RIGA MANAGEMENT COLLEGE

INTERNAL RULES
Riga

27.07.2022   No. 4-1/2022/1

Plagiarism control and prevention rules at Riga Management College

1. General questions

1. Plagiarism control and prevention regulations at the Riga Management College (hereinafter referred to as the College) have been developed on the basis of the Copyright Law, the Scientific Code of Ethics, and the Concept of Academic Integrity..
2. Plagiarism control and prevention measures in the College are applicable to:
   2.1. For students, academic staff and guest lecturers;
   2.2. For study works developed within the academic year.

2. Understanding and identifying plagiarism

3. The purpose of the rules for identifying and preventing plagiarism at Riga Management College (hereinafter – the rules) is to determine the procedure by which Riga Management College (hereinafter – the College) identifies plagiarism, evaluates cases of plagiarism and determines the applicable sanctions.

4. The Terms use the following terms:

4.1. reference – a reference in one work to another work or its part;

4.2. plagiarism – complete or partial borrowing or imitation of another author's intellectual work, claiming it as one's own. Plagiarism is understood as the further expression of thoughts, ideas, opinions, tables, graphs, methodologies, inventions or discoveries expressed or written by another person, as well as complete or partial translations of texts written by other persons in one's own name, without citing the source. Plagiarism also includes, but is not limited to:

4.2.1. the inclusion of a quote in the text without specifying the exact references;

4.2.2. paraphrasing the text without providing adequate references;

4.2.3. not showing literature sources in the list of references;

4.2.4. failure to specify the author of articles, photographs, designs and other types of intellectual property.

4.3. Self-plagiarism is the repeated use of one's own work, passing it off as a new original work.

3. **Plagiarism control in the study process**

5. Plagiarism control takes place at three levels.

6. Self-control is performed by the student by correctly fulfilling the internal rules on the procedure for developing and defending qualification papers in the College.

7. Plagiarism control during the evaluation of study works is carried out by the academic staff. The head of studies, upon finding facts of plagiarism, does not evaluate the work in which plagiarism is found and reports the detected plagiarism to the head of the study program.

8. Organized examination of qualification papers takes place in the plagiarism control program Plag.lv.

9. The student submits the qualification paper to the supervisor, study methodologist and electronically uploads it in PDF format to the Moodle system.

10. If the check in the Plag.lv program shows plagiarism, the head of the study program invites the supervisor of the qualification work to examine the established facts and make a decision:

> 10.1. allow the work to be handed over to the reviewer, informing him of the detected signs of plagiarism in the work and their extent, if the amount of textual similarity found in the work is small – up to 9% of the work's volume;
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> 10.2. to eliminate signs of plagiarism in the work, if the amount of text similarity found in the work is more than 9% of the work volume and the signs of plagiarism in the work can be eliminated without writing a new work;
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> 10.3. the student needs to write a new work, if the amount of text similarity found in the work is more than 20% of the work volume and the signs of plagiarism in the work cannot be prevented without writing a new work.
>
> 10.4. plagiarism has not been detected (legal acts, specifications, etc. have been used);
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> 10.5. convene the Ethics Commission if the student has objections to the decision taken by the head of the study program and the supervisor of the qualification work.

11. When evaluating plagiarism in a student's work and deciding on the occurrence and responsibility of the consequences provided for in these regulations and other regulatory acts of the College, the Ethics Commission takes into account:

> 11.1. the quantity, volume and significance of the plagiarized fragments in the work;
>
> 11.2. previous plagiarism and other violations committed by the student;
>
> 11.3. student's written explanation.

12. The Ethics Commission makes a decision:

> 12.1. inform the reviewer of the work about the existence of plagiarism and recommend reducing the assessment;
>
> 12.2. make corrections to the qualification work to prevent plagiarism;
>
> 12.3. apply an administrative penalty and prevent plagiarism;
>
> 12.4. to exmatriculate without a diploma with the right to renew/not renew studies.

13. If plagiarism is detected after graduation and obtaining a diploma, a commission appointed by the College Director evaluates the fact of plagiarism, reserving the right to review the decision to cancel the qualification.

4. **Closing questions**

14. Students have the right to challenge the decisions made by the commission by submitting an application to the director of the College.

Director   V.Pavlovska