

## APPROVED

by Resolution of the Academic Council

No. (2.2.)-3-29 as of 20 November 2018

(New Edition, Resolution No. AT-37 as of 13 June 2024)

**THE DESCRIPTION OF THE SYSTEM FOR PLAGIARISM PREVENTION AND  
ETHICAL USE OF ARTIFICIAL INTELLIGENCE TOOLS AT KAUNO KOLEGIJA  
HIGHER EDUCATION INSTITUTION**

**CHAPTER I  
GENERAL PROVISIONS**

1. The Description of the System for Plagiarism Prevention and Ethical Use of Artificial Intelligence Tools (hereinafter referred to as the Description) regulates the implementation of the provisions of academic ethics in the study, research, art and methodological activities of Kauno kolegija Higher Education Institution (hereinafter referred to as Kauno kolegija or KK).

2. The provisions set out in the Description are based on the principles of academic ethics. Plagiarism and the unethical use of artificial intelligence tools, as violations of academic integrity, are incompatible with the values of the academic community of Kauno kolegija.

3. The Description regulates the system for plagiarism prevention and the ethical use of artificial intelligence tools at Kauno kolegija, which includes the documentation of applied measures and procedures for the prevention of plagiarism and the ethical use of artificial intelligence tools, the monitoring of their implementation, the provision of information to the academic community, and the development of relevant competences.

4. The key concepts:

4.1. Academic ethics encompasses academic values recognised by the academic community and established in the Code of Academic Ethics of Kauno kolegija, ensuring transparency in research and study processes, the academic integrity of community members, mutual trust, respect, equality, fairness, non-discrimination, responsibility, sustainable use of resources, academic freedom, impartiality in the evaluation of research and academic papers, and the protection of intellectual property.

4.2. Academic integrity is a set of requirements based on the moral principles applicable to the members of academic community. Academic integrity prohibits plagiarism, cheating, falsification of data or written assignments, the use of unauthorised assistance, submitting another person's academic paper or project as one's own, custom-writing of academic papers or completing other assignments on behalf of other students, submitting a written assignment prepared for one course / module for assessment in another course or module. etc.

4.3. Academic dishonesty is failure to abide by the principles of academic integrity, violations of academic ethics (cheating, plagiarism, falsification of data, etc.).

4.4. Author is the student and/or unclassified student of Kauno kolegija who created a written paper for the studies or a staff member who created a scientific, educational and other type of publications. The author shall take full responsibility for the authorship of the work and the possible consequences of plagiarism or violation of copyright.

4.5. Copyright is authors' rights in literary, scientific, art and other works protected by the Law on Copyright and Related Rights of the Republic of Lithuania. Copyright and plagiarism prevention are related in protecting the authorship and the proper use of works. Plagiarism is not an object of law; however, plagiarism may also be treated as a violation of copyright. Sanctions for copyright violations are imposed by state authorities in accordance with national legislation. Penalties for plagiarism are applied by academic institutions in accordance with their established procedures.

4.6. Citation is an exact reproduction of the words of the original text by enclosing them in quotation marks or otherwise distinguishing them in the text and indicating the source of the work

according to the rules of citation. The citation must be a short extract (a sentence, several sentences or a paragraph) from another work intended to support the author's opinion or to refer to the viewpoint or thoughts of another author in original wording. The citation may be given in the original language or translated into another language. The use of another work must be fair and must not exceed the extent necessary to achieve the purpose of citation.

4.7. Paraphrasing is the presentation of information from other works in one's own words and style without distorting the original meaning. Paraphrasing is used in analysing, summarising, assessment, etc. Paraphrasing shall be done by distinguishing the thoughts of another author from own comments using scientific style and references according to the citation rules.

4.8. Citation rules are the rules defining the appropriate referencing of authors' works and other sources of information used in the academic and scientific papers. The works of other authors and other sources of information cited or paraphrased in the paper shall have a reference to the original source with a bibliography at the end of the paper. Artificial intelligence tools, if permitted for use under this Description, shall be indicated in the work in accordance with the rules. Kauno kolegija applies the international APA citation style.

4.9. Plagiarism is an intentional or negligent (due to lack of knowledge) presentation of someone else's entire work or parts thereof (including words, images, ideas, software, websites, art and other type of work), or of content generated by artificial intelligence tools, as one's own, as well as failure to comply with citation rules.

4.10. Self-plagiarism is the delivery or repeated publication of a similar work with the aim to achieve another outcome of studies or research, the use of a part or parts of one's own previous work in another work without citing the original source.

4.11. Plagiarism check is the process of checking the written work by means of plagiarism detection tool and identifying the similarities between the work and other sources. The result of the plagiarism check is a similarity report, which indicates the percentage of text similarity, the specific matches with other works, and potential instances of plagiarism.

4.12. Similarity is the matching between the written work and texts from previously prepared or published papers. Similarity by itself is not plagiarism as correctly referenced quotes, the same literature source described, etc. will produce a certain similarity score. The similarity of the text as a case of plagiarism can be identified by a responsible person.

4.13. Objects of plagiarism prevention and verification are independently written students' papers (written assignments, final and other papers) aimed at demonstrating the achievements of the learning outcomes of the course / module and the study programme; as well as publications or articles issued by Kauno kolegija.

4.14. Artificial intelligence (AI) refers to the systems that demonstrate intelligent and purposeful behaviour by analysing their environment and making sufficiently autonomous decisions in order to achieve a goal. Artificial intelligence systems may be purely software-based, acting in the virtual world (e.g., voice assistants, image-analysis software, search engines, speech and face recognition systems), or they may be integrated into hardware (e.g., advanced robots, autonomous vehicles, drones, or Internet-of-Things applications). (*Create Lithuania*. (2018). *Lithuanian Artificial Intelligence Strategy. A Vision of the Future*. [https://eimin.lrv.lt/uploads/eimin/documents/files/DI\\_strategija\\_LT\(1\).pdf](https://eimin.lrv.lt/uploads/eimin/documents/files/DI_strategija_LT(1).pdf)).

4.15. Generative artificial intelligence (generative AI) is a field of artificial intelligence that uses models or algorithms designed to generate new content / output (text, images, video, code, data, 3D visuals, etc.) based on user-provided information (a prompt / input). The information is generated using various AI tools whose predictive results are based on large datasets.

4.16. Artificial intelligence tools (AI tools) refer to artificial intelligence software, or components of other software, that use existing information to predict, modify, or generate new information based on user-provided input. AI tools may be used to create new elements of information (text, images, audio, etc.), conduct research, search for scientific information, prepare summaries, paraphrase text, translate, improve language style, correct grammatical errors, and for similar purposes.

4.17. Ethical use of AI tools is the use of AI tools in compliance with the principles of academic ethics, academic integrity, copyright, plagiarism prevention, personal data protection, responsibility, transparency, and non-discrimination.

## **CHAPTER II**

### **MEASURES FOR PLAGIARISM PREVENTION AND THE ETHICAL USE OF ARTIFICIAL INTELLIGENCE TOOLS IN THE STUDY PROCESS**

5. In the study process at Kauno kolegija, the principles of academic ethics shall be applied systematically by implementing measures for plagiarism prevention and the ethical use of artificial intelligence tools:

5.1. The Study Field Committee or the Head of Department / Academy / Centre (depending on the functions assigned in KK documents) shall regularly review the descriptions of the self-study written work and other assignments of the course / module, determine their relevance, appropriate number per semester, deadline for submission, and the suitability of written work and other assignment descriptions, give recommendations to academic staff, verify the assignments given, and presents the results of their analysis in faculty self-assessment reports.

5.2. Responsibility of the academic staff:

5.2.1. members of the academic staff may choose to use AI tools in the study process if such tools help to achieve the learning outcomes of the course / module and comply with the principles of the ethical use of AI tools;

5.2.2. the member of the academic staff prepares appropriate creative and problem-based assignments in accordance with the recommendations of the Study Field / Study Programme Committee, avoids assigning identical assignments from year to year and topics that can be easily plagiarised, or tasks that can be performed using artificial intelligence tools, when the assignments are completed independently;

5.2.3. during the first lectures of the study course / module, the member of the academic staff informs students and/or unclassified students about the requirements for the preparation, submission and presentation of the written work and other assignments for the course / module, as well as the assessment criteria;

5.2.4. the member of the academic staff informs and educates students about academic ethics, plagiarism prevention, and the ethical use of artificial intelligence tools, provides links to learning resources, and familiarises students with the consultation and learning opportunities available at Kauno kolegija;

5.2.5. the member of the academic staff informs students about cases of academic dishonesty or plagiarism, which may result in a negative assessment of their work and other possible consequences (e.g., requiring the student to revise the work, participate in information literacy training, record the case of plagiarism in the KK plagiarism register, or referring to the Ethics Committee of Kauno kolegija for consideration);

5.2.6. the member of the academic staff complies with the requirements for the quality and monitoring of written works: consults students throughout the entire period allocated for the completion of assignments; monitors the progress and completion of assignments and written work, evaluates completed assignments according to criteria provided to students in advance;

5.2.7. when assessing written work, the member of the academic staff should take into account not only the submitted assignment but also the student's demonstration of original and creative thinking during the presentation of the work, as well as their ability to analyse and synthesise information, comment on the sources used and the criteria for their selection, justify specific statements or conclusions, conduct comparative analysis of works on similar topics, and provide drafts, interim calculations, sources used, etc.;

5.2.8. the member of the academic staff develops students' ethical thinking by promoting honesty as a value in their lectures and by demonstrating by personal example intolerance of plagiarism among the academic community;

5.2.9. the member of the academic staff uses a text similarity check tool in accordance with the procedure approved by Kauno kolegija not only for the purpose of detecting text similarity, but also for the educational purposes of preparing academic papers, as well as providing feedback on their assessment. If sources of information are used in the paper inappropriately, the student shall be asked to revise and correct the work.

5.3. Responsibility of the supervisor of the final thesis:

5.3.1. to introduce students to the requirements for preparing the final thesis and educate them about academic ethics, plagiarism prevention, and the ethical use of artificial intelligence tools; provide consultations and inform students about opportunities to develop academic literacy skills;

5.3.2. to evaluate the process and progress of the final paper, the individual parts of the final paper prepared, the selected sources of information, etc.;

5.3.3. to use a text similarity check tool in accordance with the procedure approved by Kauno kolegija not only for the purpose of detecting text similarity, but also for the educational purposes of preparing academic papers, as well as providing feedback on their assessment. If sources of information are used in the paper inappropriately, the student shall be asked to revise and correct the paper.

5.4. The student / unclassified student is responsible for the authorship, originality and independent preparation of the written work and final thesis. They undertake:

5.4.1. to comply with the provisions of the KK Code of Academic Ethics by signing the Study Agreement upon admission to Kauno kolegija and the Declaration of Integrity, which shall remain in force for the entire duration of the Study Agreement;

5.4.2. to sign the Declarations of Academic Integrity for final theses, in which the authorship and independent preparation of the work are declared, as well as to confirm awareness of the consequences and penalties for plagiarism and other forms of academic dishonesty;

5.4.3. to attend information literacy training course or consultations provided by Kauno kolegija library if the member of the academic staff or final thesis supervisor instructs so.

5.4.4. to comply with the requirements for the preparation of written assignments, the instructions of the academic staff and final thesis supervisors, and assumes responsibility for the independent completion of prepared papers and assignments.

6. Kauno kolegija has the following procedures for checking students' written assignment and final thesis for plagiarism, the criteria for determining plagiarism, and the consequences for the student:

6.1. Written academic assignments are checked using a text matching tool in accordance with the procedure approved by Kauno kolegija. The results of plagiarism prevention activities are presented in the annual self-assessment report of the academic staff and the faculty;

6.2. Students' final theses are stored in the electronic repository of Kauno kolegija in order to make a comprehensive plagiarism check. The checking for plagiarism report shall be verified by the final paper supervisor. Where necessary, the paper, along with comprehensive recommendations, shall be returned to the student for revision. A public defence of the final theses is only allowed when there are no cases of text similarity that can be treated as plagiarism. Final paper text similarity reports are discussed during the review of the final theses in the department. If, after the review in the department, a revised paper is presented for the public defence, the paper shall be checked by means of similarity check tool prior to the public defence. Information about the results of the checking for plagiarism shall be forwarded to the Final Thesis Assessment Committee. The student may not attend the public defence unless the final thesis is checked with the text similarity check tool. Plagiarism prevention shall be monitored by the Head of Department and the person responsible for plagiarism prevention at the faculty.

6.3. The following plagiarism identification criteria shall apply:

6.3.1. text similarities shall not be regarded as cases of plagiarism, when similarities with the works of other authors are noticed in several words or sentences, citations are identified by placing quotation marks with the original source indicated, the tables or pictures of other authors have a source indicated in bibliography;

6.3.2. text similarities are considered as alleged plagiarism if there are no references in the text linked to the bibliography; there are only a few references linked to the same sources; there are more sources listed in bibliography than referenced in the text; no sources are mentioned in the text or the sources referenced in the text are different from those listed in bibliography; there are no citations separated by quotation marks in the text.

6.4. Alleged plagiarism: 1) presenting someone else's work (purchased, downloaded from the internet, copied) or parts of the work as own work; 2) presentation or paraphrasing of someone else's idea or theory as own work; 3) presentation of someone else's research data as own work; 4) presentation of texts copied from someone else's work as own work without giving references; 5) presentation of texts copied from someone else's work by giving references, however without using quotation marks, giving the impression that the work is paraphrased by the author; 6) the amount of text in quotation marks is less than the amount of copied texts from someone else's work giving the impression that the work is paraphrased by the author; 7) changes are made in the text copied from someone else's work (using inversion, changing sentence structure, changing words or sentences, abridging) giving the impression that the work is paraphrased by the author; 8) presenting paraphrased or summarised information from other works without giving references; 9) literal translation of texts from other languages without following the rules of citation; 10) quoting the quote from secondary sources by referring to the original source; 11) making bibliography of inappropriate, erroneous or forged sources; 12) omitting sources in the text or bibliography.

6.5. Consequences for students / unclassified students depending on the extent of plagiarism in the written assignments of a study course / module:

6.5.1. if the results of the student's previous work at Kauno kolegija are integrated in the written work, 25 per cent of similarity is allowed. In the event of greater similarity, the student is asked to revise the written work;

6.5.2. if there are up to 50 per cent of similarities and citation rules are not followed, the student is asked to revise the written work;

6.5.3. if there are more than 50 per cent of similarities and citation rules are not followed, the student may revise the written work once. The member of the academic staff shall report the case to the head of department or the person responsible for plagiarism prevention at the faculty. This person shall enter the case into the KK plagiarism register. The student is advised to attend information literacy training course or consultations provided by Kauno kolegija library;

6.5.4. if the student repeatedly submits a paper containing more than 50 per cent of similarities or cases of plagiarism are identified in several written assignments of the same student, the student is referred to the KK Ethics Committee by the person responsible for plagiarism prevention at the faculty. Once the work is referred to the Ethics Committee for consideration, the plagiarism case is entered into the KK plagiarism register.

6.6. Consequences for students depending on the extent of plagiarism in final theses:

6.6.1. if the results of the student's previous work at Kauno kolegija are integrated in his / her final thesis, up to 45 per cent of similarity is allowed. In the event of greater similarity, the student is asked to revise the final thesis;

6.6.2. if there are up to 50 per cent of similarities and citation rules are not followed, the student is asked to revise the work taking into consideration the remarks and comments of the final thesis supervisor. The student shall revise the final thesis within the period of time indicated by the supervisor so that the supervisor has sufficient time to assess the suitability of the final paper prior to final thesis review at the department meeting. If the student refuses to revise the paper, the supervisor shall report the case of plagiarism in his / her feedback report on the final paper and shall inform the Head of Department / Academy of Arts / Language Centre;

6.6.3. if more than 50 per cent of similarities are identified, the supervisor of the final thesis and the Head of Department / Academy of Arts / Language Centre, having assessed the degree of the violation (improper citation, incorrect references to the sources, unintentional (due to lack of knowledge) or intentional plagiarism), shall make one of the following decisions: 1) give permission to revise the final thesis and defend it in the same academic year; 2) refer the final thesis to the Ethics

Committee for consideration. Once the final thesis is referred to the Ethics Committee for consideration, the plagiarism case is entered into the KK plagiarism register.

7. Kauno kolegija establishes the following guidelines for the ethical use of artificial intelligence in student assignments, written work, and final theses, as well as the criteria for identifying inappropriate use and the corresponding consequences for the student:

7.1. Artificial intelligence tools may be used in studies for the preparation of assignments and written work in the following cases:

7.1.1. to acquire knowledge about AI tools relevant for professional activities;

7.1.2. to search for and understand scientific sources;

7.1.3. when AI is used as a subject of research or as a learning tool;

7.1.4. to correct text style and grammar;

7.1.5. in other cases of ethical use.

7.2. Examples of unethical use of artificial intelligence tools in studies, assignments, and written work:

7.2.1. copying or paraphrasing AI-generated content, answers, or parts thereof;

7.2.2. using AI to complete tests, assignments, or other tasks where the result must be the student's own independent work, analysis, evaluation, calculations, etc.;

7.2.3. using AI tool results as a source of information;

7.2.4. failure of the student to justify the purpose and relevance of AI-tool use;

7.2.5. inappropriate citation of AI tools used, when the use of AI tools is permitted for specific assignments;

7.2.6. submitting work with incomplete or misleading citations or sources;

7.2.7. other cases that may be incompatible with the ethical use of AI tools.

7.3. Cases of inappropriate use of artificial intelligence can be identified systematically by applying a set of measures:

7.3.1. by the member of the academic staff or final thesis supervisor when reading the written work and checking assignments, taking into account the style of the text, sentence structure, terminology used, factual or other errors typical of AI-generated output, the authenticity of cited sources, the correspondence between cited information and the sources, etc.;

7.3.2. during the student's oral presentation of an assignment or written work, by asking clarifying questions;

7.3.3. by requesting evidence from the student regarding the completed assignment or written work (e.g., identified scientific sources, interim calculations, etc.);

7.3.4. automatically, using reliable AI-detection tools recommended by Kauno kolegija.

7.4. Consequences for students for inappropriate use of artificial intelligence tool:

7.4.1. if cases of unethical use of AI tools are identified in written work, assignments, or other tasks, these are returned to the student for complete revision, correction, resubmission, or re-taking of the examination;

7.4.2. if single and minor cases of unethical use of AI tools are identified in a final thesis, the work is returned to the student for revision and preparation in accordance with the established requirements;

7.4.3. if extensive cases of unethical use of AI tools are identified in a final thesis, the work is submitted for consideration by the Ethics Committee, and the case is registered in the KK plagiarism register.

### **CHAPTER III**

#### **MEASURES FOR PLAGIARISM PREVENTION AND THE ETHICAL USE OF ARTIFICIAL INTELLIGENCE TOOLS IN APPLIED RESEARCH OUTPUTS, SCIENTIFIC AND EDUCATIONAL PUBLICATIONS**

8. Kauno kolegija applies the following measures to prevent plagiarism in applied research outputs:

8.1. Editorial boards of all continuous scientific publications issued by Kauno kolegija (scientific journals, conference proceedings, scientific papers) shall have the following documents related with the publishing of scientific publications. 1) academic integrity provisions applicable to editorial board members and authors of articles; 2) the author's declaration of originality; 3) requirements for the preparation of articles for publication with clear criteria for the originality of the work, the presentation and citation of information, and the use of artificial intelligence tools.

8.2. Editorial boards of all continuous scientific publications at Kauno kolegija shall carry out plagiarism checks of submitted work. The authors shall be notified of such a check in advance. If cases of plagiarism detected after the similarity check, the article shall be returned to the author with a rejection to publish. If citation inconsistencies are identified, the work shall be returned to the author for revision.

8.3. If cases of plagiarism or self-plagiarism are found in works submitted by Kauno kolegija staff, the editorial board of the publication or the scientific / organising committee shall refer these cases to the KK Ethics Committee for consideration.

9. Kauno kolegija applies the following measures to prevent plagiarism in educational and scientific publications: all publications written and published by Kauno kolegija (educational books, scientific journals, conference proceedings, popular science publications) are subject to similarity checks. If citation inconsistencies are identified, the publication shall be returned to the author for revision. If plagiarism or self-plagiarism is detected, the publication or article is not published, is excluded from competitions, and the case is referred to KK Ethics Committee for consideration.

#### **CHAPTER IV INFORMATION FOR THE ACADEMIC COMMUNITY AND DEVELOPMENT OF COMPETENCES**

10. Kauno kolegija systematically and continuously provides information to the academic community and develops competences on the following topics: academic and research ethics; the concept of copyright and the application of copyright provisions; the concept and prevention of plagiarism; the concept of artificial intelligence and the ethical use of AI tools; personal responsibility and consequences for plagiarism or other cases of academic dishonesty; compiling lists of bibliographic sources and preparation of academic papers in accordance with citation standards without violating copyright or intellectual property rights; principles of text-similarity checking and the use of AI tools; and other procedures and regulations related to this Description.

11. Kauno kolegija applies the following measures for informing the academic community and developing competences:

11.1. training and workshops on academic and information literacy, plagiarism prevention, and the ethical use of artificial intelligence tools:

11.1.1. mandatory training for first-year students during the introductory week, organised by the Library and the Scientific Communication Centre;

11.1.2. mandatory integrated lectures for first-year students during the study courses / modules;

11.1.3. mandatory integrated lectures for students in research methodology courses / modules;

11.1.4. informing and teaching students and/or unclassified students how to prepare written papers during each study course / module;

11.1.5. informal training to students and academic staff provided by the Library and the Scientific Communication Centre, etc.;

11.1.6. workshops, discussions, round tables and other events on the topic of plagiarism prevention.

11.2. Consultations are provided for students, academic staff, and other employees at the Library and Scientific Communication Centre. Students are also consulted by the members of the academic staff responsible for the study course / module, supervisors of final theses, and responsible persons at the faculties.

11.3. Information is disseminated through KK communication channels; methodological publications are issued; and the Moodle course “Academic Literacy” is continuously updated, etc.

12. Discussions within the academic community are carried out to foster intolerance of academic dishonesty, and the results of plagiarism-prevention monitoring studies are made public. All members of the academic community are encouraged to speak about the violations of academic ethics in an open and transparent manner.

## **CHAPTER V MONITORING THE STATUS OF THE SYSTEM**

13. Kauno kolegija conducts monitoring at the institutional level to assess the effectiveness of the plagiarism prevention system and the ethical use of artificial intelligence tools:

13.1. surveys of students and academic staff are conducted to determine the level of knowledge, analyse the clarity of assignments given in courses / modules, the objectivity of assessment criteria, information about academic ethics, plagiarism prevention, the use of artificial intelligence tools, etc.;

13.2. surveys of administrative staff and academic support staff are conducted to determine the effectiveness of the measures applied and the efficiency of the procedures and sanctions implemented.

14. Study Field Committees or Heads of Departments review the descriptions of self-study written assignments developed by the members of the academic staff of the course / module.

15. The procedures of checking written assignments and final theses for plagiarism, as well as the reports of identified cases of plagiarism are analysed. This analysis shall be performed and recommendations for improvement shall be provided by the persons responsible for plagiarism prevention in the faculties.

16. Plagiarism prevention procedures and measures, data from plagiarism register are analysed by the Plagiarism Prevention Board, which provides consultations and recommendations for the system quality improvement.

17. The results of the analysis conducted and recommendations for improvement are provided in the annual self-assessment reports on different levels (academic staff, academic / administrative unit, Kauno kolegija).

## **CHAPTER VI FINAL PROVISIONS**

18. This Description shall be approved, amended and repealed by the resolution of the Academic Council.

19. The Description shall enter into force upon its approval in accordance with the procedure set out in Paragraph 18 and shall be made public no later than within 2 working days on the KK internal information system.

20. Academic and administrative units shall review the current procedures for the preparation, defence, and storage of academic papers, methodological guidelines, writing assignments in study courses / modules and revise them, where necessary, according to the requirements of this Description.

21. The provisions of this Description are in line with the following documents of Kauno kolegija: *Code of Academic Ethics, KK Statute, KK Study Procedure, Quality Manual, Rules of Procedure, the Procedure for the Preparation, Defence, and Storage of Final Theses and Organizing Qualification Examinations, the Description of the Procedure for Managing Feedback from Stakeholders at Kauno kolegija, the Procedure for the Preparation, Assessment and Publishing of Publications, and Procedure for Intellectual Property Management at Kauno kolegija.*

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