

**RIGA INTERNATIONAL SCHOOL OF
ECONOMICS AND BUSINESS ADMINISTRATION**

Approved
at the meeting of the RISEBA Senate
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PLAGIARISM REGULATION

Goal

This Regulation sets out the procedure for identifying plagiarism in written works of the RISEBA students and professors, as well as sanctions applicable in case of plagiarism.

Sphere of Application

The Regulation is binding upon the RISEBA students, academic personnel and general personnel involved in the study process.

Terms and Abbreviations

Plagiarism is the use of work (published or not published) or ideas of another author without relevant reference to such author. Plagiarism includes also academic work or its fragment, which according to structure and argumentation conforms to another author's work.

Reference is information, stating from where a fragment from another author's work is taken.

Self-plagiarism is a many-times reuse of own work, posing it as an original work. Self-plagiarism is considered to be a type of plagiarism.

Quotation is a direct use of another author's text. Rephrased quotation is a fragment of another author's work, in which separate words are modified.

1. General Provisions

1.1. Plagiarism shall include:

- 1.1.1. modification / claiming any other work or part of work as own;
 - 1.1.2. copying of 7 or more consecutive words or ideas without using a correct reference;
 - 1.1.3. a quotation not separated by quotation marks from other text (a quotation shall mean any phrase from the primary source, containing 7 or more consecutive words);
 - 1.1.4. provision of inadequate information on the quoted source;
 - 1.1.5. change of words, copying of the source sentence structure and idea without a reference;
 - 1.1.6. copying of so many words and ideas from the source, that they form the largest portion of work, irrespective of whether references were used or not.
- 1.2. This Regulation was developed pursuant to the project *Regulation on Plagiarism at the Faculty of Social Science, LU*.

2. Use of References

2.1. Use of references:

- 2.1.1. In any study or scientific work (article, essay, thesis, book, scientific publication, etc), a reference to the original ideas, direct quotations and rephrased quotations of other authors used in relevant work shall be obligatory.
- 2.1.2. References shall be placed in the text immediately following the material borrowed.
- 2.1.3. The list of literature or bibliography at the end of the work may not be considered as an adequate reference.
- 2.1.4. A reference shall be used not only for directly quoted texts of other authors, but also for any unique idea or thought, which author is directly identifiable. A reference to the generally known ideas and statements, which can for that reason be considered as a joint property and which authors are not uniquely identifiable, is not required.

- 2.1.5. In case if there are any doubts about whether a reference is needed or not, it shall be decided in favor of using a reference.
- 2.2. General design of a reference:
 - 2.2.1. A reference shall include the author's surname, year of publication or issue. If possible, a reference shall contain a page, on which relevant idea was expressed or from which a quotation was taken.
 - 2.2.2. If a reference is to the internet address, it shall be exact to the extent possible (the internet portal general address is normally not sufficient), as well as the date when information was read at such address.
 - 2.2.3. If the text reference is made in the abbreviated manner, it shall be expanded in a special comment or the list of literature.
 - 2.2.4. A reference shall be made so as it would be expressly clear to the reader to which extent the author has used another author's works: quotations shall be separated by quotation marks from other text, if any changes are made to the quotation, they shall be expressly stated.
 - 2.2.5. Change of separate words in another author's text does not give right to a student to pretend to such text as written by himself or herself.

3. Plagiarism among Students

- 3.1. If it is established that the student's work can be classified as plagiarism, the professor's duty is not to accept such work and to inform the study program director and/or the relevant department head about such violation, initiating also recommended sanctions, which should be applied against the student.
- 3.2. A work is considered to be a plagiarism, if a professor has detected at least one clear example of plagiarism in relevant work.
- 3.3. If a professor has doubts that the student's work could be a plagiarism, a professor may arrange an oral test of the student's knowledge. An oral test shall be conducted with participation of one more professor of the division / department. The course of oral test shall be recorded, with the record being signed by the professors and the student. Prior to passing an oral test, the student shall be informed about the purpose of such test.
- 3.4. The cases where a student plagiarizes shall be examined, adopting decisions on applicable sanctions at the meetings of the study program Council.

5. Criteria, Applying Sanctions

- 5.1. Especially serious violations include:
 - 5.1.1. A case where a student presented a work, which was completely written by some other person, as his or her own;
 - 5.1.2. A case where a student was repeatedly caught in plagiarism;
- 5.2. Seriousness of violation depends on how important the work – plagiarism – is in the study process. The most serious (from most serious to less serious) are:
 - 5.2.1. the cases of plagiarism directly related to obtaining a degree and/or a qualification – qualification, bachelor, master, promotion or other theses;
 - 5.2.2. course theses, internship reports and other study works;
 - 5.2.3. final testing (examination) works in separate study courses;
 - 5.2.4. works presented within the framework of the study process of a separate course (tests, theses, presentations or other interim tests).

6. Applicable Sanctions

- 6.1. Depending on the seriousness of violation, the following sanctions may be applied against a student caught in plagiarism:

- 6.1.1. The work presented is not evaluated, the student is assigned with developing a work repeatedly with another topic, applying another complexity level and workload; the maximum grade, which can be awarded for such work is 6 (almost good).
- 6.1.2. The work presented is evaluated with grade 0 (zero), without right to re-write the work. That means that a student shall repeat the whole course during another term, additionally paying for it.
- 6.1.3. The whole term or study year is annulled (not admitted as passed), with the possibility to study it repeatedly.
- 6.1.4. The student's exmatriculation (expulsion) with right to resume study not earlier than after one year.
- 6.1.5. The student's exmatriculation (expulsion) without right to resume study.
- 6.2. In case where the plagiarism is proven in the final work (qualification, diploma thesis, bachelor, master or promotion thesis), a student shall be exmatriculated. A possibility not earlier than after one year to defend the final thesis with another topic shall be considered individually.
- 6.3. If a student is repeatedly caught in plagiarism, he or she shall be exmatriculated.
- 6.4. If plagiarism is detected, where a student has already received a grade or has graduated, irrespective of the time, which has passed, the Council of the study program has right to revise the grade awarded and to recommend that the State Examination Board adopt relevant decision up to annulling the grade.
- 6.5. A student has right to contest a decision adopted by the Council of the study program within twenty-four (24) hours after receiving a decision, submitting an application to the Higher School Ethics Committee.

7. Plagiarism among Professors

- 7.1. Paragraphs 1 and 2 of this Regulation equally apply to the higher school students and its professors.
- 7.2. The cases of plagiarism among professors shall be examined by the RISEBA Ethics Committee. Sanctions, which can be applied in case of a proven professor plagiarism, depending on seriousness of violation:
 - 7.2.1. a reprimand;
 - 7.2.2. a warning about the discharge from employment;
 - 7.2.3. discharge from employment.
- 7.3. An especially serious violation shall include a case where a professor in his or her academic work used independent works of his or her students without adequate references. A reference to a certain student's work is not required, if the contribution to the professor's work is limited to performing routine duties (e.g., precision of references, questioning, etc.). In these cases the author has a moral duty to express gratitude to the persons participated in creating a work.
- 7.4. A student, whose work the professor has used for the plagiarism purposes, has right to demand that his or her complaint be examined at the Ethics Committee and relevant sanctions be applied against the professor.

Related documents

1. The RISEBA Code of Ethics
2. The RISEBA Study Regulation
3. The RISEBA By-Law

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