

APPROVED

Resolution SV1-1, issued during the meeting of the Academic Council of Klaipėdos Valstybinė Kolegija/Higher Education Institution on 16 January 2024
(Resolution SV1-27, issued of the Academic Council of Klaipėdos Valstybinė Kolegija/Higher Education Institution on 12 June 2026)

KLAIPĖDOS VALSTYBINĖ KOLEGIJA/HIGHER EDUCATION INSTITUTION PLAGIARISM PREVENTION PROCEDURE DESCRIPTION

SECTION I GENERAL PROVISIONS

1. Plagiarism Prevention Procedure of Klaipėdos valstybinė kolegija/Higher Education Institution (hereinafter – the Procedure) regulates the application of the provisions of academic ethics of Klaipėdos valstybinė kolegija/Higher Education Institution (hereinafter – KVK) in student and (or) auditing student papers, scientific and methodological publications by KVK staff, coincidence match procedures, types and scope of plagiarism, plagiarism prevention measures, plagiarism detection procedure, examination of academic violations and application of academic penalties.

2. The principles of academic integrity and provisions of academic ethics apply to all members of the academic community. Students entering into a new study agreement undertake to adhere to academic discipline, KVK Code of Academic Ethics, and other documents that regulate KVK internal procedures.

3. Violations of academic ethics (e.g. plagiarism, forgery/copying, submitting the same paper for several study subjects, submitting someone else's work as one's own, etc.) are intolerable and could be examined not only by KVK, but also the Office of the Ombudsperson for Academic Ethics and Procedures, or the court.

4. KVK virtual learning environment Moodle (hereinafter – Moodle) has an integrated plagiarism checker system – Turnitin (hereinafter – Turnitin), which automatically detects matches with other sources and cases of plagiarism in student papers. Turnitin identifies matches, determines their general percentage, and generates a detailed similarity report. Other electronic plagiarism checkers, online search systems, expert evaluation or several of the plagiarism checking methods can be used as well.

5. Major concepts, used in the Procedure:

5.1 Paper – an original document, written by a student during the semester (e.g. internship report, term paper, laboratory work report, paper, essay, project, etc.), which accounts for the intermediate or final task of independent work of the semester, and the final work;

5.2 Plagiarism – deliberate or accidental (due to ignorance) appropriation of another author's discovery, invention, scientific, artistic or literary work or part thereof without acknowledging the real source or author of the text, or not citing it properly (not adhering to citation requirements, providing an erroneous reference).

5.3 Overlap – parts of text in a paper examined matching with papers or other resources. A match by itself is not plagiarism, as a piece of text could be used from another text with proper adherence to citation requirements. The person evaluating the text decides if the overlap should be regarded as plagiarism;

5.4 Plagiarism checking – a process of checking the paper using an electronic plagiarism checking system and determining text overlaps with other sources. Plagiarism check result – a detailed similarity report, which indicates the general percentage of similarity and text overlap with other

resources; a plagiarism check can also be done using an internet search system or by conducting an expert evaluation.

SECTION II TYPES AND SCOPE OF PLAGIARISM

6. Types of plagiarism:

6.1. Plagiarism of ideas or style – conveying or paraphrasing (including translation from other languages) an idea or theory of another author's work as one's own;

6.2. Self-plagiarism – submitting or publishing the same or similar work again in order to obtain another study or research result; also includes submitting a part or parts of one's already published work in another work without citing the original source;

6.3. Literal plagiarism – copying another author's work word for word without indicating the source used;

6.4. Plagiarism by paraphrasing or replacing words – changes made in the text copied from another author's work (using word inversion, changing grammatical structure, changing or shortening words or sentences), to create an impression that it is original text;

6.5. Plagiarism by using synonyms – improperly paraphrased text of another author's work (also translated from other languages), replacing individual words with synonyms;

6.6. Compilation – a text consisting of fragments copied from various sources, even when if sources are correctly cited in the text, but there is no original text;

6.7. Translation plagiarism – a translation of a text, published in another language with no reference to the original work;

6.8. Image plagiarism is the use of images (e.g. photos, videos, graphs) without proper permission from the author or without citing the source;

6.9. Invalid source – text containing references to non-existent or incorrectly cited sources;

6.10. Secondary source plagiarism – reciting data or information from secondary sources, indicating the original source;

6.11. No references – text containing sources not included into the literature list, footnotes and vice versa.

7. Overlaps are not regarded as plagiarism if followed by proper references to sources, quotes, general knowledge:

7.1. Source – written or verbal information of one's own or another work, marked by providing a reference. Bibliographic descriptions of the literary sources, used in the preparation of the text (cited, paraphrased or at least mentioned) are provided based on the style of citation, alphabetical order or the order of presentation of the source in the text;

7.2. Quote – a relatively short excerpt (a small paragraph of up to several sentences) from another work, used to support the author's claims or make them understandable, or provide a reference to the approach or thoughts of the author in the original;

7.3. Reusing text/data from the previous works of the student (teacher), indicating the source, is allowed only when it takes no more than 20% of the new paper, except for cases where the reuse, indicating the source, is a continuation of the previous research (for example, using the data of a vocational internship report or a research project report in the thesis). In such case, the reused text cannot exceed 45% of the new paper.

8. Large scale plagiarism refers to the following cases:

8.1. General overlaps with other sources, regarded as plagiarism, constitute more than 20% of the entire text;

8.2. Overlaps with a single source, referred to as plagiarism, constitute more than 7% of the entire text;

8.3. Literal transcription/translation of excerpts of the text by another author, without indicating the source or indicating the source, but not marking the text as a quote, although it constitutes more than 800 characters (without spaces) in at least one instance, or paraphrasing the text

of another author, without indicating the source, when the volume in at least one instance exceeds than 1200 characters (without spaces).

9. The text can be regarded as not original work of the student (lecturer) if the total amount of overlap with other resources (with and (or) without a source) exceeds 50% of the entire paper. Such cases are subject to plagiarism detection procedures and academic penalties.

10. Cases of non-textual format – visual (e.g. photo, video, graphic data) or multimedia (e.g. sound, photo, video, music, other media) plagiarism are subject to Procedures of Examining Violations and Application of Academic Penalties, established in the Procedure herein.

11. Students/lecturers can use artificial intelligence tools to search for information, examine complex information, or text editing taking into account the Guidelines for the Use of Artificial Intelligence at Klaipėdos Valstybinė Kolegija Higher Education Institution. The content, generated by artificial intelligence cannot be used as the main source of information. It can be used as additional and only with other reliable sources. Cases of students (lecturers) using AI tools to generate content and presenting it as their own work are regarded as violations of academic ethics (plagiarism). Presenting generated images (sounds) or software codes as one's own work is also regarded as plagiarism. In case of using AI tools and (or) their content, the text should include clear references to which tools were used, which part of the content has been generated by artificial intelligence, and the prompts used. This information must be provided in the descriptive part of the paper (e.g. Introduction of the final thesis, program code comments, etc.) and properly cited.

SECTION III

PLAGIARISM PREVENTION MEASURES IN THE STUDY PROCESS

12. The following preventive measures are applied in order to ensure academic integrity among students and their ability to produce quality papers:

12.1. During the lectures, KVK students are introduced to the topics of academic and information literacy, copyrights, use of artificial intelligence, plagiarism prevention, citing sources, creating a literature list, and applying them in their studies;

12.2. Specialists of the Centre for Studies and Careers and representatives of academic divisions spread academic integrity awareness, introducing the students to the principles of KVK activities, academic ethics, moral standards, and implement other forms of plagiarism prevention.

13. The students:

13.1. Get acquainted with KVK Code of Academic Ethics and other legislation, applicable to the study process at the commencement of their studies, undertaking to adhere to the principles of academic ethics;

13.2. Get acquainted with the methodological rules of writing papers, including citing sources or compiling the literature list, also get to know the special requirements for paper writing, the Guidelines for the Use of Artificial Intelligence at Klaipėdos Valstybinė Kolegija Higher Education Institution applied by lecturers of individual study subjects;

13.3. Are responsible for producing independent and original papers and final theses.

14. Lecturers of the study subjects (hereinafter – lecturers):

14.1. During the first academic activities, inform the students about the evaluation strategy and criteria, expected tests, paper writing requirements of the study subject, reminding them about the ethical standards, established in KVK Code of Academic Ethics, and penalties, applicable for failure to adhere to the principle of academic integrity;

14.2. Remind the students that they should get to know the methodological rules for writing papers on their own;

14.3. Use Turnitin plagiarism checker in the course of the studies to improve the paper quality and give feedback to the students, also inform the students of applicable plagiarism checking methods;

14.4. Apply cumulative evaluation methods, organise interim reviews of large papers, and offer the students to take preventive precautions and check their work using Turnitin.

15. Final thesis advisors (hereinafter – advisors):

15.1. Introduce the students to the final thesis writing requirements, consulting and monitoring the process of final thesis writing, evaluating the parts already completed, and the sources chosen;

15.2. Conduct plagiarism checking using Turnitin and certify as final thesis advisor that no plagiarism was found in a final thesis. Cases of plagiarism are subject to the procedures, established in the Procedure.

16. All KVK community members are encouraged to report cases of academic integrity violations, including plagiarism, noticed or suspected, to the KVK Commission of Academic Ethics according to its regulation procedures.

SECTION IV

DETECTING PLAGIARISM IN TERM PAPERS, EXAMINATION OF VIOLATIONS, AND APPLICATION OF PENALTIES

17. All term papers, written based on information of other sources must be checked for plagiarism using Turnitin on Moodle.

18. Students upload their properly formatted papers on Moodle for plagiarism checking. Before uploading the final version for the evaluation, students are provided with an opportunity to upload their work for plagiarism checking at least once. Any actions of the student seeking to complicate the plagiarism checking of their paper and to adjust the volume of the overlap in unauthorized ways are considered an academic violation.

19. Lecturers conduct plagiarism checking, review the similarity report, generated by Turnitin, and provide a conclusion if the paper turned it was not plagiarised.

20. If the overlaps detected are smaller than established in clause 8 of the Procedure (are not characterised as large-scale plagiarism):

20.1. lecturers can mark the overlaps that are not regarded as plagiarism, update the similarity report and recalculate the total volume of overlaps;

20.2. lecturers review all identified overlaps and assess, if the plagiarism does not have a major impact on the value of the paper (for example, in cases, when plagiarism is detected in annexes and the information is not essential), and other circumstances (for example, if the student was deliberately attempting to conceal plagiarism, does not have sufficient knowledge of paper writing in delivering his/her first papers, or has been repeating the same violations consistently), and decide if the paper can be evaluated at all;

21. If the paper:

21.1. can be evaluated, lecturers give students feedback on the plagiarism detected, citing, referencing, and similar mistakes, and can evaluate the paper or suggest that the student should edit it and/or reduce the evaluation grade;

21.2. cannot be evaluated, because the established case of plagiarism has a major impact on the value of the paper (for example, the research results are forged), if possible, the lecturer may ask the student to complete another task. If completing a new task in the same semester is impossible and/or in case of emergence of aggravating circumstances (for example, the student has been concealing plagiarism deliberately, or there were several repeated cases of plagiarism), the student receives an academic penalty (severe reprimand) and an academic debt, while the lecturer reports the case of plagiarism by submitting the Turnitin similarity report and related papers to the associate dean of the faculty.

22. If the overlaps, detected in the term paper comply with at least one volume of overlaps, indicated in clause 8 and clause 9 of the Procedure (can be characterised as large-scale plagiarism):

22.1. the lecturer must mark the overlaps that are not considered as plagiarism, update the similarity report and recalculate the total volume of the overlaps;

22.2. if, after refreshing the report, the volume of the overlaps is smaller than established in clauses 8-9 of the Procedure, the lecturer follows the procedure, established in clause 18 of the Procedure;

22.3. if, after refreshing the similarity report, the overlaps comply with at least one of the

volumes of overlaps, established in clause 8 of the Procedure, or clause 9, the student cannot submit another independent work during the same semester, receives an academic penalty (severe reprimand) and an academic debt; the lecturer reports the case of plagiarism by submitting the Turnitin similarity report and related papers to the associate dean of the faculty. If the plagiarism has been detected without using Turnitin and there is no similarity report, the lecturer must give a detailed explanation of the case of plagiarism and submit the paper with marked plagiarised text.

23. When lecturers identify a case of plagiarism and submit a similarity report:

23.1. The dean of the faculty will consider the information and inform the student and the lecturer of the academic penalty applied to the student according to KVK rules and ensure that the student is provided with the resolution of the faculty dean regarding the application of the academic penalty;

23.2. The lecturer shall enter a grade of "0" for all outstanding assignments of the student in the semester report of the study subject in the KVK study information system, and the academic debt shall be recorded in the final grade report.

SECTION V

DETECTING PLAGIARISM IN FINAL THESES, EXAMINATION OF VIOLATIONS, AND APPLICATION OF PENALTIES

24. All plagiarism checking of the final theses must be conducted using Turnitin on Moodle.

25. Students must conduct a plagiarism checking of their final theses no later than three days before the review of their paper at the department. Papers that have not been checked for plagiarism will not be evaluated or submitted for a review at the department.

26. The advisor conducts a final thesis plagiarism check, reviews the similarity report, generated by Turnitin, and evaluates if the paper submitted can or cannot be regarded as plagiarised.

27. If the final thesis does not contain any overlaps with other sources or if the overlaps detected are not regarded as plagiarism, the advisor, considering the results of the similarity report and other aspects (content, form, language of the final thesis), proposes to allow the defence of the paper.

28. If the overlaps, detected in the final thesis, are smaller than established in clause 8 of the Procedure (not characterised as large-scale plagiarism):

28.1. The advisor can mark the overlaps not regarded as plagiarism, refresh the similarity report and recalculate the total volume of the overlaps;

28.2. The advisor reviews all identified overlap and decides if the case of plagiarism has a major impact on the value of the final thesis (for example, in cases, when plagiarism is detected in annexes and the information is not essential) and other circumstances (for example, if the student was deliberately attempting to conceal plagiarism, does not have sufficient knowledge of paper writing, etc.), and decide if the final thesis can be evaluated at all;

28.3. In case of overlap, which could be regarded as plagiarism, but does not have a major impact on the value of the final thesis, the advisor suggests that the student is allowed to defend his/her final thesis;

28.4. In case of overlap, which is regarded as plagiarism, has a major impact on the value of the final thesis, or in case of aggravating circumstances (for example, the student is attempting to conceal plagiarism deliberately, has committed repeated violations of academic integrity, etc.), the final thesis cannot be defended, the advisor reports the case of plagiarism to the department head and submits the Turnitin similarity report. The department head makes the decision regarding further action according to KVK Rules of Studies.

29. If the overlaps, detected in the final thesis comply with at least one scope of overlaps, defined in clause 8 of the Procedure (has characteristics of large-scale plagiarism), or clause 9 of the Procedure:

29.1. The advisor must mark the overlaps, which are not regarded as plagiarism, update the similarity report, and recalculate the total scope of overlaps;

29.2. If the amount of overlaps are smaller in scope than specified in clause 8 of the Procedure, the advisor follows the instructions set out in clause 26 of the Procedure;

29.3. If, after updating the similarity report, the overlaps comply with at least one scope of overlaps, established in clause 8 of the Procedure, or if they comply with clause 9 of the Procedure, the final thesis cannot be defended, the advisor reports the case of plagiarism and submits the Turnitin similarity report to the head of the department. The department head makes the decision regarding further action according to KVK Rules of Studies.

30. When the student uploads the final version of the final thesis into the Turnitin plagiarism checker, the advisor conducts another examination for overlaps and confirms if the final thesis can be defended. Students are allowed to defend their final thesis if there are no cases of coincidences, which could be interpreted as plagiarism. The advisor must submit a written comment and conclusions regarding the defence of the final thesis no later than 2 business days until the public defence.

31. If the fact of plagiarism is established and the student is not allowed to defend the final thesis, he or she can do it again not earlier than in 1 year and not later than 2 years after the scheduled date of the first defence.

32. If needed, the similarity check of the final thesis submitted can be repeated, as initiated by the reviewer, members of the qualification commission, or any other KVK staff member. The repeated similarity check can be conducted at any time before or after the defence of the final thesis.

SECTION VI

APPLIED RESEARCH RESULT PLAGIARISM PREVENTION MEASURES

32. KVK applies the following applied research result plagiarism prevention measures:

32.1. KVK research publications are subject to KVK Publishing Provisions and rules of ethics for all participants, defined therein.

32.2. Plagiarism checking of all applied research results (articles and publications written and published) is subject to clauses 8 and 9 of the Provision.

32.3. Similarity check of the works provided is conducted by KVK editorial boards and the authors are informed of the check before they submit their work for a publication. In case of detecting a case of plagiarism, the work is returned to the author with a refusal to publish it. In case of wrong citing, the work is returned to be edited.

32.4. Cases of plagiarism in the works, submitted by KVK staff, will be reported to KVK Commission of Academic Ethics.

33. All publications, written and published at KVK are subject to a plagiarism check. In case of incorrect citing, the publication will be returned to the author to be edited. In case of plagiarism, the publication will not be published and the case itself will be reported to KVK Commission of Academic Ethics.

SECTION VII

INFORMING AND EDUCATION OF THE ACADEMIC COMMUNITY

34. KVK conducts education of the academic community on the following plagiarism prevention topics:

34.1. During the studies, students are introduced to the concept of plagiarism, provisions of plagiarism prevention and outcome of cases of plagiarism detected, compiling lists of biographic sources and proper paper writing rules with adherence to citation culture, copyrights and intellectual property rights, also requirements of uploading final theses to the plagiarism checker;

34.2. The teaching staff (lecturers, final thesis advisors) are introduced to the methods of recognising plagiarism, and the overlap checking system and measures; the staff is also trained and encouraged to use these measures, and apply the established procedures in case of finding a case of plagiarism;

34.3. Lecturers and researchers are introduced to scientific research ethics, requirements for

research work, conference and other presentations, also methodological materials and other works, based on copyrights, academic integrity, and research ethics;

34.4. The studies staff are introduced to the concept of plagiarism and regulated procedures of dealing with cases of violations of academic ethics, trained to evaluate a potential case of plagiarism and applicable liability.

35. KVK applies the following academic community education measures:

35.1. Compulsory training for first year students during the introductory week, organised by the library;

35.2. Compulsory integrated lectures for students in applied research methodology subjects;

35.3. Informing and training students and (or) auditing students on paper writing during each subject;

35.4. Practical seminars, discussions, round tables, and other events on the topic of plagiarism prevention both for students, and lecturers;

35.5. Students writing final theses are consulted on plagiarism prevention by their advisors;

35.6. Administration and study staff encountering plagiarism case assessment and other related issues in their work are consulted by the head of the Applied Research Centre.

35.7. Distribution of information on KVK social media, videos, etc. Academic community discussions to promote intolerance to academic integrity violations, publishing of plagiarism prevention monitoring results. All members of the academic community are encouraged to discuss violations of academic ethics openly and publicly.

SECTION VIII

MONITORING OF THE CONDITION OF THE PLAGIARISM PREVENTION SYSTEM

43. KVK monitors the efficiency of the plagiarism prevention system:

43.1. Increasing student awareness of academic literacy and plagiarism prevention, plagiarism prevention procedures, applicable penalties, etc.;

43.2. Monitoring of plagiarism checking procedures and reports of papers and final theses.

44. Plagiarism prevention monitoring results and improvement recommendations are submitted in annual reports of different levels (lecturer, academic/administrative division, KVK).

SECTION IX

FINAL PROVISIONS

45. In case of a violation of academic integrity, students receive academic penalties based on KVK Provisions of Studies, the Provisions herein, and other KVK internal legal acts.

46. Students can submit an appeal based on KVK Procedure for Submitting and Examination of Appeals and Complaints.

47. Issues not covered by this Description shall be resolved in accordance with the KVK Study Regulations and other legal regulations.

48. The Deputy Director for Studies and Research is responsible for monitoring the implementation of this Description, making changes and additions. The Description shall be amended and supplemented by the decision of the KVK Academic Council.

49. Data shall be processed in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) and its implementing legal acts.