

APPROVED  
by the Council of the Tallinn Health Care College  
Decision No 8.1 of January 23, 2018

## **Tallinn Health Care College's Procedure for Identifying and Processing Plagiarism in Student Papers**

1. 'Tallinn Health Care College's Procedure for Identifying and Processing Plagiarism in Student Papers' regulates the principles and procedures identifying plagiarism at Tallinn Health Care College (hereinafter *the College*), if the paper submitted by the student or pupil (hereinafter referred to as student), is suspected to be plagiarised.
2. According to Chapter 1.2.9 of the Academic Regulations of *the College*, plagiarism is seen as submitting someone else's written paper or a part of it under their own name or using incorrect referencing/citing.
3. Different types of plagiarism:
  - 3.1 Submitting someone else's paper as their own (under their own name);
  - 3.2 Another author's thoughts and phrases are submitted without referring to the author and/or sources. Inadequate referencing will also be considered plagiarism;
  - 3.3 An exact quote from another author is used without quotation marks even if the author and source have been referenced. Phrases from several sentences cannot be incorporated into one quote, i.e. the person using a quote cannot form a new sentence. If phrases need to be combined, they also need to be referenced;
  - 3.4 A text by another author is submitted with minor changes. This is considered plagiarism even if the author and source have been referenced. Minor changes that are considered plagiarism:
    - 3.4.1 Some grammatical forms have been replaced with parallel forms;
    - 3.4.2 Some words have been replaced with synonyms (i.e. predicates or conjunctions);
    - 3.4.3 Some words or phrases have been removed from the referenced text;
    - 3.4.4 Only the order of words or sentences have been changed;

3.4.5 Sentences have been structured differently (i.e. two sentences have been incorporated with minor changes).

4. Plagiarism is detected by using the URKUND programme.
5. If plagiarism is detected by either the teacher of the subject or the Defence Committee, it is then fixed in the Plagiarism Registry and the student, head of curriculum and structural unit and Vice Rector of Studies are informed.
6. If necessary, the Vice Rector of Studies will form a committee involving the head of curriculum and/or representatives of another structural unit.
7. The committee will then define the extent of plagiarism and send a summarised version of the case to the student. Plagiarism can be defined as a **serious violation** (i.e. someone else's paper submitted under own name, a paper taken from a database or other source is translated into Estonian and submitted under own name), **major violation** (i.e. a large proportion of the paper consists of plagiarised sections), **significant violation** (several sections plagiarised), **minor violation** (few sentences to a section plagiarised).
10. In the case of a serious violation, the committee might propose the Rector of *the College* to exmatriculate the student.
11. The current procedure will come into force after the approval of the Council and is valid for three years. The structural unit of *the College* is entitled to amend and supplement the procedure with approval from the Council.