PLAGIARISM PREVENTION SYSTEM AT KAUNAS UNIVERSITY OF APPLIED SCIENCES DESCRIPTION DOCUMENT

CHAPTER I
GENERAL PROVISIONS

1.   Plagiarism Prevention System Description Document (hereinafter the Description Document) governs the implementation of academic integrity provisions in the term and final papers of Kaunas University of Applied Sciences (hereinafter the University) students and/or listeners, research papers and methodological publications of University's staff members.

2.   The provisions laid down in the Description Document are based on the principles of academic integrity. Plagiarism is a violation of academic ethics, and it is incompatible with the values of the University's academic community.

3.   The Description Document lays down the system of plagiarism prevention at Kaunas University of Applied Sciences. The system includes the documentation of applied plagiarism prevention measures and procedures, plagiarism prevention measures in the study process, scientific and methodological activities, education of the academic community, and monitoring of the plagiarism prevention status.

4.   Key definitions used in the Description Document:

4.1.   **Academic ethics** encompasses academic values acknowledged by the academic community and established in the University's Code of Academic Integrity to ensure the transparency of research and higher education, academic integrity, mutual trust, respect, equality, justice, non-discrimination, responsibility, sustainable use of resources, academic freedom, impartiality in the evaluation of research and term/final papers and protection of intellectual property.

4.2.   **Academic integrity** is a set of requirements based on the moral principles applicable to the members of academic community. Academic integrity prohibits plagiarism, copying, falsification of data, fraudulent writing of term papers (interim tests, self-study papers, exams, projects), use of fraudulent paper writing services, passing someone else's academic paper / project as own work, custom-writing of academic papers or doing other tasks on behalf of other students, delivering an academic paper written in one study field for reporting in another study field, etc.

4.3.   **Academic dishonesty** is failure to abide with the principles of academic integrity, violations of academic ethics (cheating, plagiarism, falsification of data, etc.).

4.4.   **Author** is the University's student and/or listener who created a written paper for the studies or a staff member who created a scientific, educational and other type of publication. The author shall take full responsibility for the authorship of the work and the possible consequences of plagiarism or violation of copyright.

4.5.   **Copyright** is authors' rights in literary, scientific, artistic and other works protected by the Law on Copyright and Related Rights of the Republic of Lithuania. Copyright and plagiarism prevention are related in protecting the authorship and the proper use of works. Plagiarism is not an object of law; however, plagiarism may also be treated as a violation of copyright. Penalties for copyright infringement are applied by the state authority according to applicable national laws. Penalties for plagiarism are imposed by academic institutions according to their own internal procedures.

4.6.   **Citation** is an exact reproduction of the words of the original text by enclosing them in quotation marks or otherwise distinguishing them in the text and indicating the source of the work according to the rules of citation. The citation must be a short extract (a sentence, several sentences or a paragraph) from another work intended to support the author's opinion or to refer to the views or thoughts of another author in authentic wording. The citation may be given in the original language

or translated into another language. The use of another work must be fair and must not exceed the scope of what is necessary for citation.

4.7. **Paraphrasing** is rewording information from other works but keeping the original meaning. Paraphrasing is used in analysing, summarising, assessment, etc. Paraphrasing must be done by distinguishing the thoughts of another author from own comments using scientific style and references according to the citation rules.

4.8. **Citation rules** are the rules defining the appropriate referencing of authors' works and other sources of information used in the course and scientific papers. The works of other authors and other sources of information cited or paraphrased in the paper must have a reference to the original source with a bibliography at the end of the paper. The University uses APA citation style prescribed in the requirements for term paper style and format.

4.9. **Plagiarism** is an intentional or a negligent (through ignorance) presentation of someone else's work (words, images, ideas, software, websites, art and other type of work) in full or in part as own work without appropriate indication of the source and author and without following the rules of citation.

4.10. **Self-plagiarism** is the delivery or repeated publication of a similar work with the aim to achieve another outcome of studies or research, the use of a part or parts of one's own previous work in another work without citing the original source.

4.11. **Plagiarism check** is the process of checking the course/final paper by means of plagiarism detection tool and finding the similarities of the current paper with other papers from the database. The results of plagiarism check are represented in the similarity report, which shows the percentage of matching or highly similar text found in a submitted paper.

4.12. **Similarity** is the matching or similar text in the current paper compared to previously published papers in the database. Similarity by itself is not plagiarism as correctly referenced quotes, the same literature source described, etc. will produce a certain similarity score. The similarity of the text as a case of plagiarism shall be identified by a responsible person.

4.13. **Objects of plagiarism prevention and verification** are independently written students' papers (essays, final and term papers) aimed to demonstrate the achievements of the study subject/module and study programme learning outcomes; publications of University staff members (research papers and scientific articles, educational publications) and methodological handbooks.

CHAPTER II
PLAGIARISM PREVENTION MEASURES IN THE PROCESS OF STUDIES

5. **The following measures are used in developing the tasks for independently written study subject/module term papers:**

5.1. Field of Study Committee or the head of department (depending on the functions prescribed in the University's documents) shall regularly review the assignments for independently written study subject/module term papers, identify, identify the relevance of term papers, the appropriate number of term papers per semester, submission time, the suitability of term paper description documents, give recommendations to teachers regarding the term paper writing assignments to students and/or listeners, verify the term paper assignments and present the analysis results in the faculty's self-assessment report.

5.2. Responsibility for plagiarism prevention through assigning and evaluating term papers lies with the teacher of individual study subject/module. The teacher shall:

5.2.1. prepare appropriate creative and challenging assignments according to the recommendations of the study field/study program committee, avoid giving the same assignments year-by-year and topics that can be easily plagiarised;

5.2.2. during the introductory lectures of the study subject/module, inform students and/or listeners about the requirements for the preparation, presentation and assessment of term papers and explain the assessment criteria;

5.2.3. remind the importance of academic integrity, give references to learning materials, introduce the possibilities of tutoring and learning at the University, give good practice examples of term paper writing;

5.2.4. inform the students about the cases of academic integrity violation or plagiarism and subsequent negative evaluation and other possible consequences (e.g. the requirement to revise the paper, attend information literacy training course, registration of the case of plagiarism in the University's plagiarism register, hearing of the case at the University's Ethics Committee.

5.2.5. abide with the requirements of term paper quality assurance and monitoring: Tutor students throughout the entire period of term paper writing; objectively evaluate the assignments delivered by students according to the criteria explained to the students in advance;

5.2.6. evaluate the term papers taking into account not only the work submitted, but also the original and creative thinking demonstrated by the student during the presentation of the work, analysis and synthesis skills, ability to comment on the sources used and the principle of selecting the sources, ability to support statements or conclusions, do a comparative analysis of other works on the same topic;

5.2.7. stimulate the students' ethical thinking by declaring in the lectures the value of integrity and demonstrating by personal example intolerance of plagiarism among the academic community;

5.2.8. use the similarity check tool in the study process according to the established procedure not only for the purpose of checking the similarity of texts, but also for teaching how to write term papers and for giving evaluation feedback. If sources of information are used in the paper inappropriately, the student shall be asked to revise and correct the paper.

5.3. Responsibility for plagiarism prevention in final theses lies with the final paper supervisor. The final paper supervisor shall:

5.3.1. acquaint the students with the requirements for final paper writing, give consultations, monitor the final paper writing process, inform on the possibilities of developing academic writing skills;

5.3.2. evaluate objectively the delivered parts of the final paper and selected sources of information;

5.3.3. use the similarity check tool according to the established procedure not only for the purpose of checking the similarity of texts, but also for teaching how to write term papers and for giving evaluation feedback. If sources of information are used in the paper inappropriately, the student is asked to revise the paper.

5.4. The student/listener shall assume responsibility for the authorship, originality and independent writing of term papers and final theses. The student/listener shall:

5.4.1. Undertake to abide with the University's Code of Academic Ethics by signing the Enrolment Contract and Declaration of Honour, which shall remain effective throughout the Contract validity term.

5.4.2. Sign an academic integrity declaration for final paper writing, where the authorship and independent writing as well as awareness of the consequences of plagiarism and related penalties are declared.

5.4.3. Attend information literacy training course or consultations at the University's library if the teacher or final paper supervisor instructs so.

5.4.4. Abide with the final paper writing requirements, teacher and final paper supervisor's instructions, assume responsibility for the breach of academic integrity in final paper writing.

6. The University has the following procedures for checking final theses for plagiarism, plagiarism identification criteria and consequences to the student:

6.1. Term papers are verified by means of text similarity check tool according to the established procedure. Plagiarism prevention results are presented in the teacher's and faculty's annual self-assessment reports.

6.2. Students' final theses are stored in the University's electronic repository in order to make an overall checking for plagiarism. The checking for plagiarism report shall be verified by the final paper supervisor. Where necessary, the paper, along with comprehensive recommendations,

shall be returned to the student for revision. A public defence of the final theses is only allowed when there are no cases of text similarity that can be treated as plagiarism. Final paper text similarity reports are discussed during the review of the final theses in the department. If, after the review in the department, a revised paper is presented for the public defence, the paper must be checked by means of similarity check tool prior to the public defence. Information about the outcomes of the checking for plagiarism shall be forwarded to the final paper defence board. The student may not attend the public defence unless the final paper is checked with the text similarity check tool. Plagiarism prevention shall be monitored by the head of department and the person in charge of plagiarism prevention at the faculty.

6.3.   The following plagiarism identification criteria shall apply:

6.3.1. text similarities shall not be regarded as cases of plagiarism, when similarities with the works of other authors are noticed in several words or sentences, citations are identified by placing quotation marks with the original source indicated, the tables or pictures of other authors have a source indicated in bibliography.

6.3.2. text similarities are investigated as alleged plagiarism if there are no references in the text linked to the bibliography; there only a few references linked to the same sources; there are more sources listed in bibliography than referenced in the text; no sources are mentioned in the text or the sources referenced in the text are different from those listed in bibliography; there are no citations separated by quotation marks in the text.

6.4.   Alleged plagiarism: 1) presenting someone else's work (purchased, downloaded from the internet, copied) or parts of the work as own work; 2) presentation or paraphrasing of someone else's idea or theory as own work; 3) presentation of someone else's research data as own work; 4) presentation of texts copied from someone else's work as own work without giving references; 5) presentation of texts copied from someone else's work by giving references, however without using quotation marks, giving the impression that the work is paraphrased by the author; 6) the amount of text in quotation marks is less than the amount of copied texts from someone else's work giving the impression that the work is paraphrased by the author; 7) changes are made in the text copied from someone else's work (using inversion, changing sentence structure, changing words or sentences, abridging) giving the impression that the work is paraphrased by the author; 8) presenting paraphrased or summarised information from other works without giving references; 9) literal translation of texts from other languages without following the rules of citation; 10) quoting the quote from secondary sources by referring to the original source; 11) making bibliography of inappropriate, erroneous or forged sources; 12) omitting sources in the text or bibliography.

6.5.   Consequences according to the scope of plagiarism in the term papers of the study subject /module:

6.5.1. If the results of the student's previous work at the University are integrated in the term paper, 25 % of similarity is allowed. In the event of greater similarity the student is asked to revise the paper.

6.5.2. If there are up to 50 % of similarities and citation rules are not followed, the student is asked to revise the paper.

6.5.3. If there are more than 50 % of similarities and citation rules are not followed, the student may revise the paper once. The teacher shall report the case to the head of department or the person in charge of plagiarism prevention at the faculty. This person shall enter the case into the University plagiarism register. The student is advised to attend information literacy training course or consultations at the University's library.

6.5.4. If the student repeatedly submits a paper containing more than 50 % of similarities or cases of plagiarism are identified in several term papers of the same student, the student is referred to the University's Ethics Committee by the person in charge of plagiarism prevention at the faculty. The term paper referred to the Ethics Committee regarding plagiarism shall be entered into the University's plagiarism register.

6.6.   Consequences according to the scope of plagiarism in final theses:

6.6.1. If the results of the student's previous work at the University are integrated in the final paper, up to 45 % of similarity is allowed. In the event of greater similarity the student is asked to revise the paper.

6.6.2. If there are up to 50 % of similarities and citation rules are not followed, the student is asked to revise the paper taking into consideration the final paper supervisor's remarks and comments. The student must revise the paper within the period of time indicated by the supervisor so that the supervisor has sufficient time to assess the suitability of the final paper prior to the department meeting. If the student refuses to revise the paper, the supervisor shall report the case of plagiarism in his/her comments on the final paper and shall inform the head of department/Arts Academy/Centre of Languages thereof.

6.6.3. If more than 50 % of similarities are identified, the final paper supervisor and the head of department/Arts Academy/Centre of Languages shall make one of the following decisions taking into consideration the level of severity (improper citation, incorrect references to the sources, unintentional (out of ignorance) or intentional plagiarism): 1) give permission to revise the paper and defend it in the same academic year; 2) refer the paper to the Ethics Committee. The term paper referred to the Ethics Committee regarding plagiarism shall be entered into the University's plagiarism register.

CHAPTER III
MEASURES FOR PLAGIARISM PREVENTION IN APPLIED RESEARCH OUTPUTS, SCIENTIFIC AND EDUCATIONAL PUBLICATIONS

7. The University uses the following measures to prevent plagiarism in applied research outcomes:

7.1. Editorial boards of all University's publication series (scientific journals, conference proceedings, research papers) must have the following documents related with the publishing of scientific publications. 1) academic integrity provisions applicable to editorial board members and authors of articles; 2) the author's declaration of originality; 3) requirements for the articles listing the clear criteria for originality of the work, presentation of information and citation.

7.2. Editorial boards of all University's publication series shall conduct the similarity check of all submitted articles. The authors shall be notified of such a check in advance. If cases of plagiarism detected after the similarity check, the article shall be returned to the author with a rejection to publish. If citation mistakes are detected, the article shall be returned to the author for revision.

7.3. Cases of detected plagiarism or self-plagiarism in the works of University's employees shall be referred to the Ethics Committee by the editorial board or the steering committee.

8. The University uses the following measures to prevent plagiarism in educational and scientific publications: all publications written and published by the University (educational books, scientific journals, conference proceedings, popular science publications) are subject to similarity checks. If citation mistakes are identified, the publication shall be returned to the author for revision. If plagiarism or self-plagiarism is detected, the publication may not published, it is rejected from the tenders and is referred to the Ethics Committee.

CHAPTER IV
INFORMATION AND EDUCATION OF ACADEMIC COMMUNITY

9. The academic community at the University is educated on the following topics of plagiarism prevention:

9.1. students are acquainted with the concept of plagiarism, plagiarism prevention policy provisions and consequences for plagiarism, how to create a bibliography and to write academic papers in line with the citation culture, without infringing copyright and intellectual property rights, requirements for uploading the final theses in the system of checking for plagiarism;

9.2. the teaching staff (teachers, final paper supervisors) are acquainted with plagiarism detection methods, text similarity checking system and tools. The teaching staff is trained and encouraged to use the said tools and apply the established procedures in the event of plagiarism detection;

9.3. teachers and researchers are acquainted with the requirements for writing research papers, making presentations for conferences and similar events, writing methodological publications for higher education and other works in accordance with copyright and academic integrity provisions;

9.4. Higher-education support staff are acquainted with the issue of plagiarism and the governing procedures in the event of violation of academic ethics, trained to recognise a potential case of plagiarism and informed about applicable responsibility.

10.   The University applies the following academic community education measures:

10.1. academic and information literacy, plagiarism prevention training and workshops:

10.1.1. mandatory training for the first year students during the introductory week held by the Library and Information Resource Centre;

10.1.2. mandatory integrated lectures for the first year students in the study subject "Introduction to studies" or other study subjects/modules;

10.1.3. mandatory integrated lectures for students in research methodology subjects/modules;

10.1.4. information and teaching of students and/or listeners how to write term papers in individual study subjects/modules;

10.1.5. informal training provided by the Library and Information Resource Centre to learners and teachers;

10.1.6. workshops, discussions, round tables and other events on the topic of plagiarism prevention.

10.2. Consultations on plagiarism prevention are given to:

10.2.1. students writing term papers. Consultations are given by the Library and Information Resource Centre specialists, and teachers of the study subject/module.

10.2.2. students writing final theses. Consultations are given by the Library and Information Resource Centre specialists, and final paper supervisors.

10.2.3. teachers developing study subject/module assignments, supervising final paper writing, assessing term papers and final theses for plagiarism, academic staff developing educational materials and writing research papers. Consultations are given by the Library and Information Resource Centre and the person(-s)in charge of plagiarism prevention at the University.

10.2.4. managerial staff and academic support staff, whose job involves the assessment of cases of plagiarism and other related issues. Consultations are given by the Library and Information Resource Centre and the person(-s)in charge of plagiarism prevention at the University.

10.3. Information measures and methodological publications:

10.3.1. Dissemination of relevant information in the Library and Information Resource Centre's website.

10.3.2. Dissemination of information on plagiarism prevention in methodological publications to students and teachers;

10.3.3. Distribution of leaflets with the definition of plagiarism and description of plagiarism prevention measures to students and teachers;

10.3.4. Dissemination of information in University's social networks, videos, etc.

11.   Discussions among academic community members aimed to develop intolerance towards violations of academic integrity, to make the results of plagiarism prevention monitoring public. All members of the academic community are encouraged to speak about the violations of academic ethics in an open and transparent manner.

CHAPTER IV

MONITORING OF PLAGIARISM PREVENTION SYSTEM OPERATION

12. Surveys on the effectiveness of the plagiarism prevention system are conducted at the University to assess the effectiveness of the prevention measures in place:

12.1. Student and teacher surveys are conducted to assess the level of awareness of plagiarism, analyse the clarity of assignments given in study subjects/modules, the objectivity of evaluation criteria, information about academic literacy and plagiarism prevention, plagiarism prevention procedures, applied sanctions, etc.

12.2. Managerial staff and academic support staff surveys are conducted to assess the effectiveness of plagiarism prevention measures and the efficiency of procedures and applied sanctions.

13. Field of study committees or heads of departments regularly inspect the descriptions of independent writing assignments developed by study subject/module teachers. The inspection results are analysed and assessed by the Studies Administration Services.

14. The procedures of checking term papers and final theses for plagiarism and reports of detected cases of plagiarism are analysed on a regular basis. This analysis shall be done and recommendations for improvement shall be provided by the persons in charge of plagiarism prevention in the faculties.

15. Plagiarism prevention procedures and measures, data from plagiarism register are analysed by the Plagiarism Prevention Board, which provides consultations and recommendations for the system quality improvement.

16. The results of the analysis of plagiarism prevention procedures and measures along with recommendations for improvement are provided in the annual self-assessment reports on different levels (teacher, academic/administrative unit, University).

CHAPTER VI
FINAL PROVISIONS

17. This Description Document shall be approved, amended or declared void upon the University's Academic Board decision.

18. The Description Document shall become effective on the day it is officially announced on the University's intranet.

19. Academic and administrative units must review the current procedures for the preparation, defence, and storage of academic papers, methodological guidelines, writing assignments in study subjects/modules and revise them, where necessary, according to the requirements of this Description Document.

20. The provisions of this Description Document are in line with the following documents of Kaunas University of Applied Sciences: Code of Academic Ethics, Statute, Procedure for Studies, Quality Manual, Rules of Procedure, Procedure for the preparation, defence, and storage of final theses and organizing qualification examinations, Procedure for stakeholder feedback management, Procedure for the preparation, assessment and publishing of publications, and Procedure for Intellectual Property Management.

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