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the Rector of the University

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January 29, 2021, N139459 dated November 29,
N13990 dated May 1, 2023
by the Rector of the University

The mechanisms for detection, prevention of plagiarism and procedures of responding on plagiarism cases

2020

Article 1. General Provisions

1. The present document regulates the procedures and mechanisms for detection and prevention of plagiarism and procedures of responding on plagiarism.

2. The document shall be applied to academic / scientific/ invited staff and students.

3. For the purposes of this document, a student is any person, who studies at the University and receives the relevant educational services (for the purposes of this document, an individual enrolled in a one-year teacher training program is also considered a student).

Article 2. The purpose of the document

The purpose of the document is to facilitate the principles of academic integrity, protect intellectual property, implement an effective mechanism for detecting plagiarism and prevent plagiarism in the University.

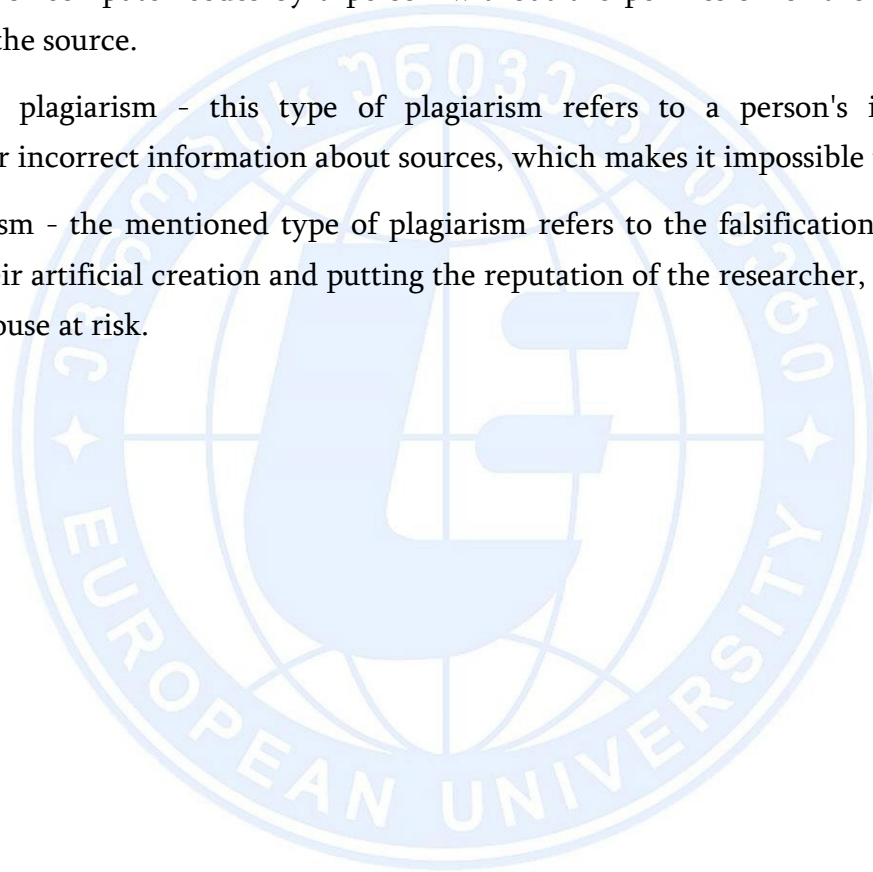
Article 3. Types of plagiarism¹

Types of plagiarism are:

- A) Direct plagiarism - this type of plagiarism refers to misappropriation someone else's work, idea, formula, graph, diagram, etc. without reference to the appropriate source;
- B) Self-plagiarism - The following form of plagiarism means a person's re-presentation of his own old work (without reference to the source);
- C) Mosaic plagiarism - A following form of plagiarism involves a person compiling phrases/excerpts of text from several authors and using it without citing the source. In mosaic plagiarism, the author is indicated at the end of the paper, but when reading the text, it is impossible to distinguish where the original opinion of the author of the article ends and where the opinions of another author are inserted.
- D) Paraphrased plagiarism - The following form of plagiarism means, when a person replaces the words used in the work created by the author with synonyms, so that the basic structure and content of the text does not change (without reference to

the source);

- E) Negligent plagiarism - The following form of plagiarism means, when the person negligently omits or misquotes an important information when citing authors or sources.
- F) Software modification of the text - this type of plagiarism involves the processing of the text by a person through various programs (for example, the so-called text spinner, online text translation programs, etc.) in order to avoid detection of plagiarism by the plagiarism detection program.
- G) Plagiarism of computer codes - the mentioned type of plagiarism implies direct copying or modification of computer codes by a person without the permission of their author and reference to the source.
- H) Source-based plagiarism - this type of plagiarism refers to a person's indication of incomplete or incorrect information about sources, which makes it impossible to find them.
- I) Data plagiarism - the mentioned type of plagiarism refers to the falsification of data by a person or their artificial creation and putting the reputation of the researcher, institution or publishing house at risk.



Article 4. Activities to be carried out for the purpose of plagiarism prevention

The University takes the following measures to prevent plagiarism:

- A) Introduction of the culture of academic writing;
- B) Conducting information meetings for academic / invited / scientific personnel and students to raise their awareness of plagiarism and inform them about the procedures and mechanisms for detecting, preventing and responding to the cases of plagiarism;
- C) Planning various campaigns to prevent plagiarism;
- D) Using Turnitin - an electronic program;
- E) Posting information / instructions about prevention of plagiarism on the official website of the University.

Article 5. Mechanisms for Detection and Response to Plagiarism

1. Mechanisms for Detection and Response to Plagiarism for both, students and academic / invited / scientific personnel are regulated by this rule.

2. In the case of students, the mechanisms for detecting and responding to plagiarism relate to the written assignment provided in the course, as well as the bachelor's / master's thesis and the material to be published in student / scientific conferences and university scientific publications.

3. The lecturer is obliged to check the student's work on the plagiarism program in the written assignment defined by the relevant syllabus (for example: abstract, project, etc.), in which the need to cite the source is considered. In case of detection of signs of plagiarism, the student's written work will be nullified by the academic / invited personnel conducting the course. The lecturer is obliged to give the student relevant feedback. The student has the right to appeal against the lecturer's decision on nullifying the paper. The complaint is considered in accordance with the Code of Ethics and Disciplinary Liability of the University.

4. The staff, whose training course includes a written assignment with the need to indicate the source, is obliged to submit a report to the dean of the relevant faculty after the end of each academic semester on the verification and response to the plagiarism program of students' written works. The dean of the faculty submits the information provided by the staff to the quality assurance service in the form established by the university (Appendix No. 1), which ensures the evaluation of the information contained in the report and, if necessary, provides feedback to the dean of the faculty.

5. Signs of Plagiarism are detected in the bachelor's / master's thesis performed by university students through the following mechanisms:

A) The electronic program - Turnitin - is used to compare the text of the work with other works located in the repository of the program, scientific journals and the Internet. As a result of checking, the program provides a report showing the similarities of the paper with other materials. The report includes information about the documents with which the test document bears similarities. In the process of working on a bachelor's / master's thesis, the relevant thesis supervisor ensures that the student's thesis is verified through the electronic program - Turnitin (Turnitin). Within the framework of the thesis, in case of finding facts of academic dishonesty, the thesis is sent to the student for working on it until the expiration of the deadline for submission of the thesis.

B) After verification of the completed bachelor's / master's thesis in the electronic program of Turnitin (Turnitin), the head of the bachelor's / master's thesis submits the final conclusion in writing.

6. If the signs of plagiarism appear after the award of the qualification, the disciplinary commission shall investigate the issue on the basis of the application of the interested person, in case of confirmation of plagiarism, the relevant qualification body is authorized to make a decision to revoke the qualification.

7. The student's scientific paper / article is subject to verification in the electronic program - Turnitin (Turnitin) by the person responsible for carrying out the relevant activity. When plagiarism is confirmed, the person in charge will apply to the university to discuss the issue. The matter will be considered in accordance with the "Code of Ethics and Disciplinary Responsibilities" of the University.
8. Signs of Plagiarism are detected in the scientific work of Academic/ Scientific/ Invited personnel through the following mechanisms:
 - A) Detection of plagiarism through an electronic program – Turnitin (Turnitin), which, as a result of the verification, draws up a report where the similarity of the paper with other materials is given. The report includes information on the documents with which the document reveals similarity.
 - B) After checking through Turnitin (Turnitin), a double covert review of the scientific paper takes place, namely:
 - B.a) The resume of the paper is sent to the reviewer;
 - B.b) The reviewer does not have information on who the author of the paper is;
 - B.c) The author of the scientific paper does not have information on who may be the reviewer of his/her work.
 - C) Verification of scientific conferences, materials to be published in the scientific publications of the University, in the electronic program of Turnitin (Turnitin) is carried out by the person responsible for the implementation of the relevant activity, who applies to the University in case of plagiarism. The issue is considered in accordance with the established rule.
9. In the event of confirmation of another fact of academic falsity, disciplinary liability against the offender shall be determined in accordance with the "Code of Ethics and Disciplinary Responsibility" and internal regulations of the University.

Article 6. Final Provisions

1. This document shall be approved by the Rector's legal act.
2. Amendments, additions to this document are performed according to the rules established by the legislation of Georgia.

