

Consolidated version valid from November 2020  
(Order of the Pro-Rector for Studies of Vilnius University No. R- of November 2020 )

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

## DESCRIPTION OF THE PROCEDURE FOR THE ADMINISTRATION OF RESEARCH PAPERS IN VILNIUS UNIVERSITY STUDY INFORMATION SYSTEM

### CHAPTER I GENERAL PROVISIONS

1. The Description of the Procedure for the Administration of Research Papers in Vilnius University Study Information System (hereinafter the 'Description') shall provide the procedure for uploading research papers prepared at Vilnius University (hereinafter the 'University') to the Vilnius University Study Information System (hereinafter 'VUSIS') and their retention period.

2. Terms used in the Description:

2.1. **Research Paper** – a term paper, final thesis, or another paper falling under the regulatory area of the Regulations for the Preparation, Defence and Storage of Research Papers of Students Studying at Vilnius University (hereinafter the 'Regulations') in accordance with the decision of the council of the core academic unit (hereinafter the 'Unit') prepared by a student or unclassified student (hereinafter the 'student') during their studies.

2.2. **Electronic Document** – an electronic version of a research paper in PDF format, uploaded and stored on VUSIS (or on the eLABa system in the case of final theses).

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

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

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

2.6. Other terms are used as they are 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 shall be uploaded for storage to VUSIS, excluding cases provided for in the Regulations.

4. Research Papers are uploaded to and stored on VUSIS (or on the eLABa system in the case of final theses) in order to:

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

4.2. preserve Research Papers and provide students, researchers, and the public with better conditions for using the advantages of digital libraries and electronic publishing;

4.3. detect the Facts of Plagiarism.

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

6. The administrator of the Unit shall carry out the following functions:

6.1. when necessary, consult students studying at the Unit regarding uploading Electronic Documents to VUSIS;

6.2. after the student has uploaded the Electronic Document to VUSIS, VUSIS confirms 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 the Item:*

Order of the Pro-Rector for Studies of Vilnius University No. R- of November 2020.

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

6.4. publish Official Records of Assessment on VUSIS which are specified in Item 14 of the Description.

7. Access to Electronic Documents uploaded to VUSIS is granted to:

7.1. supervisor – to the Electronic Documents of the Research Papers that were supervised by them;

7.2. chairperson of the Research Paper Defence Commission (hereinafter the ‘Commission’) – to the research papers defended in front of the Commission;

7.3. head of the Unit and deputy head of the Unit responsible for the organisation of studies at the Unit – to all the Electronic Documents of the Unit;

7.4. administrator of the Unit – to all the Electronic Documents of the Unit;

7.5. reviewer of the Research Paper – to the Electronic Documents of those Research Papers that were assigned to the reviewer.

### **CHAPTER III COMPUTER CHECK FOR RESEARCH PAPER INDEPENDENCE**

8. After the Electronic Document is uploaded to VUSIS, the supervisor of the Research Paper performs a computer check for the independence of the Research Paper via ESAS. After the check, a Research Paper Computer Check Report (Annex to the Description) is drawn up specifying the percentage of coincidence between the Electronic Document of the Research Paper and other Electronic Documents. Notes are provided upon detection of coincidences.

9. When the Fact of Plagiarism is determined, the Research Paper cannot be defended, assessed, or published, and the student shall receive a penalty according to the procedures established in the Study Regulations and/or other legal acts of the University.

10. The contents of the Electronic Document uploaded to VUSIS may be changed only with the permission of the supervisor according to the terms and procedures established in the Methodological Guidelines of the Unit, but no later than before the deadline for submitting the Research Paper for assessment (defence) established in the Methodological Guidelines; if the Research Paper is assessed by a lecturer only – until the deadline established by the lecturer assessing the Research Paper, but no later than before the Research Paper assessment is announced.

11. The Electronic Documents of final theses shall be exported from VUSIS to eLABa within fourteen (14) calendar days after the day of their defence. When 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 eLABa.

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

*Amendments to the Item:*

Order of the Pro-Rector for Studies of Vilnius University No. R- of November 2020.

### **CHAPTER IV MANAGEMENT OF OFFICIAL RECORDS OF ASSESSMENT**

13. After a successful final thesis defence, the chairperson of the Commission shall fill out an Official Record of Assessment specifying the grade of the final thesis, the status of its eLABa storage access, the decision of the Commission regarding the confidentiality of the final thesis (if taken), and the applied Embargo period (if established). The maximum possible Embargo period for final theses is 60 months.

Decision on the application of an Embargo period shall be taken by the Commission based on the student's reasoned request.

14. The Official Record of Assessment shall be entered into VUSIS by the administrator of the Unit or the chairperson of the Commission. The Official Record of Assessment shall be signed by all members of the Commission. On the basis of the Official Record of Assessment, the protocol of the final thesis defence is drawn up and signed by the chairperson of the Commission.

*Amendments to the Item:*

Order of the Pro-Rector for Studies of Vilnius University No. R- of November 2020.

15. If the student is studying in both major and minor study programmes, two Commissions shall be formed and the Official Records of Assessment of both Commissions shall be drawn up.

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

### RESEARCH PAPER COMPUTER CHECK REPORT

<b>Student</b> (full name)	
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<b>Study programme</b> (title)	
<b>National code</b>	
<b>Cycle</b>	
<b>Form</b>	
<b>Duration</b> (in years)	

<b>Supervisor</b> (full name)	
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<b>Research paper title</b>	
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Coincidence (per cent) between the electronic document and other electronic documents detected by the research paper computer check (ESAS): \_\_\_\_\_

**Supervisor's notes** (if the research paper computer check detects coincidences  $> 0$  per cent)

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