

APPROVED:
by the Resolution No V4-4 of the Academic
Council of Panevėžys College, as of 02 May
2018;
Resolution No V4-3, as of the Academic
Council of Panevėžys College, as of 26
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DESCRIPTION OF THE PROCEDURE FOR THE PREVENTION OF PLAGIARISM AND ETHICAL USE OF ARTIFICIAL INTELLIGENCE TOOLS IN THE PREPARATION OF WRITTEN WORKS AT PANEVĖŽYS COLLEGE

I. GENERAL PROVISIONS

1. The Description of the Procedure for Prevention of Plagiarism and Ethical Use of Artificial Intelligence Tools in the Preparation of written Works of Panevėžys College (hereinafter - the Description) regulates the procedures for the verification of the correspondence of the study papers of the students and the listeners (hereinafter - the Students) of Panevėžio kolegija / State Higher Education Institution (hereinafter - the College), the procedures for the detection of plagiarism and the unethical use of AI tools, the consideration of violations of academic ethics, and the assignment of academic penalties. The purpose of the Regulations is to ensure the prevention of plagiarism and the unethical use of artificial intelligence tools in Written Works, with a view to upholding the values of academic ethics.

2. Every student is obliged to observe the principles of academic integrity and academic ethics. By signing the study contract and the declaration of academic integrity, students undertake to observe academic discipline, to comply with the procedures laid down in the Code of Academic Ethics and other internal regulations of the College, and to perform their assignments independently and conscientiously.

3. All final theses (projects) are checked with Turnitin, the matching system integrated in the College's virtual learning environment Moodle, before the student uploads the final thesis (project) to the Electronic Theses, Dissertations, Final Theses Database (hereinafter referred to as the ETD).

4. Semester essays containing textual information and prepared using information sources (coursework, independent work, integrated project, etc.) must be uploaded to the College's virtual learning environment. In case of any suspicion about the integrity of the written work, the written work must be checked with the Turnitin matching system integrated in the College's virtual learning environment Moodle.

5. Key terms used in the Description:

5.1. **Final thesis (project)** - an independent work of the student of a defined structure and scope, which demonstrates the level of achievement of the study results.

5.2. **A quotation** is a relatively short passage from another work, intended to prove or make intelligible the author's own statements or to refer to the other author's views or ideas as expressed in the original.

5.3. **Artificial Intelligence (AI)** - systems that exhibit intelligent behaviour by analysing their environment and making relatively autonomous decisions to achieve a goal.

5.4. **Generative Artificial Intelligence (Generative AI)** is a field of artificial intelligence that uses models or algorithms to generate new information/output (text, photos, videos, code, data, 3D images, etc.) based on information/input provided by the user (a query/input). The information is generated using various IoT tools with predictive output based on large data sets.

5.5. **Artificial Intelligence Tools (AI Tools)** - AI software or a piece of other software that uses existing information to predict, modify or generate new information based on user input. AI tools can be used to create new pieces of information (text, video, audio, etc.), to conduct research, to search for scientific information, to produce summaries, to paraphrase text, to translate text, to correct errors in language style or grammar, etc.

5.6. **Ethical use of AI tools** - the use of AI tools in a manner that respects academic ethics, academic integrity, copyright, prevention of plagiarism, security of personal data, accountability, transparency, non-discrimination.

5.7. **eLABa** - the information system of the Lithuanian Academic Electronic Library, which collects and makes available for public access scientific and study documents and/or data on them.

5.8. **ETD** - electronic database of theses, dissertations, final theses.

5.9. **Plagiarism** - the intentional or unintentional (due to ignorance) appropriation of authorship of a discovery, invention, scientific, artistic or literary work or part thereof and its publication under one's own name, without proper acknowledgement of the author of the work and the source of the work, or by inappropriate acknowledgement of the source of the work (by failing to comply with the citation requirements or by providing a misleading citation). Types of plagiarism:

5.9.1 **Plagiarism of an idea or style** - rendering or paraphrasing (including translation from other languages) as one's own an idea or theory from another author's work.

5.9.2 **Self-plagiarism** - resubmitting or publishing the same or similar work in order to obtain another study or research result or submitting part or parts of one's own published work in another work, without acknowledging the original source.

5.9.3. **Verbatim plagiarism** - copying another author's work word for word without reference to the source.

5.9.4. **Plagiarism by paraphrasing or word substitution** - changes made to a text copied from another author's work (use of word inversion, changes in grammatical structure, changes in words or sentences, abbreviation), giving the impression that it is the author's own text.

5.9.5. **Plagiarism using synonyms (find replace)** is the use of an inadequate paraphrase of another author's work (also translated from other languages), replacing individual words with synonyms.

5.9.6. **Compilation** - a text that is not self-contained, consisting of fragments copied from different sources, even when the text cites the sources correctly but does not contain the original text.

5.9.7. **Translation plagiarism** is the translation of the text of a work published in another language without reference to that work.

5.9.8. **Image plagiarism** is the use of images (e.g. photographs, videos, graphical data) without proper authorization from the author or without acknowledgement of the source.

5.9.9. **Multimedia plagiarism** is the use of multimedia (e.g. sound recordings, photographs, videos, music and other media) without acknowledging the source.

5.9.10. **Invalid source** - references in the text to non-existent or incorrectly described sources.

5.9.11. **Plagiarism of secondary sources** - the reproduction of data or information from secondary sources with reference to the original source.

5.9.12. **Failure to provide a reference** - sources mentioned in the text are not included in the list of sources of information.

5.10. **'Written work'** means a semester-long written work (e.g. internship report, laboratory report, report, essay, project or other written work) produced by a student during the course of his/her studies, which is a report on the intermediate or final assignment of the semester's independent work, and a final (thesis) project.

5.11. **Similarity** – similarities between the text of the written assignment being checked and texts from previously prepared written works or other sources. Similarity is not plagiarism by itself, as text taken from another written work may be presented in accordance with accepted citation requirements. It is the responsibility of the instructor of the module (subject) evaluating the written work to determine whether the similarity can be considered plagiarism.

5.12. **Similarity check** – the process of verifying a written work using an electronic similarity detection system to identify matches between the text and other sources. The result of the similarity check is a detailed originality report summary, which shows the overall similarity percentage and specific text matches with other sources. The similarity check can also be performed via an internet search engine or through expert assessment.

II. MEASURES TO PREVENT PLAGIARISM AND THE ETHICAL USE OF AI TOOLS

6. The College, the Lithuanian Students' Representation and the Students' Representation of the College have signed the Fair Higher Education Declaration. In order to ensure students' academic

integrity, to foster a culture of academic ethics, to ensure the prevention of plagiarism and the ethical use of AI tools in Written work, the following measures are implemented at the College:

6.1. Once a year, if necessary, training sessions are organised for lecturers on the ethical use of AI tools and prevention of plagiarism.

6.2. Before starting their studies, students independently familiarize themselves with the Code of Academic Ethics, the Description of the Procedure for the Assessment of Academic Achievements, the Study Regulations and other documents regulating the study process. The study contract includes a clause in which the student undertakes to study in good faith. During the induction week, students sign a declaration of integrity.

6.3. Study programmes shall include modules/subjects that cover academic and information literacy, copyright, prevention of plagiarism, ethical use of AI tools, citation of sources, and the development of a reading list.

6.4. At the start of the module/subject, the lecturer must remind students of the importance of academic integrity and inform them of the consequences of ignoring academic integrity, plagiarism, and the unethical use of AI tools. If a module is taught by several lecturers, each lecturer shall provide information relevant to the part they are teaching.

6.5. The module/subject lecturer shall ensure that the module/subject independent work assignments are formatted in accordance with the requirements for the formatting of written assignments. In the event of a suspicion about the integrity of the Written Work, the module/subject tutor shall use the Moodle integrated matching system Turnitin to determine the matching of students' written work and the tools described in Clause 12 to assess the ethical use of the AI tools. The module/subject lecturer shall apply cumulative assessment in the module, organise mid-term reviews of larger essays, and give students the opportunity to check their essays in a preventive manner with the Turnitin system.

6.6. The supervisor of the final thesis (project) introduces students to the requirements for the preparation of the thesis, provides consultations, monitors the progress of the thesis, evaluates the prepared parts and the selected sources. In case of suspicion of academic integrity, initiate a check of the thesis/project with the Turnitin system. The supervisor shall also apply the measures referred to in point 17 to assess the ethical use of AI tools in the thesis/project.

II. DETECTION OF PLAGIARISM AND UNETHICAL USE OF AI TOOLS

7. The assessment of a student's knowledge and skills must be fair, honest and consistent with the objectives and learning outcomes of the module/subject. Students shall be guided by the principle of academic honesty in the study process.

8. Students shall be given the opportunity to carry out a similarity check of the prepared essay using the Turnitin system integrated in the College's virtual learning environment Moodle.

9. A student's written work may be considered unoriginal if the similarity (overlap) with a single source (whether or not the source is cited) is more than 15%, and the total overlap of the entire written work with other sources (whether or not the source is cited) is more than 50% of the total written work. In this case, the procedures for detecting plagiarism set out in point 12 of the Regulations shall be initiated.

10. AI tools can be used in coursework:

10.1. to acquire knowledge of professional AI tools.

10.2. to search for and understand scholarly sources.

10.3. for adjusting the style and grammar of the text.

10.4. translation of text.

10.5. Generating and structuring ideas, where this is consistent with academic ethics.

10.6. Organisation of information (e.g. bibliography management or citation formatting).

11. AI tools may not be used in academic written work:

11.1. For presenting generated content as one's own original work.

11.2. For solving assignments or generating answers when the outcome is required to be the student's independent work, analysis, evaluation, calculations, etc.

11.3. For presenting misleading information when the AI tool's results have not been verified or supported by reliable sources.

12. Cases of unethical use of AI tools may be identified systematically through a set of measures:

12.1. By the supervisor while reading the written work, considering the writing style, sentence structure, terminology used, potential factual and other errors typical of AI-generated content, the authenticity of sources used, the accuracy of cited information, etc.

12.2. During the student's oral presentation of the written work, by asking questions.

12.3. By requesting evidence from the student regarding the work process (e.g., found academic sources, intermediate calculations, etc.).

12.4. Automatically, using AI detection tools employed at the College.

13. Upon identifying plagiarism in a written work and/or inappropriate use of AI tools, procedures for recording plagiarism and/or unethical AI use are initiated:

13.1. The lecturer immediately informs the student via email, orally, or in writing about the suspected plagiarism and/or inappropriate use of AI tools. If the student admits to plagiarism and/or unethical use of AI tools, the lecturer applies one of the decisions outlined in points 14.1–14.2.

13.2. In cases of doubt or disagreement regarding the identification of plagiarism and/or unethical AI use, the lecturer drafts a Record of Identified Plagiarism and/or Unethical AI Use in Written Work (hereinafter – the Record) (Annex 1) and informs the Chair of the Study Field Program(s) Committee (hereinafter – SFP Committee). The Chair promptly organizes a meeting of the SFP Committee, inviting the student, the lecturer, the faculty dean, and other individuals with the knowledge and competence to assess the possible plagiarism and/or unethical use of AI. The SFP Committee's decision is recorded in the minutes, and the conclusion is included in the Record.

13.3. Records are registered in the faculty responsible for the respective study program.

14. Based on the extent of the plagiarism and/or unethical use of AI tools, and the circumstances provided in the student's explanation, one of the following decisions is made:

14.1. A deadline is set within which the student is allowed to revise the work.

14.2. The written work is not evaluated, and the student is assigned a different independent task.

14.3. The written work is not evaluated (is not accepted), and due to a violation of academic ethics, the case is referred to the Ethics Committee. After reviewing the report or information and confirming a breach of academic ethics, the Ethics Committee, depending on the severity of the violation, may decide to:

14.3.1. Issue a written warning to the student and publish anonymized information about the committee's decision on the College's website.

14.3.2. Recommend to the College Director one of the following sanctions: a note, a reprimand, a severe reprimand, or expulsion from the College.

III. DETECTION OF PLAGIARISM IN FINAL THESES (PROJECTS)

15. The Chair of the SFP committee ensures that all final theses (projects) are checked using the Turnitin similarity detection system integrated into the College's virtual learning environment Moodle before being uploaded to the ETD (Electronic Thesis and Dissertation) system.

16. A final thesis (project) is considered not to be the student's original work if similarities with a single source (whether the source is cited or not) exceed 15%, and/or if the total similarity with other sources (whether cited or not) exceeds 50% of the entire final thesis.

17. Cases of unethical use of AI tools in the final thesis (project) may be identified by applying a set of measures:

17.1. While reading the final thesis (project), considering the writing style, sentence structure, terminology used, possible factual and other errors typical of AI-generated content, the authenticity of sources used, the accuracy of cited information, etc.

17.2. During the student's defence of the final thesis (project) in the SFP Committee, by asking the student questions.

17.3. By requesting evidence from the student regarding the development of the final thesis (project), such as found academic sources, intermediate calculations, etc.

17.4. Automatically, using AI detection tools employed at the College.

18. Upon identifying plagiarism in a final thesis (project) and/or inappropriate use of AI tools, procedures for recording plagiarism and/or unethical AI use are initiated:

18.1. The Chair of the SFP Committee, together with the supervisor of the final thesis (project), completes the Record of Identified Plagiarism and/or Unethical AI Use in the Final Thesis (Project) (hereinafter – the FT Record) (Annex 2), and informs the respective faculty dean and the student.

18.2. The Chair of the SFP Committee organizes a meeting of the SFP Committee, inviting the student, the faculty dean, and the supervisor of the final thesis (project) to participate. Other invited individuals may also attend at the request of the Chair.

18.3. The SFP Committee's decision is recorded in the meeting minutes, and the conclusion is included in the FT Record. FT Records are registered in the faculty responsible for the respective study program. If the student and/or the thesis (project) supervisor do not attend the meeting, the decision is communicated via email.

19. If the fact of plagiarism and/or unethical use of AI tools is confirmed, a decision is made to prohibit the defence of the final thesis (project), and the student is expelled from the College. Based on the SFP Committee's resolution, the faculty dean submits the draft order to the Director.

20. A second attempt to defend the final thesis (project) is allowed no earlier than one (1) year later.

V. FINAL PROVISIONS

21. The description may be amended or recognized as invalid by the decision of the Academic Council.

22. In all cases not specified in this Description, decisions regarding student plagiarism actions are made by the faculty dean, in accordance with the Study Regulations, this Description, and other internal College documents.

23. Disputes regarding student plagiarism and/or unethical use of AI tools are resolved by the College's Ethics Committee, following the procedure established in the Ethics Committee's work regulations.

Annex 1. Form for the Record of Identified Plagiarism and/or Unethical Use of AI Tools in the Written Work

PANEVĖŽYS COLLEGE
RECORD OF IDENTIFIED PLAGIARISM AND/OR UNETHICAL USE OF AI TOOLS IN
THE WRITTEN WORK

Date: [Year] [Month] [Day] No. [Number]

(Name, Surname, and Position of the Person Identifying the Plagiarism)

Justification for Plagiarism and/or Unethical Use of AI Tools:

Person who drafted the
Record of Identified
Plagiarism and/or
Unethical Use of AI Tools
in the Written Work

(Name, Surname)

(signature)

Student's Explanation:

Student

(Name, Surname)

(signature)

Decision:

Members

(Name, Surname)

(signature)

PANEVĖŽYS COLLEGE
RECORD OF IDENTIFIED PLAGIARISM AND/OR UNETHICAL USE OF AI TOOLS IN
THE FINAL THESIS (PROJECT)

Date: [Year] [Month] [Day] No. [Number]

(Name, Surname, and Position of the Person Identifying the Plagiarism)

Justification for Plagiarism and/or Unethical Use of AI Tools:

Chairperson of SFP
committee

(Name, Surname)

(signature)

Supervisor of final thesis
(project)

(Name, Surname)

(signature)

Student's Explanation:

Student

(Name, Surname)

(signature)

Decision:

Members

(Name, Surname)

(signature)

(Name, Surname)

(signature)