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(Order No. R-457 of the Vice-Rector for Studies at Vilnius University of 18 November 2020)

APPROVED

by Order No. R-512 of 22 November 2017
of the Vice-Rector for Studies at Vilnius
University

**PROCEDURE
FOR THE ADMINISTRATION OF RESEARCH PAPERS
IN THE VILNIUS UNIVERSITY STUDY INFORMATION SYSTEM
CHAPTER I
GENERAL PROVISIONS**

1. The Description of the Procedure for the Administration of Research Papers in the Vilnius University Study Information System (hereinafter – the Description) sets out how written papers prepared at Vilnius University (hereinafter – the University) are to be uploaded onto the Vilnius University Study Information System (hereinafter – the VUSIS) and their retention period.

2. Definitions:

2.1. **Research Paper** – a course paper, a final thesis or another paper, that, by the decision of the council of the relevant core academic unit (hereinafter – the Unit), falls within the scope of the Regulations for the Preparation, Defence and Storage of Research Papers by Students studying at Vilnius University (hereinafter – the Regulations) that have been prepared by a student or an unclassified student during their studies.

2.2. **Electronic Document** – An electronic version of the Research Paper in PDF format, uploaded and stored in the VUSIS (in the case of final theses – in the eLABa system).

2.3. **ESAS** – an electronic coincidence detection system that performs a computer check regarding the independence of a research paper in order to determine whether the paper contains any instances of plagiarism.

2.4. **Metadata** – a structured description of the Electronic Document attributes, properties, and similar data.

2.5. **Evidence of Plagiarism** – the appropriation of another person’s authorship, i.e. the presentation (use) of a text, or part of a text protected by copyright without reference to the actual author and source of the text or by making an inappropriate reference (without complying with the citation requirements), or by providing a misleading reference.

2.6. Other terms are used as defined in the Study Regulations of Vilnius University, the Regulations, and other legal acts of the University.

**CHAPTER II
UPLOADING RESEARCH PAPERS TO VUSIS**

3. All Research Papers and their Metadata must be submitted for storage to the VUSIS, excluding the cases provided for in the Regulations.

4. Research Papers must be uploaded onto and stored in the VUSIS (or in the eLABa system in the case of final theses) with the aim to:

4.1. improve the quality of studies and research, to ensure the independent nature of the study process and the objectivity of assessment;

4.2. preserve Research Papers and provide more favourable conditions for students, researchers, and the public to use the advantages offered by digital libraries and electronic publishing;

4.3. detect any evidence of Plagiarism.

5. Students must upload their Electronic Documents and their Metadata to the VUSIS using the access granted to them within a period specified in the Methodological Guidelines for the Preparation of Research Papers (hereinafter – the Methodological Guidelines). If a Research Paper is not uploaded to the VUSIS, it will not be assessed by the supervisor of the Research Paper and the student will not be permitted to defend their paper.

6. The administrator of the Unit will perform the following functions:

6.1. where necessary, advise students of the Unit regarding the uploading of Electronic Documents to the VUSIS;

6.2. once the student has uploaded the Electronic Document to the VUSIS, the system will confirm that the uploaded and described Research Paper meets the requirements (the format of the Research Paper is correct, the summary is uploaded, and other Metadata are filled in correctly);

Amendments to this clause:

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6.3. at least two (2) weeks before the start of the defence of final theses in the relevant study programme or a branch of the study programme, will publish appropriate legal orders on the VUSIS regarding the approval of the topics and the supervisors of the final theses;

6.4. will enter into the VUSIS the official records specified in Clause 14 of the Description.

7. Access to the Electronic Documents uploaded onto the VUSIS is granted to the following people:

7.1. the supervisor is able to access the Electronic Documents that they are supervising;

7.2. the chairperson of the Research Paper Defence Committee (hereinafter – the Committee) is able to access the Research Papers that will be defended before the Committee;

7.3. the head, and deputy head of the Unit responsible for the organisation of studies at the Unit are granted access to all Electronic Documents of the Unit;

7.4. the administrator of the Unit is able to access all the Electronic Documents of the Unit;

7.5. the reviewer of the Research Paper is able to access the Electronic Documents reviewed by them.

CHAPTER III PLAGIARISM ASSESSMENT FOR RESEARCH PAPER INDEPENDENCE

8. After uploading an Electronic Document to the VUSIS, the supervisor of the Research Paper will perform a plagiarism check to assess the independence of the Research Paper using the ESAS. Upon completion of the check, a Research Paper Plagiarism Check Report (see Annex to the Description) is created, which indicates the matches between the Electronic Document and other Electronic Documents expressed as a percentage, and if matches are found, comments are provided.

9. Where evidence of Plagiarism is established, the Research Paper cannot be defended, assessed, or published, and the student will be subject to a penalty according to the procedure established in the Study Regulations and/or other legal acts of the University.

10. The content of the Electronic Document uploaded to the VUSIS may only be amended with the consent of the supervisor according to the procedure and within the terms established in the Methodological Guidelines of the Unit, but before the deadline for submitting the Research Paper for assessment (defence) as established in the Methodological Guidelines; if a Research Paper is assessed by a lecturer only – within the term established by the lecturer assessing the Research Paper, but before the publication of the assessment of the Research Paper.

11. Electronic Documents involving final theses shall be exported from the VUSIS to the eLABa within 14 (fourteen) calendar days after the date of their defence. Where a decision is made not to publish the final thesis in accordance with the legal acts of the University, only the Metadata of the Electronic Document shall be published on the eLABa.

12. Electronic Documents are permanently stored in the VUSIS, and the final theses uploaded from the VUSIS to the eLABa are stored according to the procedure and within the terms set out in the eLABa regulations. The documents mentioned in this clause are uploaded to the eLABa in accordance with the Procedure for Uploading Electronic Documents of Vilnius University to the Information System of the Lithuanian Academic Electronic Library.

Amendments to this clause:

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CHAPTER IV PROCESSING OF RECORDS

13. After a successful defence of a final thesis, the chairperson of the Committee will fill out an official record specifying the assessment of the final thesis, its access status in the eLABa, the decision of the Committee regarding the confidentiality of the final thesis (if any), and any applicable embargo period (if any). The maximum possible embargo period for final theses is 60 months. The decision regarding the application of this period must be taken by the Committee based on the student's reasoned request.

14. The administrator of the Unit or the chairperson of the Committee is responsible for entering official records into the VUSIS. The official records must be signed by all members of the Committee. Based on the official records, a protocol of the final thesis defence is written and signed by the chairperson of the Committee.

Amendments to this clause:

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15. If the student is studying in both major and minor study programmes, two Committees are formed and two official records of these Committees will be written.

Annex to
the Procedure for the Administration of
Research Papers in the Vilnius University
Study Information System

RESEARCH PAPER PLAGIARISM CHECK REPORT

Student (first name, surname)	
Study programme (title)	
National code	
Cycle	
Form	
Duration (years)	
Supervisor (first name, surname)	
Topic	

Detected matches between the electronic document and other electronic documents during the Research Paper Plagiarism Check (ESAS) (%): _____

Supervisor's comments (if the Research Paper Plagiarism Check detects coincidences > 0%)
