

## UC3M DOCTORAL SCHOOL

### CODE OF GOOD PRACTICE FOR MANAGING PLAGIARISM AND DISSEMINATION OF PhD THESES

October 15, 2018

**Article 1. Plagiarism.** To ensure compliance with the principles referring to plagiarism in Law 14/2011 and in the Code of Good Practices of the UC3M Doctoral School, the following procedure for managing plagiarism of PhD theses is established:

1. When a PhD Program Academic Committee (PPAC) determines that the research work of a PhD student has been successfully completed, the PPAC will send the thesis in pdf format to the office of the Dean of the Doctoral School (DDS). The thesis format will have to adhere to the template in Annex I.
2. The DDS will send the thesis to the UC3M Library Teaching Services (LTS) requesting a plagiarism check.
3. LTS will prepare a similarity report (SR) and will send it to the DDS.
4. The DDS will send the PCR to the PPAC.
5. The PPAC will prepare a reasoned report (RR) and will send it to the DDS. To prepare the RR, the PPAC can request the collaboration of the student and/or their advisor(s), but the RR has to describe the PPAC's own judgment.
  - 5.1. In the case of sources that according to the SR represent 1% of text matches or more, the RR will need to separately identify each one and will have to justify the text matches.
    - 5.1.1. If the source is an article or other contribution (co)authored by the student, the RR will have to explicitly state whether the source is included in the section on PUBLISHED AND SUBMITTED ARTICLES AND CONTRIBUTIONS in the thesis, in which case no further explanations will be necessary.
    - 5.1.2. In case it were impossible to identify a source of a text match, an explicit statement to this effect will be necessary.
6. In the RR the PPAC must indicate whether:
  - 6.1. It deems that the plagiarism check has resulted in an unsatisfactory conclusion. In this case, the RR must include a description of the measures that the PPAC intends to implement.
  - 6.2. It recommends considering the plagiarism check as successfully concluded. In this case, the DDS will decide if:
    - 6.2.1. It approves the recommendation. In this case, the plagiarism check will have concluded satisfactorily.
    - 6.2.2. It requests a confidential and anonymous report from external experts (CR). The DDS will send the CR to the PPAC.
      - 6.2.2.1. The PPAC will prepare a second reasoned report (RR2) and will send it to the DDS. In the report, the PPAC must indicate if:
        - 6.2.2.1.1. It deems that the plagiarism check has resulted in an unsatisfactory conclusion. In this case, the RR2 must include a description of the measures that the PPAC intends to implement.
        - 6.2.2.1.2. It recommends considering the plagiarism check as successfully concluded. In this case, the DDS will decide if:
          - 6.2.2.1.2.1. It approves the recommendation. In this case, the plagiarism check will have concluded satisfactorily.
          - 6.2.2.1.2.2. It will request the Office of the Vice-Rector with competence in studies to appoint a commission to study the thesis and will inform the Steering Committee of the Doctoral School.
7. In report RR and, if it exists, in report RR2, the student and their advisors will declare that they have no knowledge of portions of the thesis that are not mentioned in the report and that violate the principles of Law 14/2011 and the Code of Good Practices of the UC3M Doctoral School.

**Article 2. Dissemination of plagiarism management.** To ensure the appropriate dissemination of plagiarism checks, the following is established:

1. Each PPAC can set the rules for the dissemination of plagiarism check reports among the faculty members of the PhD program and will communicate them in writing to the faculty of the PhD program, the Directors of the Departments involved in the PhD program and to the DDS. If a PPAC does not set and communicate these rules, the DDS will proceed to inform the faculty of the PhD program and the Directors of the Departments involved in the PhD program in all cases in which point 6.2.2 of article 1 applies.
2. In the case where a PPAC authorizes a thesis to be deposited before the plagiarism check has satisfactorily concluded, the first page of the deposited thesis will include only the following text: “This thesis, deposited with the authorization of the Academic Commission of the PhD Program in ..., has not been subject to a prior plagiarism check by the UC3M Doctoral School.”
3. Each member of the PhD Thesis defense committee may request the documentation generated throughout the process and this will be expressly indicated in the invitation to participate in the PhD Thesis defense.
4. When deemed appropriate, the DDS may send the documentation generated throughout the process to all members of the PhD Thesis defense committee.

**Article 3. Dissemination of doctoral research.** To promote the dissemination of the research activity in UC3M PhD programs, a deposited thesis must be accompanied by two summaries: A non-technical summary of between 800 and 1000 words and a technical summary of between 2500 and 3000 words. Summaries will be delivered in a text file separate from the thesis. The word count will not include the title, the name of the doctoral student, or the bibliographic references. The inclusion of bibliographic references is optional. Avoiding their inclusion in the non-technical summary is recommended and, in any case, only those works explicitly referenced in the summary should be included. The summaries cannot include acknowledgments of any kind and will need to focus on the main novel contributions of the thesis.

## Annex I: uc3m PhD Thesis Template

Thesis Title

by

Full Name

in partial fulfillment of the requirements for the degree of Doctor in

Name of PhD Program

Universidad Carlos III de Madrid

Advisor(s):

Advisor1 Full Name

Advisor2 Full Name

Tutor Full Name

Defense Date

Select ONE of the rights statements below.

All rights reserved.

All rights reserved except where otherwise noted.

Some rights reserved. This thesis is distributed under a [name license] (e.g., "Creative Commons Attribution-NonCommercial-ShareAlike License").

Add your dedication here.

If you do not wish to add a dedication to your thesis, do not include this page.

## ACKNOWLEDGEMENTS

Add acknowledgements here. If you do not wish to add any acknowledgments to your thesis, do not include this page.

## PUBLISHED AND SUBMITTED CONTENT

- Include a bibliography of articles or other contributions you have (co)authored that are included as part of the thesis and that
  - have been published (describe your role; citations must include DOIs or publisher URLs if available electronically);
  - have been submitted for publication (describe your role; citations must include URLs if available electronically);
  - have been submitted for a degree or any other qualification at uc3m or any other institution (describe degree or qualification, institution, and year of completion).
- For each item
  - State whether the item is partly or wholly included in the Thesis
  - Indicate the chapter or chapters where material from this item is included;
  - Optional statement: “The inclusion in the thesis of material from this source is specified in a footnote to each chapter where an inclusion occurs.”
  - Choose one of the following statements:
    - The material from this source included in this thesis is not singled out with typographic means and references.
    - Whenever material from this source is included in this thesis, it is singled out with typographic means and an explicit reference
- If you are incorporating any third-party material in the thesis, including works that you have authored/co-authored but for which you have transferred copyright, you must indicate that permission has been secured to use the material. For example: Fig. 2 reprinted with permission from the copyright holder, HolderName

Please, notice: If you want to include other research merits, including published content and contributions which are not included in the Thesis, you should do that in the next page.

If no material from published or submitted contributions is included in this thesis, do not include this page.



## OTHER RESEARCH MERITS

Include a list of research merits other than the published articles or other contributions in the Published Content and Contributions section.

If you do not wish to single out any other research merits, do not include this page.