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 – Description) shall provide the procedures and storage periods for uploading research papers prepared at Vilnius University (hereinafter – University) onto the Vilnius University Study Information System (hereinafter – VUSIS).

2. Terms used in the Description:

2.1. **Research paper** – a term paper, final thesis or another paper prepared by a student or unclassified student (hereinafter – student) during his studies and assigned under the decision of the council of a core academic unit (hereinafter – Unit) for the field of regulation of the regulations for the preparation, defence and storage of research papers of students studying at Vilnius University (hereinafter – Regulations).

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

2.3. **ESAS** – an electronic coincidence detection system which 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 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 inappropriate reference (non-compliant quoting) or false link.

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

CHAPTER II
UPLOADING RESEARCH PAPERS ON VUSIS

3. All research papers and metadata shall be uploaded for storage on VUSIS, excluding cases provided in the Regulations.

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

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

4.2. preserve research papers and provide students, scientists and the public with better conditions to use digital library and electronic publishing possibilities;

4.3. detect facts of plagiarism.

5. Students shall upload the electronic versions of their research papers and enter their metadata on VUSIS by using the access granted to them within a period established in the Methodological Guidelines for the Preparation of Research Papers (hereinafter – Methodological Guidelines). If a research paper is not uploaded onto VUSIS, it shall not be assessed by the paper's supervisor and the student shall not be permitted to defend the paper if the relevant paper must be defended.

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

6.1. when necessary, consult students studying in the Unit regarding uploading electronic documents onto VUSIS;

6.2. after a student uploads an electronic document onto VUSIS and provides a printed Warranty (in the case of final theses –together with a signed Warranty whose form is provided in the Appendix to the Regulations) within the period established in the Unit's Methodological Guidelines (in the case of final theses – at least 5 (five) working days before the beginning of the defence of final theses of an appropriate study programme or study programme branch), the administrator shall confirm on VUSIS that the uploaded and described research paper complies with the established requirements (the format of the paper is suitable, a summary is uploaded and other metadata are entered correctly)

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

6.4. publish special sheets on VUSIS which are specified in paragraph 14 of the Description.

7. Access to electronic documents uploaded on VUSIS is granted to:

7.1. Supervisor – to the electronic documents of theses that were supervised by him;

7.2. Chairman of the Final Theses Defence Committee (hereinafter – Committee) – to the theses defended in the Committee;

7.3. Head of Unit and deputy head of Unit responsible for the organization of studies in the Unit – to all the electronic documents of an appropriate Unit;

7.4. Administrator of the Unit – to all the electronic documents of an appropriate Unit;

7.5. Final thesis reviewer – to the electronic documents of theses that were assigned to the reviewer.

CHAPTER III
COMPUTER CHECK FOR INDEPENDENCE

8. After an electronic document is uploaded onto VUSIS, the supervisor of the thesis performs a computer check for independence of the thesis via ESAS. After the check, a report of the computer check for independence of the thesis (Appendix to the Description) is formed specifying the percentage of coincidence between the electronic document of the thesis and other electronic documents. Notes are provided upon detection of coincidences.

9. When the fact of plagiarism is determined, the thesis cannot be defended, assessed or published, and the student will 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 onto VUSIS may be changed only with the permission of the supervisor according to the terms and procedures established in the Unit's Methodological Guidelines, but not later than until the deadline for the assessment (defence) of the research paper presentation 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 not later than until the research paper grade is announced.

11. The electronic documents of final theses shall be exported from VUSIS to eLABa within 14 (fourteen) calendar days after the day of their defence. When a decision is made not to publish the final thesis on the basis of the legal acts of the University, only the metadata of the electronic document shall be published on eLABa.

12. Printed research papers shall be stored for at least 6 (six) months in the branch academic units or Units implementing the study programme in accordance with the terms and procedures established in the Methodological Guidelines. Electronic documents shall be continuously stored on VUSIS, and the final theses exported from VUSIS to eLABa shall be stored according to the terms and procedures established in eLABa regulations. Documents listed in this paragraph shall be uploaded onto eLABa according to the description of the procedure for uploading the electronic documents of Vilnius University onto the Lithuanian Academic Electronic Library Information System.

CHAPTER IV
MANAGEMENT OF SHEETS

13. After a successful final thesis defence, the chairman of the Committee shall fill out a sheet specifying the grade of the final thesis, the status of its eLABa storage access, decision of the Committee regarding the confidentiality of the final thesis (if accepted) 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 passed by the Committee based on the student's reasoned request.

14. The sheet will be uploaded onto VUSIS by the administrator of the Unit or chairman of the Committee. The sheet shall be signed by all the members of the Committee. A final thesis defence protocol shall be formed on VUSIS on the basis of the sheet. The printed final thesis defence protocol shall be signed by the chairman of the Committee.

15. If the student is studying in major and minor study programmes, two Committees shall be formed and the sheets of both Committees shall be filled out.

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RESEARCH PAPER COMPUTER CHECK REPORT

Student (name, surname)	

Study programme (title)	
State code	
Cycle	
Form	
Duration	

Supervisor (name, surname)	

Research paper topic	

Overlapping text determined by the research paper computer check (SAS) between the checked research paper and other research papers (percentage): _____

Supervisor's notes (if the computer check determines > 0 percent of overlapping text or coincidences)

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