

April 2013

1. The Faculty of Humanities at UPF expresses its desire to prevent the practice of copying and plagiarism, in any of its forms, by its students. Students must receive, when they initially enrolling and throughout the successive undergraduate degree academic years, the formal warning of the ethical need to train within the institution, with a view to their future, in accordance with good professional practices, ethical benchmarks and constant respect for intellectual property and the legal concept of authorship.

2. Through its dean's office and the commitment of its teaching staff, the Faculty of Humanities will seek to ensure that:

2.1. All its students are aware of and respect the law and the ethical codes of good professional practice set out in point 1.

2.2. All its students are aware of the official rules of the Faculty concerning any kind of copying and/or plagiarism, and accept the penalties and legal responsibilities arising therefrom.

2.3. All its students know that any course handwritten exam and/or assignment or monograph is also legally protected against copying or misappropriation.

3. In accordance with its own experience since its foundation in 1992 and with the cases provided for in the regulations of other faculties of public universities in the Spanish state, the UPF Faculty of Humanities has established the following classification of cases of copying and plagiarism:

Exams

3.1. Irregularities and lack of acknowledgement of the texts of others when cited in an exam (errors in the use of the standards governing the typographical syntax of quotations, references and footnotes).

3.2. The detection of the intention to copy between one student and another during an exam (the lecturer or the invigilator detects such intention and reports it).

3.3. Overt copying between two or more exams (the person marking the exam detects copying between two exercises or multiple copying when marking).

3.4. Overt copying of the contents of a website in an examination, through forbidden internet consultations via mobile phone, tablet or laptop.

3.5. Overt copying of the contents of a crib sheet, a book or another hidden document detected during the examination.

Coursework and course monographs

3.6. Irregularities and failure to acknowledge the ideas, texts and images of others when cited in a piece of coursework or course monograph (errors in the use of the standards governing the typographical syntax of quotations, references and footnotes).

3.7. Overt copying, whether partial or total, between two or more course assignments or monographs.

3.8. Overt copying of the content of websites (information taken from the internet which has not been duly cited or has been misappropriated).

3.9. Overt copying of the content of excerpts from books, articles or monographs (information taken from third parties that have not been duly cited or have been misappropriated).

3.10. Overt copying, through translation (by the student him or herself or another), of books or articles or internet texts written in other languages.

3.11. Self-plagiarism: presenting one same piece of work -having changed its title or having made partial changes- in different subjects.

4. Penalties

4.1. The proposed penalty, which will be issued by the Faculty, corresponding to the confirmation of irregularities and the lack of acknowledgement of ideas and texts by third parties when cited, as well as the detection of the intention to copy during the course of an examination (points 3.1, 3.2 and 3.6), shall be at the discretion of the lecturer, who shall, in each case, decide as she or he deems most appropriate in accordance with her or his appreciation (taking into account the degree of intent of the student's deceit), the possibility that it is merely a case of undue care in the use of the above regulations governing citations and references.

4.2. The penalty, proposed by the Faculty, for all cases 3.3, 3.4, 3.5 and 3.7, 3.8, 3.9 and 3.10 will be the automatic awarding of a fail (numerical mark: 0) for the exam and the subject.

4.3. In the event of recurrence in all cases, 3.3, 3.4, 3.5 and 3.7, 3.8, 3.9 and 3.10 -detected and reported by the same lecturer (in the case of a single subject) or by more than one lecturer (in cases of students who commit breaches or offences against intellectual property in various subjects throughout the course of the undergraduate degree)- the proposed penalty, which will be issued by the Faculty, will be the same as that set out in point 4.2, but the dean's office may request the opening of a disciplinary procedure concerning the student.

4.4. The penalty, proposed by the Faculty, applicable to case 3.11 will be decided upon by the dean of the Faculty of Humanities bearing in mind the circumstances of each case, and a penalty shall only be applied if the lecturer/s responsible for the subject consider the fact that the student has handed in the same piece of work in various subjects in the undergraduate degree. illicit.

4.5. Any disciplinary decision in relation to cases reported that do not correspond to either of the types listed in this document will fall with the dean of the centre or a member appointed by the dean.