

## REGULATIONS ON PLAGIARISM CONTROL OF THE BALTIC INTERNATIONAL ACADEMY

### 1. GENERAL

The Regulations on Plagiarism Control of the Baltic International Academy (BIA), hereinafter referred to as "the Regulations", establish the procedure for identifying plagiarism, including self-plagiarism, in the work of BIA students, the criteria for violation and the applicable sanctions.

### 2. EXPLANATION OF TERMS USED IN THE REGULATIONS

**Antiplagiarism system** – an information system for checking the content of studies, qualifications and research papers and identifying texts and parts of texts borrowed from published sources.

**Reference** - a reference to a passage from another author's work or another passage from one's own work.

**Quote** - any phrase from a source containing 7 or more consecutive words.

**Plagiarism** - the deliberate use of another author's work, part of it, or ideas and inventions without proper attribution to the author. Plagiarism can take the form of a literal reproduction of a text and of a textual paraphrase - the reproduction of another's text by substituting single words or phrases without altering the essential content of the text used. The term plagiarism as used in the Regulations includes self-plagiarism.

**Self-plagiarism** - a form of plagiarism, multiple use of one's own work, passing it off as an original work, unless there is at least a 20% change in the content.

### 3. SIGNS OF PLAGIARISM

Plagiarism is indicated by the following signs:

- 3.1. rewriting another person's work or part of one's own work, using insignificant paraphrased elements, or making a claim about one's own work;
- 3.2. quoting seven or more consecutive words, or concepts or conclusions, without making a reference.
- 3.3. the procedure for the presentation of study and qualification theses is laid down in the BIA Regulations on the Development and Defence of Final Theses.
- 3.4. a quotation to which the author of the work has not made a reference;
- 3.5. giving misleading information about a source quoted in the work;
- 3.6. changes in word order, direct copying of the sentence structure and idea of the source without making a reference;
- 3.7. copying words and ideas from a source that constitutes a major part of one's work (more than 70%), whether or not the references are made.

### 4. CRITERIA FOR THE GRAVITY OF THE INFRINGEMENT

4.1. **Particularly serious infringements** shall be deemed to occur where:

- 4.1.1. the student has submitted as his/her own work a thesis written in full by another person;
- 4.1.2. the student is repeatedly found to have plagiarised.

4.2. The significance of the infringement is also assessed in terms of the relevance of the work in which the plagiarism has been identified to the context of the study process.

The most significant infringements are (in order of importance):

related to the award of a degree or qualification -

qualifications, diplomas, Bachelor's theses, Master's theses, Doctoral theses (Bachelor's theses or diploma theses must contain at least 60% of the original text, Master's theses must contain at least 70% of the original text and Doctoral theses must contain at least 80% of the original text) ;

- 4.2.1. coursework, internship reports and final examination papers for an individual course of study;
- 4.2.2. in work submitted as part of the study process of an individual course of study (control work, papers, presentations, etc.).

## **5. PROCEDURE OF EXAMINATION**

- 5.1. Coursework, internship reports, final examination papers of an individual course of study and papers submitted as part of the study process of an individual course of study may be subject to examination at any stage of the work process, including at the time of the thesis defence, if the dean of the faculty, the head of the field of study (programme director), the lecturer or the scientific supervisor of the thesis has reasonable grounds to suspect the existence of plagiarism. In case of identification of plagiarism, the lecturer or supervisor of the thesis shall immediately inform the head of the field of study (programme director) or the dean of the faculty. In order to identify plagiarism, an anti-plagiarism system check may be initiated, which shall be carried out within 2 (two) working days after the submission of the thesis to the lecturer or supervisor of the scientific thesis.
- 5.2. Final examination theses are subject to a compulsory anti-plagiarism system. The examination is carried out in accordance with the BIA Regulations on the Preparation and Defence of Final Theses.
- 5.3. Monographs, students' scientific works and articles submitted for publication in scientific methodological and scientific journals are subjected to a compulsory examination in the anti-plagiarism system within 2 (two) working days after their submission to the scientific supervisor. If the supervisor suspects the presence of plagiarism, the supervisor shall have the right to initiate an examination also during the development process.
- 5.4. The examination of works in the anti-plagiarism system shall be carried out by a responsible person approved by order of the Rector.
- 5.5. The responsible person shall carry out the examination within the time limits specified in the Regulations and inform the head of the field of study (programme director) and the supervisors of the final thesis about the results of the examination.
- 5.6. The final thesis examination report shall be prepared by the thesis supervisor and approved by the head of the field of study (programme director). The protocols with the list of examined theses shall be kept at the BIA Department of Studies for one year.
- 5.7. Theses and dissertations, after submission to the Doctoral Promotion Board, are subjected to an anti-plagiarism system. The theses shall be examined in the anti-plagiarism system in accordance with the rules of the LCS (Latvian Council of Science).

## **6. APPLICABLE SANCTIONS**

- 6.1. If plagiarism is detected in a student's course work, internship report, final examination thesis of an individual course of study, work submitted as part of the study process of an individual course of study, the dean of the faculty, the head of the field of study (programme director), the lecturer or the scientific supervisor of the work shall take a decision on:

\* elimination of plagiarism, setting a deadline for implementation. The maximum mark for the corrected work cannot exceed 6 (almost good), or

\* not assessing the work. The student is assigned to work on a different topic, with a deadline.

- 6.2. If plagiarism is detected in the final examination thesis (qualification, diploma, Bachelor's, Master's thesis), the head of the relevant field of study (programme director or faculty dean) shall, within 1 (one) working day after receiving the examination report, establish a plagiarism evaluation commission.
- 6.3. The commission is composed of the BIA Rector, the Vice-Rector of Studies, the head of the field of study (programme director) or the dean of the faculty and a lecturer, who may also be a scientific supervisor. The author and the supervisor of the plagiarised work must also be invited to the commission. The results of the meeting are recorded in the minutes.
- 6.4. The commission shall consider the question of the assessment of the significance of the infringement within 1 (one) working day and shall take a decision on:

\* elimination of plagiarism, setting a deadline for implementation, not exceeding the deadline for submission of the final examination thesis, or

\* the student's ex-matriculation (dismissal) with the right to resume studies after one year at the earliest and a change of thesis topic.

- 6.5. If plagiarism has been detected in the thesis, the Chair of the Doctoral Promotion Board shall be informed of the results of the comparison and of the texts of the compared theses. The Sectoral Promotion Board shall assess the materials sent to it for the presence or absence of plagiarism in the thesis.
- 6.6. If plagiarism is detected in a monograph, in the student's scientific work or in an article submitted for publication in scientific methodological and scientific journals, the scientific supervisor shall make a decision to return the work to the student for plagiarism removal.
- 6.7. The student has the right to appeal against the decision mentioned in the minutes within 3 (three) working days after the decision has been made by submitting a reasoned appeal application to the Vice-Rector of Studies of the BIA.

The Regulations are binding on all BIA students and academic staff.