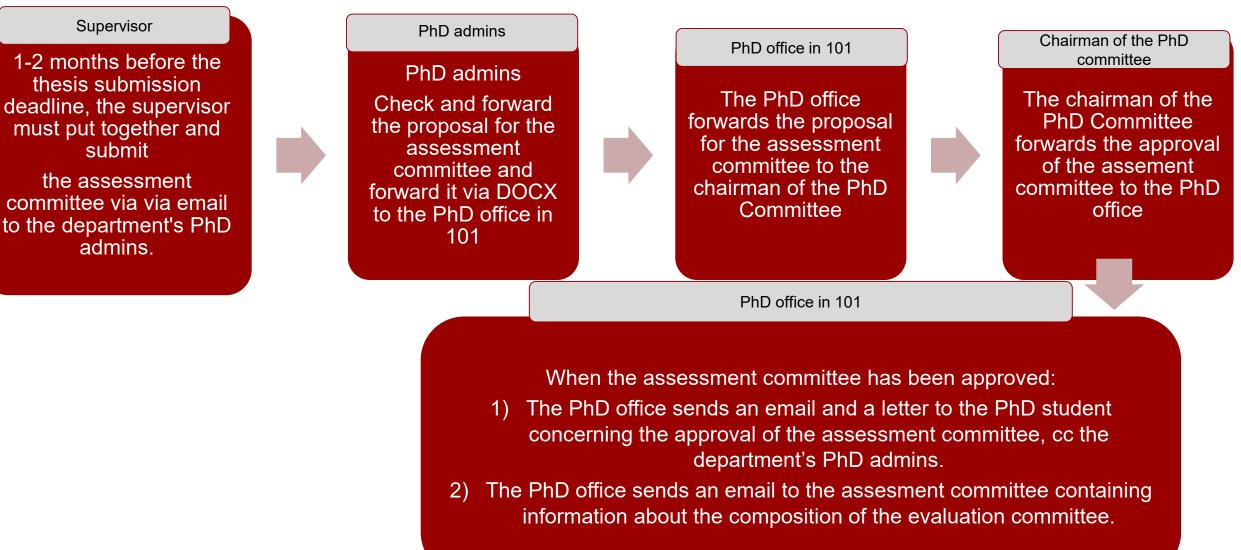




Process for handling you PhD thesis



Process for handing in PhD thesis, Plagiarism spot checks

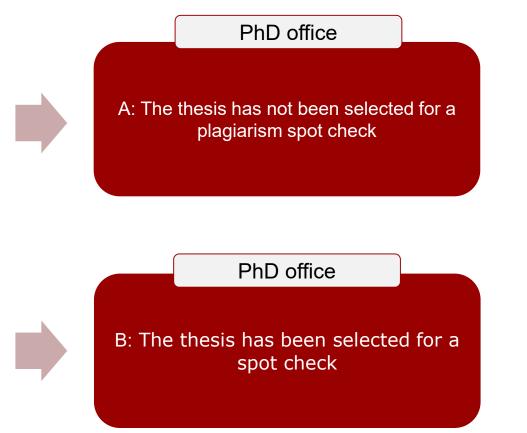
PhD student

The PhD student hands in his/her thesis and the new check list to the PhD admin at the department PhD admins

The PhD admins send the thesis to the PhD office when all the necessary documents on the check list have been submitted. If this is not the case, the thesis will be rejected in DTU-DOCX and will not be registered as submitted until the check list is ok.

Thesis Submission Check List:

- Possible embargo periods/application for patent
- Thesis submitted
- Revised study plan
- Assessment Committee
 approved
- JAS
- Supervisor report
- Popular Science summary



Workflow for plagiarism spot checks

					-	
	P	hD office		PhD office		PhD office
A		for plagiarism check ation process begins	PhD thesis to th DTU Health Teo the evaluation p is informed t	sends a receipt for the sub e PhD student, cc PhD adr ch . In this email, it is explair rocess has begun, and the hat his/her thesis has not b I for plagiarism spot check.	nins at ned that student een • DhD th • Joint a • Letter a and res	office emails the assessment committee ving, cc DTU Health Tech's PhD admins: hesis uthor statements about the assessment committees tasks sponsibilities for the preliminary and final assessment
	PhD office	PhD office	Plagiarism team	PhD admins/Head of the PhD school	PhD office	PhD office
B	B) Selected for plagiarism check:	The PhD office forwards the PhD thesis to the plagiarism team and sends an information email to the PhD student, cc the main supervisor, the head of the PhD school and the PhD admins	The plagiarism team conducts a technical screening of the thesis within 1-2 days and forwards the screening results to the head of the PhD school and the PhD admins	The Head of the PhD school forwards the screen results to an appointed VIP who interprets the results and forwards the result to the plagiarism team via <u>dtubibliotek-</u> <u>plagiattjek@dtu.dk</u> Within 5 working days from the reception of the screening results. Cc Head of the PhD school and the PhD admins. CC.	The PhD office receives the department's interpretation results from the plagiarism team	B1) If there is no suspicion of plagiarism or self-plagiarism: The PhD office informs the student, cc the PhD admins, main supervisor and the head of the PhD school. Research office (AFR) B2) If there is a suspicion of plagiarism or self-plagiarism: The assessment process is stopped, and DTU's research office takes over the case. NB: The PhD office will notify the assessment committee hereof

Explanation: Plagiarism and self-plagiarism

Self plagiarism

Self-plagiarism is defined as questionable scientific practise and is handled by DTU

The PhD student and the main supervisor will be invited to a meeting by the head of the PhD school.

The evaluation process may be halted by the PhD office. The PhD office will inform the assessment committee.

Plagiarism

Plagiarism is defined as scientific misconduct and is handled by NVU

If there is a substantiated suspicion of plagiarism, the case is forwarded to the Danish Committee on Research Misconduct (NVU).

The evaluation process is stopped until a decision has been reached by the NVU. The PhD office informs the assessment commitee hereof.

Title

