

“APPROVED”

Deputy Rector
of “International information
technologies university” JSC

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ANTI-PLAGIARISM SYSTEM REGULATION R-51

Revision 1

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1. GENERAL PROVISIONS

1.1 This Regulation determines the functioning of procedures and principles of anti-plagiarism at "International information technologies university" JSC (hereinafter- the University) based on the Internet system 'Strikeplagiarism.com' (hereinafter the System).

1.2 The main objectives of Regulation in the educational process are:

- Improvement of quality of fulfillment of students qualification works (diploma works and projects, master's and doctoral theses);
- exclusion of using someone else's text in whole or in part of the materials of this or that author's work without proper notification;
- provision of information service to supervisors on timely detection of borrowed texts in the students' work;
- conducting educational work on formation of academic culture in students.

2. PROCEDURE FOR APPLICATION OF ANTIPLAGAT SYSTEM

2.1 Procedure of the System provides for verification of all theses and projects, master's theses and doctoral dissertations (hereinafter the Work). Positive result of the check is an important condition for admission of the Work to defense.

2.2 System also provides for verification of scientific articles and other documents in accordance with requirement.

2.3 Each student must submit the work 20 days before defense to the department and sign the printed and filed version from supervisor before submitting the work for verification in the System.

2.4 The student writes an application on the work originality (Annex 1) and gives it to operator with a document confirming the payment for verification of the work (if payment required).

2.5 The condition and cost of payment for checking the work for plagiarism are determined annually by the order of the Rector of University.

2.6 Text of the final version of scientific work admitted to the defense, confirmed by supervisor and shall be submitted in printed and electronic DOC format 20 days before the date of the work defense.

2.7 The printed and electronic versions of the work shall be identical. Student is responsible for the identity of his work.

2.8 Accounts for the System Operators, Scientific Supervisors and members of committee, in some cases (for preventive or repeated check) are opened by the System Administrator. The System Administrator may also grant Administrative authorizations to other users, if necessary.

2.9 Control over comparison of printed and electronic versions of the work is carried out on the part of Operator. The Operator (responsible employee of University) places the work submitted for analysis on the System website. The process of acceptance and comparative analysis of scientific works takes place within 5 working days from the day of beginning of the works acceptance.

2.10 In case of discrepancy between the printed and electronic versions, the student is given 2 (two) working days to correct and transfer to the department of the corrected version. Correction and transfer to the department / Dean's office of the work should take place within 5 (five) working days from the date of beginning of scientific papers reception, but no later than 2 (two) working days after the end of this reception. If student has not managed to submit his work in time before the end of this period, his work for defense is not allowed.

2.11 Similarity report is generated for each work checked through the System. Works are checked in the system with two similarity coefficients. Similarity coefficient 1 - check the text by 5 words, similarity coefficient 2 - check the text by 25 words.

2.12 The system sends similarity reports to e-mail of the head of department and the student.

2.13 Anti-Plagiarism System Administrator is a contact person between University and Plagiat.pl company for all technical issues related to the functioning of Anti-Plagiarism System.

2.14 On the basis of the complete Similarity Report, the Protocol of Evaluation of Similarity Report (hereinafter the Protocol) shall be filled in. Head of the Department accepts the work for defense if:

1. work does not contain borrowings more than 30% of the 1st coefficient;
2. work does not contain borrowings more than 5% of the 2nd coefficient;
3. work does not contain the volume of quotations more than 10%;
4. citations are properly organized, footnotes are correct;
5. all citations are correctly included in the list of references;
6. work does not contain any alphabet manipulations, letter substitutions, hidden text, etc.

2.15 Operator registers the Protocol and passes it to Head of the Department for its complete formation, and in case of inadmissibility for defense it is required to indicate the reasons from those listed below:

- borrowings detected in the work are conscientious and do not have signs of plagiarism. In this regard, I recognize the work as independent and admit it to defense;
- borrowings found in the work do not have signs of plagiarism, but their excessive number raises doubts about the value of the work in essence and lack of independence of its author. In this regard, the work should be re-edited to limit the borrowings;
- borrowings detected in the work are dishonest and have signs of plagiarism, or contain deliberate distortions of the text indicating attempts to conceal dishonest borrowings. Therefore, I do not admit the work to defense.

2.16 This protocol is electronically stored on the Department Head's account as well as on the Operator's account. The protocol is filed with the work and submitted to Attestation commission. If the work and Similarity report are accepted, the work is allowed to defense and the anti-plagiarism procedure is completed.

2.17 If the work and similarity report are not accepted, the work is sent for correction and rechecking. Student has the right to check one work no more than three times on a paid basis.

2.18 The work admitted to defense is not subject to repeated verification to improve the result.

2.19 If the fact of plagiarism was revealed in the process of verification, the work will not be admitted to defense or uploaded to Information Base of the System. The author will be notified within 2 working days. On the part of university will be applied regulatory acts and on the part of Rector on bringing to disciplinary responsibility.

2.20 All works admitted to defense will be entered by operators into information database of the System within 48 hours after the Anti-Plagiarism procedures have been completed.

2.21 In case of disagreement with result of the decision within two working days after the announcement of the decision on work, the right to appeal to the Rector is granted.

2.22 The appeal may be rejected due to formal reasons, if the strict limits of submission are not provided, as well as improper filling out of the appeal form.

2.23 Appeal may be made only once.

2.24 All conditions relating to disciplinary procedures shall be conducted by University in accordance with the University's internal procedures.

2.25 This procedure does not cover verification of essays, abstracts, scientific articles, publications or other scientific documents, as it does not provide for procedure of admission to the final examination or defense, and may be verified by competent persons in accordance with internal rules and requirements.

3. RIGHTS AND OBLIGATIONS OF EDUCATIONAL PROCESS PARTICIPANTS INVOLVED IN IMPLEMENTATION OF ANTI-PLAGIARISM SYSTEM

3.1 Students are familiarized with this Regulation and undertake to fulfill the requirements for checking the work for plagiarism.

3.2 Operator of the system accepts the work for verification, then registers in the Log of the students' statements on originality of written work (Annex 1) and issues a protocol.

3.3 Head of the department decides on admission of the work to defense and prepares a Protocol

Annex 1 to Regulation on Anti-Plagiarism System

Statement-confirmation of originality of written work

FULL NAME:

Level of study_____

Name of educational program_____

Work title:_____

Category of work: Course work Diploma work (project) Dissertation Scientific article

Indicate co-author(s) (in case of joint project):_____

Full name of the work supervisor:_____

I (we) confirm that the written work submitted by me (us) for checking in "Anti-Plagiarism Internet System" was prepared exclusively by me (us), and:

- a) does not violate the copyrights of others;
- b) has not been used in whole or in part as a written work for obtaining the higher education diploma or degree by me (us) or any other person in any higher education institution.

I (we) hereby certify that I am familiar with the Code of Ethics and Academic Integrity.

I (we) agree to processing of the submitted written work in accordance with the Code of Ethics and Academic Integrity and the Rules for checking written work in "Anti-Plagiarism Internet System", as well as archiving my (our) work in the database of "Anti-Plagiarism Internet System" (Strikeplagiarism.com).

_____ 20 _____
(signature of student(s))

**Annex 2
to Regulation on Anti-Plagiarism System**

Electronic protocol 1

Protocol of similarity report assessment

I declare that I (we) have read the Full Similarity report generated by Anti-Plagiarism Detection and Prevention System in relation to the work:

Author(s):

Title:

Supervisor (coordinator):

Similarity coefficient 1:

Similarity coefficient 2:

Citation:

Alert:

After analyzing Similarity report, I declare the following:

- borrowings detected in the work are conscientious and do not have signs of plagiarism. In this regard, I recognize the work as independent and admit it to defense;
- borrowings found in the work do not have signs of plagiarism, but their excessive number raises doubts about the value of the work in essence and lack of independence of its author. In this regard, the work should be re-edited to limit the borrowings;
- borrowings detected in the work are dishonest and have signs of plagiarism, or contain deliberate distortions of the text indicating attempts to conceal dishonest borrowings. Therefore, I do not admit the work to defense.

Justification:

Date, Signature of the Head of Department

Date of verification, Signature of operator