



*The document was approved by the order # 63, dated
March 13, 2020 by the Rector of the University*

*Amendments made by the order #243, dated
september 10, 2020, #261, dated september 19, 2020
by the Rector of the University*

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

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 plagiarism:

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 - self-plagiarism means, when a person presents his / her old work as new (without referring the source);

C) Mosaic plagiarism - a type of plagiarism, when a person uses phrases by several authors without referring the source and compiles them. In the case of mosaic plagiarism, the author is indicated at the end of the paper, but when reading the text it is impossible to distinct where the author's original opinion ends and where the quotations are inserted;

D) Paraphrased plagiarism - a type of plagiarism, 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;

E) negligent plagiarism - this type of plagiarism implies incorrect citation due to negligence. When referring to authors or sources missing or messing up important information.

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) Making the academic / invited / scientific personnel and students fill in a special form before the publication of the paper, by which the person confirms that they have been informed about the violation of academic good faith (Appendix №1);
- E) Using Turnitin - an electronic program;
- F) Posting information / instructions on 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.

2.1. 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.

2.1.1. The personnel, whose course includes a written assignment with the need to cite the source, is required to submit a report to the relevant faculty dean at the end of each academic semester on the verification of the student's written work to the plagiarism program and response to it. The Dean of the Faculty submits the information provided by the personnel in the form prescribed by the University (Appendix. 2) to the Quality Assurance Service, which, in accordance with the established mechanisms, verifies the information given in the report in accordance with the principle of selectivity and provides feedback to the Dean of the Faculty.

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

A) The text of the paper is compared with other papers given in the program through the electronic program - Turnitin. 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 system - 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 system of Turnitin, the head of the bachelor's / master's thesis submits the final conclusion in writing, after which the relevant thesis and the supervisor's conclusion are sent to the reviewer.

C) The examination of the bachelor's thesis is carried out by one reviewer, and the examination of the master's thesis is carried out by two reviewers, through the following rules:

C.a) The resume of the paper is sent to the reviewer / reviewers;

C.b) The reviewer / reviewers do not have information on whose paper they are reviewing;

C.c) The author of the bachelor's / master's thesis does not have information who can be the reviewer of his / her paper.

2.2.1. Amendments to a bachelor's / master's thesis of a student are not allowed after the paper has been completed and submitted to the university. In case of violation of the norms of academic dishonesty after the submission of the bachelor's / master's thesis, the issue will be considered by the Disciplinary Commission in accordance with the Code of Ethics and Disciplinary Liability of the European University. In case of confirmation of plagiarism in the paper, the student is required to choose a new research topic. Repeated actions may be grounds for termination of student status.

2.2.2 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.

2.3 The student's scientific paper / article is subject to verification in the electronic program - 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 is dealt with in accordance with the Disciplinary liability and Code of Ethics.

3. 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, 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, 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 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.

4. 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 Liability of the European University and the Internal Regulations, taking into account the gravity of the violation.

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.

Informing on violation of academic integrity

I

p/n

Have become acquainted with the norms of academic integrity of the University and realize that, on my part, their non-observance may become the basis for disciplinary action.

I confirm the mentioned by signing.

Signature: _____

Date: _____

*Report on the verification and response to student written work
in the plagiarism program*

Faculty: _____

Academic Year: _____

Semester: _____

Learning Course	Implementing Staff	Written assignment checked for plagiarism program	Number of students screened for plagiarism program	Number of cases of plagiarism detection	Response (Describe each case response)	Cases of appeal by students	Responses to appeal cases, final results

Dean's signature: _____

Date: _____