

APPROVED
09.07.2020 at the BIA Senate meeting
(Minutes No.143)
With amendments
13.12.2023 at the BIA Senate meeting
(Minutes No. 161)

BALTIC INTERNATIONAL ACADEMY PLAGIARISM CONTROL REGULATION

1. GENERAL PROVISIONS

1.1. Regulations of the Baltic International Academy (BIA) on plagiarism control (Regulations) were developed based on the Copyright Law, the Code of Ethics of the Scientist,¹ General Guidelines for Academic Integrity,² the Code of Academic Integrity and Ethics of the BIA, the Regulations on Studies at the BIA and the Regulations on the Development and Defense of Final Theses at the BIA.

1.2. Regulations are binding on BIA students, academic, scientific and general staff who are related to the study process as a whole, development, evaluation and defense of students' study work, final and research papers, as well as evaluation of scientific articles and monographs by academic and scientific staff.

1.3. Plagiarism control measures of the BIA apply to the study process and the academic and scientific research activities of academic and scientific personnel and are carried out:

1.3.1. In the course of evaluation of study achievements and final exams, development, submission and defense of written and oral works, which contain elements of research work and which involve work with literature sources, methodology, statistical data, tables, graphs, photographs, designs and other types of intellectual property objects (study work, course work, essay, report, presentation, project, article, internship report, final exam papers of a separate study course and works submitted as part of the study process of a separate study course, etc.);

1.3.2. In the process of development, evaluation and defense of final study research papers (qualification thesis, diploma thesis, bachelor's thesis, master's thesis, doctoral thesis).

1.3.3. Plagiarism control measures for academic and scientific personnel in academic and scientific activities are carried out during evaluation of scientific articles and monographs with the approval of the BIA Science Council

2. TYPES OF PLAGIARISM

2.1. Plagiarism is the complete or partial appropriation of someone else's work or idea, passing it off as one's own without identifying the true author;

2.2. Improper use of someone else's work can be both a violation of copyright and misleading the reader, which manifests itself, for example, in not giving him the opportunity to distinguish contribution of the author of the work from the contribution of authors of the literature used in it;

2.3. Plagiarism can be the result of deliberate dishonesty, sloppiness or ignorance;

¹ Zinātnieka ētikas kodekss. (2017). Latvian Academy of Sciences Latvian Science Council. Available: <https://www.lza.lv/par-mums/pamatdokumenti/64-zinatnieka-etikas-kodekss>

² Akadēmiskā godīguma vispārējās vadlīnijas (2020). Tauginienē, L, Ojsteršek, M, Foltýnek, T, Marino, F, Cosentino, M, Gaižauskaitē, I, Glendinning, I, Sivasubramaniam, S, Razi, S, Ribeiro, L, Odiņeca, T, Trevisiol, O. RTU. Available: <https://ebooks.rtu.lv/product/akademiska-godiguma-terminus-vardnica-akademiska-godiguma-visparejas-vadlinijas/>

2.4. Plagiarism is considered to be a serious offense. A person who engages in plagiarism appropriates the status of another author, creator of the work;

2.5. Plagiarism can take two forms: language and information. Both forms are a serious violation: the first will appropriate the author's chosen words without permission, the second will appropriate the author's ideas and information. Language plagiarism manifests itself, for example, in cases where the author of the work indicates where the idea he refers to is taken from, but this idea is not retold in his own words, and the reference is not presented as a quote;

2.6. Plagiarism can take many forms, such as not using quotation marks when citing a source; simulating a retelling, although in reality a quote is being copied; without specifying the source used; taking an idea without reference. Plagiarism can be either negligent or an intentional act of profiting by using other people's work without properly citing it;

2.7. Plagiarism has many forms of expression, which are found both in texts without references to the original work and in texts with references. Types of plagiarism³ are as follows:

2.8. sources are not cited:

2.8.1. **Clone*** – the author submits all the work written by another author in his own name (forgery);

2.8.2 **Copy (CTRL-C*)** – the author copies large fragments (one or more paragraphs or their parts) from another text in his text without paraphrasing them;

2.8.3 **Mashup*** – the author tries to hide plagiarism by copying fragments from several sources into his text and making small changes in the structure of the sentences so that these various fragments fit together, but mostly the wording of the authentic text is preserved;

2.8.4 **Replacement (Find-Replace*)** – the author has preserved the essence of the content of the authentic source, but has slightly rephrased it and changed the key words;

2.8.5 **Recycle*** – the author abundantly uses fragments from his previous works, thus violating the conditions of originality of the work expected in the academic environment;

2.9. sources are cited, but the text is considered plagiarism:

2.9.1 **Not found (404 Error*)** – the author mentions the name of the cited author, but does not specify specific information of the cited source (e.g. name, publisher, etc.), therefore the reference cannot be found and it cannot be verified that the work referred to exists ;

2.9.2 **Deceit (404 Error*)** – the author intentionally provides inaccurate or erroneous information about cited sources to make finding them impossible

2.9.3 **Re-tweet*** – the author indicates the exact reference to the source, but does not present the text fragment as a quote, if this fragment is copied or paraphrased very close to the text, creating a wrong impression and claiming to present the original information;

2.9.4 **Aggregator*** – the author adopts an analysis from another study in his work, stringing together fragments (quotes and paraphrases) from other works, also taking references to these fragments from other works, but the author's work hardly contains his own original text;

2.9.5 **Hybrid (Hybrid*)** – in some places the author gives exact references to the cited sources, but in other places he paraphrases the text from other sources without references

2.9.6 **Unauthorized translation** – the author translates the works of other authors or information available on Internet resources from another language without references, stating only himself as the original author of the work

³ Turnitin White Paper The Plagiarism Spectrum: Instructor Insights into the 10 Types of Plagiarism (2016). Available at: <https://www.turnitin.com/static/plagiarism-spectrum/>

3. SIGNS OF PLAGIARISM

3.1. Plagiarism in the sense of these Regulations is considered to be publication of another author's work or part of it as one's own (literature, scientific work, invention, etc.) under one's own name or pseudonym.

3.2. The following actions can be considered as manifestations of plagiarism in BIA:

3.2.1. Using another author's entire work or part of it, which is fixed as at least 10 consecutively repeating sets of words, or using statistical data and images without reference and claiming it as one's own work;

3.2.2. Self-plagiarism, creating a work from the author's own earlier works or their parts without references to them, if it exceeds 40%;

3.2.3. Citation of unavailable (non-existent) sources, including inaccurate information about sources in the bibliography;

3.2.4. Compilation, basing the work on correctly cited sources, but without an independent opinion and own conclusions.

3.3. In the study process, the severity of plagiarism is determined in relation to the detected type of plagiarism and the place and level of the study test in the overall evaluation system. As heavy plagiarism manifestations are recognized cases where:

3.3.1. The student claims fully developed of another person work as his own;

3.3.2. Plagiarism was detected in study papers, course projects, practice reports;

3.3.3. Plagiarism has been detected in final exam papers of study courses (exams, tests);

3.3.4. Plagiarism was detected in the process of evaluating study achievements in the tests planned for the study course during the semester (reports, essays, presentations, etc.);

3.3.5. Plagiarism was detected in the research works of the final studies;

3.3.6. Plagiarism has been detected repeatedly.

3.4. The following areas of activity of academic and scientific personnel are subject to the control of plagiarism in the activities of academic staff:

3.4.1. study materials available in the e-environment of study courses;

3.4.2. Learning aid;

3.4.3. Scientific articles and monographs that are published with the approval of the BIA Science Council.

4. ASSESSMENT OF ACADEMIC INTEGRITY VIOLATIONS

4.1. Violations of the principles of academic honesty can be of different severity and nature - with greater or lesser damage to academic work and committed knowingly or out of ignorance. In order to follow similar principles in the application of disciplinary sanctions at BIA, the recommended guidelines for various violations of academic integrity are as follows:

4.1.1. **The 1st degree - *Undesirable academic practice*** - a violation committed due to carelessness, lack of information or ignorance, which was committed without malicious intent and does not cause significant consequences or harm to BIA;

4.1.2. **The 2nd degree – *Offense of plagiarism*** - impermissible behavior and plagiarism that, depending on the scope and intent, cause negative consequences or harm to BIA;

4.1.3. **The 3rd degree – *Serious plagiarism violation*** - unacceptable behavior and plagiarism, which, regardless of the scope and intent, causes negative consequences or damages to BIA;

4.1.4. **The 4th degree - *Serious offense of plagiarism*** - impermissible behavior and plagiarism committed with malicious intent and causing significant negative consequences or significant damage to BIA.

4.2. According to the severity of the violations, it is possible to vary sanctions applied to students so that they are aimed at improving the quality of studies, proportionate and disciplinary (see Annex no. 1 *Academic Integrity Violation Scale*).

4.3. When evaluating plagiarism in students' works and deciding on the occurrence and responsibility of the consequences provided for in this Regulation and other BIA regulatory acts, the following shall be taken into account:

4.3.1. the quantity, extent and meaning of fragments of plagiarism in the work (diploma theses, qualification, bachelor's and master's theses must contain at least 70% of the original text, doctoral theses must contain at least 80% of the original text);

4.3.2. previous plagiarism and other violations committed by the student;

4.3.3. study level and semester in which the student is registered;

4.3.4. type of test.

5. PLAGIARISM CONTROL PROCEDURES IN THE PROCESS OF STUDIES

5.1. BIA plagiarism control processes and results are monitored by responsible persons appointed by the rector.

5.2. The works specified in paragraph 1.2.1 of the Regulations may be subject to inspection at any stage of the work process, if the teaching staff, the head of the study area, the director of the study program or the scientific supervisor of work have reasonable suspicions about presence of plagiarism. In case of identification of plagiarism, the teaching staff or supervisor of scientific work immediately informs the head of the study direction (program director) about it. In order to detect plagiarism, a work check can be initiated in the Unified computerized plagiarism control system (hereinafter - Anti-plagiarism system), which is carried out within 2 (two) working days after submitting the work to the teaching staff or the supervisor of scientific work.

5.3. Final theses are subject to a mandatory check in the Anti-Plagiarism System. The test takes place at three levels:

5.3.1. Self-control is carried out by the student, observing requirements of the BIA Regulation on the development and defense of final theses;

5.3.2. Plagiarism control of final and research papers in the course of study evaluation during the development of study research papers is carried out by the Director of the Study Program;

5.3.3. All final works of BIA students are necessarily checked in the Anti-plagiarism system in the following order:

5.3.3.1. The student prepares final thesis for pre-defense in Word (.doc) or PDF format and no later than 7 days before the pre-defense, uploads it to the BSA e-study environment in Moodle for checking;

5.3.3.2. The student prepares the final thesis for defense in Word (.doc) or PDF format and no later than 7 days before the defense, uploads it to the BSA e-study environment for checking in Moodle;

5.3.3.3. In case of identification of plagiarism, the director of the Study Program is notified, who immediately informs the supervisor of the scientific work.

5.4. Upon detection of cases of plagiarism after checking them in the Anti-Plagiarism System, the responsible person immediately informs the director of the relevant Study Program about suspicions and facts about plagiarism presented by the Anti-Plagiarism System.

6. PROCEDURE IN CASES OF DETERMINATION OF PLAGIARISM IN THE PROCESS OF STUDIES

6.1. On facts of **1st, 2nd, 3rd and 4th degree** plagiarism in the works indicated in paragraph 1.2.1 , decide teaching staff or supervisor, reprimanding the student or acting in accordance with the requirements of paragraph 2.2 of BIA academic honesty and ethics code, notifying the director of the study program about violation of the student academic honesty;

6.2. On the facts of the **1st degree** plagiarism in the students' final theses specified in paragraph 1.2.2, the Director of the Study Program shall notify the student and supervisor of the scientific work, asking the supervisor of the scientific work to prepare a report or confirmation of the facts of violation of the student's academic integrity and apply the following sanctions:

6.2.2. issues a reprimand to the student if the supervisor of a scientific work has given a confirmation;

6.2.3. instruct the student to develop a paper on another topic, setting special requirements for its fulfillment (time limit, degree of difficulty, scope, etc.);

6.3. About facts of **2nd, 3rd and 4th degree** plagiarism in the students' final theses specified in paragraph 1.2.2, the Director of the Study Program shall notify the student and supervisor of the scientific work and submit the materials for consideration to the BIA Academic Integrity and Ethics Commission, to which the Director of the Study Program (field of study), the student and the supervisor of the scientific work shall be invited to apply one of the sanctions:

6.3.1. to warn the student about exmatriculation and instruct the student to develop a paper on another topic, setting special requirements for its fulfillment (time limit, degree of difficulty, scope, etc.);

6.3.2. to exmatriculate a student with the right to resume studies no sooner than after one year of study, instruct the student to develop a thesis on a different topic, setting special requirements for its fulfillment (time limit, degree of difficulty, scope, etc.);

6.3.3. to exmatriculate a student without the right to resume studies.

6.4. In all cases where sanctions are applied to the student for detected plagiarism, the student must be informed about the purpose, conditions and possible consequences of sanctions.

6.5. If plagiarism is detected after graduation and obtaining a diploma, the Rector of the BIA initiates an evaluation of the facts of plagiarism in the Academic Integrity and Ethics Commission of the BIA, with the right to review the decision on awarding a degree/qualification.

7. PLAGIARISM CONTROL IN THE ACTIVITIES OF ACADEMIC AND SCIENTIFIC STAFF

7.1. Plagiarism control in the academic and scientific activities of academic staff can be carried out by:

7.1.1. Academic and scientific staff in the form of self-control, submitting to the BIA Science Council or other structural units controlling academic or scientific activities of the BIA, certificates of compliance with academic integrity in certain issues, developments and publications upon request;

7.1.2. The head of the study course on the content of the study course in e-environment before its promotion in accordance with the procedures specified by the BIA;

7.1.3. Supervisor of a scientific work or article, if he suspects the existence of plagiarism in the works of students or academic staff , which is to be submitted for publication;

7.1.4. Editorial boards of scientific articles, while editing articles and other publications before their publication;

7.1.5. Students, if they find unreferenced fragments from the research papers of the students' research works in the works of academic staff.

7.1.6. Monographs, scientific works and articles that are submitted for publication in scientific methodical and scientific editions may be subject to inspection in the Anti-Plagiarism System.

7.2. Upon detecting cases of plagiarism after checking them in the Anti-Plagiarism System, the responsible person immediately informs the relevant responsible person about suspicions and facts about plagiarism presented by the Anti-Plagiarism System.

7.2. Action in cases of detection of plagiarism in the activities of academic staff:

7.2.1. The Science Council does not allow publication of materials in which plagiarism or other violations of academic ethics have been found;

7.2.2. If plagiarism or other violations of academic ethics are found in works that have already been published, the BIA may decide to issue a remark or reprimand after evaluating the relevant offense.







4. FINAL PROVISIONS







8.1. Students and academic and scientific personnel have the right to challenge: within 3 (three) working days from the day of adoption of the Decision: the decision of the teaching staff - to the Director of the Study Program, the decision of the Director of the Study Program - to the Head of the Study Direction. Decisions made by the BIA Scientific Council, the Academic Integrity and Ethics Commission and the Rector can be challenged in the administrative procedure.

8.2. The Regulation and its amendments enter into force upon its approval in the Senate and are binding on all students and academic staff of BIA.

*To the regulation of the Baltic International Academy
on plagiarism control*

Academic integrity violation scale

Type of plagiarism	Unwanted academic practice	Offense of plagiarism	Serious offense of plagiarism	Serious academic misconduct
<i>Sources not cited</i>				
 Clone* – the author submits all the work written by another author in his own name (forgery);				X
 Copy (CTRL-C*) – the author copies large fragments (one or more paragraphs or their parts) from another text in his text without paraphrasing them;			X	
 Mashup* – the author tries to hide plagiarism by copying fragments from several sources into his text and making small changes in the structure of the sentences so that these various fragments fit together, but mostly the wording of the authentic text is preserved;		X	X	
 Replacement (Find-Replace*) – the author has preserved the essence of the content of the authentic source, but has slightly rephrased it and changed the key words;	X			
 Finishing (Remix*) – the author paraphrases fragments of other authors' works so that the individual fragments fit together, instead of writing an original text;	X	X	X	
 Recycle* – the author abundantly uses fragments from his previous works, thus violating the conditions of originality of the work expected in the academic environment;	X	X		

Type of plagiarism	<i>Unwanted academic practice</i>	<i>Offense of plagiarism</i>	<i>Serious offense of plagiarism</i>	<i>Serious academic misconduct</i>
<i>Sources are cited</i>				
 <p>Not found (404 Error*) – the author mentions the name of the cited author, but does not specify specific information of the cited source (e.g. name, publisher, etc.), therefore the reference cannot be found and it cannot be verified that the work referred to exists ;</p>	x			
 <p>Deceit (404 Error*) – the author intentionally provides inaccurate or erroneous information about cited sources to make finding them impossible</p>		x	x	x
 <p>Re-tweet* – the author indicates the exact reference to the source, but does not present the text fragment as a quote, if this fragment is copied or paraphrased very close to the text, creating a wrong impression and claiming to present the original information;</p>	x	x	x	
 <p>Aggregator* – the author adopts an analysis from another study in his work, stringing together fragments (quotes and paraphrases) from other works, also taking references to these fragments from other works, but the author's work hardly contains his own original text;</p>	x	x	x	
 <p>Hybrid (Hybrid*) – in some places the author gives exact references to the cited sources, but in other places he paraphrases the text from other sources without references</p>	x	x		
 <p>Unauthorized translation – the author translates the works of other authors or information available on Internet resources from another language without references to the author, stating only himself as the original author of the work</p>	x	x	x	x

BALTIC INTERNATIONAL ACADEMY
to the regulation on plagiarism control

Examples of academic integrity violations and sanctions

	<i>Unwanted academic practice</i>	<i>Offense of plagiarism</i>	<i>Serious offense of plagiarism</i>	<i>Serious academic misconduct</i>
<i>Examples:</i>	Not separating the quote from the rest of the text (indicating the author)	Creation of a work from the author's own earlier works or their parts without references to them, if it exceeds 40%	Copying large portions of text from other sources without citing or paraphrasing	Submitting another author's work, claiming it as your own (for example, ordered work or another student's work)
	Creation of the work from paraphrases or quotations of the works of other authors, little original text of the author	Submitting the work of a group of authors as one's own (without specifying co-authors)		
<i>Indicative sanctions for students</i>	paragraphs 6.1 and 6.2 of the Regulations	paragraphs 6.3 and 6.2 of the Regulations	paragraphs 6.3 and 6.2 of the Regulations	paragraphs 6.3 and 6.2 of the Regulations
<i>Indicative sanctions for academic and scientific personnel</i>	Issue of a warning or reprimand and encourage the use and learning of fair academic practices	Issue of a warning or reprimand and encourage the use and learning of fair academic practices	Issue of a reprimand and warning of dismissal for breach of academic integrity	Issue of a reprimand and warning of dismissal for breach of academic integrity