEUM**

Students submitting a Bachelor's or Master's thesis to FH JOANNEUM must check the thesis (or have it checked in agreement with their supervisor) using a plagiarism detection software provided by FH JOANNEUM and shall send the check report (or have it sent) to the supervisor in printed form and by email upon submission of the thesis at the latest. While other pre-academic and academic papers (e.g. term papers) may also be checked in this way, a mandatory check is not necessary.

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<sup>1</sup> This sentence is not necessary for joint degree programmes (e.g. Double Degree programmes); these are subject to the specified regulations.

The check report provides only an indication and can neither confirm nor exclude that an act of research misconduct has occurred. Only the supervisor, in consultation with the head of degree programme, is entitled to state that research misconduct in the form of plagiarism has occurred by issuing an assessment to that effect.

### **3. Suspected research misconduct in the form of plagiarism**

Any suspected or detected case of research misconduct in the form of plagiarism in Bachelor's or Master's theses shall be immediately reported to the relevant head of degree programme in writing. In the case of suspected misconduct the student concerned must be informed and requested to promptly provide a written comment.

If the student does not respond to this request for comment or if research misconduct in the form of plagiarism has been confirmed, the Bachelor's or Master's thesis shall be declared null and void (cf. §20 FHG as amended). The student shall be allowed reasonable time to revise and resubmit the thesis. The supervisor shall, in consultation with the head of degree programme, decide whether the student may resubmit the thesis on the same topic or whether he/she must choose a new topic.

If the head of degree programme himself/herself has supervised the thesis concerned, he/she shall consult a qualified lecturer at FH JOANNEUM.

All programme heads shall, by 31 October of each year, furnish the Head of the Board with a report on the cases of plagiarism that have occurred in the preceding year acc. to point 3, including a brief informal description and presentation of the measures taken.