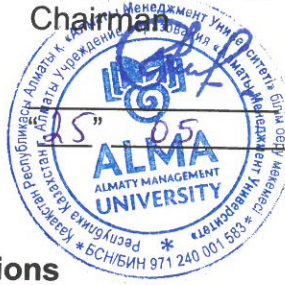




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Approved
By decision of the Academic Council
Chairman



G. Kurenkeyeva
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Developed by	Director of Information and Resource Management	T. Buldybayev		24.05.2022
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1. Purpose of the document

1.1. These Regulations on checking written works for plagiarism based on the "Strike Plagiarism" system (hereinafter referred to as the Regulations) establishes the rules for observing the principles of academic integrity at the University and defines uniform requirements and procedures for checking written work using the "Strike Plagiarism" anti-plagiarism system.

2. Scope of the document

2.1. The requirements of these Regulations are mandatory for execution by all structural divisions of the University involved in the training of the staff in higher and postgraduate education.

3. References

3.1. These Regulations were developed in accordance with the requirements of the order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018 № 595 "On approval of the Model Rules for the activities of educational organizations of relevant types and types";

3.2. Order of the Minister of Education and Science of the Republic of Kazakhstan dated March 31, 2011 № 127 "On approval of the Rules for awarding degrees";

3.3. Code of Ethics for Researchers at EI "Almaty Management University", approved by decision of the Academic Council № 3 of October 27, 2021.

4. Basic concepts used in the Regulations

Author is an individual (group of persons) whose constructive work created a work.

Written work (hereinafter - Work) - any type of written work performed by a student during the educational process, interim attestations in accordance with the program of academic disciplines (homework, essays, exams, etc.) and final attestation (thesis/project, master's thesis /project, doctoral dissertation). All written works are carried out by the authors themselves. Final qualifying works are carried out under the guidance of a supervisor.

Plagiarism (from Latin plagio - I steal) is the use in written work of someone else's text or other object of copyright (specific experience, experimental data, results obtained, ready-made statistics, other people's tables, diagrams, drawings, published in paper or electronic form, or received from other sources) without full reference (i.e. without indicating the name of the author and the source of borrowing) or with references, but in such a way that the volume and nature of borrowing is excessive (exceeds the similarity coefficient № 1 and № 2) and casts doubt on the independence of the work performed

work. Failure to match the reference numbers at the end of citations with the source number in the List of Used References is also considered plagiarism.

List of used literature - a list of sources that the author used when writing his own Work, which is located at the end of the Work and lists all sources used in the order of occurrence in the text and drawn up in accordance with the methodological recommendations and requirements for the development and defense of a thesis, master's thesis) dissertation/project; doctoral dissertations. The list of used literature may include sources that were used by the author during the research process, but were not directly used in the text of the Work. In this case, such sources are located at the end of the List of References.

A quotation is an exact, literal excerpt of a text. In this case, the size of the quotation, as a rule, should not exceed 3 sentences. The quotation must be enclosed in quotation marks. If it is necessary to quote a larger fragment of text, the quotation is highlighted in font and paragraph indentation.

Copying is the reproduction of texts and Works of other persons when performing one's own Works in such a way that verification establishes the fact of such reproduction. In addition, copying is considered to be borrowing text from one's own earlier works. Borrowing text from one's own earlier works in the final attestation (qualification) Work is not considered cheating.

Self-plagiarism or autoplagiarism – facts of using one's own material, factual and digital data without reference to oneself and (or) to the source of one's own quotations. Detection of self-plagiarism in the Work is considered a violation of the requirements of academic integrity.

Paraphrase is a retelling in one's own words of someone else's thoughts, ideas or text without changing the content of the borrowed text or its structure. Paraphrase consists of replacing words (signs), phraseological units or sentences when using any copyrighted work of science, literature or art (stored on electronic or paper media, including those posted on the Internet). Paraphrase is a form of Plagiarism.

Excessive citation (similarity) - the use of quotations from various sources in students' written works in an amount exceeding the similarity coefficients № 1 and № 2. If there are necessary links to sources, excessive citation is not plagiarism. However, the student's work is rejected if the amount of borrowing exceeds the established ratios.

Manipulation is the deliberate manipulation of research materials, equipment, images, illustrations or processes, resulting in distortion of the research materials in the Work (falsification).

Similarity coefficients № 1 – a value (expressed as a percentage) that determines the level of borrowings found in certain sources (university database, database of other universities and Internet resource), consisting of at least 5 words. This coefficient is determined by the licensed program used at the University. At the same time, a low

percentage of similarity does not exclude the presence of plagiarism if appropriate references to sources are not made.

Similarity coefficients № 2 - a value (expressed as a percentage) that determines borrowings taken from certain sources (university database, database of other universities and Internet resource), consisting of at least 25 words). This coefficient is determined by the licensed program used at the University. At the same time, a low percentage of similarity does not exclude the presence of plagiarism if appropriate references to sources are not made.

A similarity report is a document created by a licensed program that contains information about borrowings found in the author's written works and provides an assessment in the form of similarity coefficients № 1 and № 2. Compliance of similarity coefficients with the University's requirements does not mean the absence of plagiarism in the Work.

The Expert Commission is a group of experts from among teachers created by the decision of the Dean of the University School for compliance with the requirements of academic integrity.

5. Responsibility

5.1. The Director of **the Information and Resource Management** is responsible for ensuring access to the licensed anti-plagiarism system, developing rules and procedures for checking written work for plagiarism.

5.2. **Deans and heads of structural divisions** are responsible for:

- determining who is responsible from the school and department for internal control of checking written work for borrowing;
- monitoring the activities of the person responsible for checking written work for borrowing within the school, and determining the standard time for checking work;
- functioning of the school expert commission;


5.3. **The supervisor** is responsible for an objective review of the report on checking written work for borrowing.

5.4. **Director of Information Technology Department** is responsible for uninterrupted provision of teaching staff access to the anti-plagiarism system.

6. Process execution order

6.1. General provisions

6.1.1. These Regulations establish the procedure for checking written work for plagiarism, excessive citation (similarity), paraphrase and cheating using the

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"StrikePlagiarism" system and the procedure for applying disciplinary measures against a student for non-compliance with the terms of these Regulations.

6.1.2. The Regulations also regulate the actions of teachers and administration of the University when relevant violations are detected.

6.1.3. The regulation is being introduced in order to improve the quality of organization and efficiency of the educational process, control the degree of independence in students' performance of written work, as well as increase the level of their self-discipline and compliance with intellectual property rights.

6.1.4. These Regulations apply to all persons who study in bachelor's, master's, doctoral, MBA, DBA programs and is a document that supplements the contracts concluded by students with the University.

6.1.5. Admission to the licensed "StrikePlagiarism" system and the creation of operators is carried out by the administrator of the "StrikePlagiarism" system and the creation of operators is carried out by the system administrator from the Office of Information Technology and the Information and Resource Management of the University.

6.1.6. Written works in this provision include all milestone, current and final qualifying works for the academic degree of bachelor, master, master of business administration (MBA), doctor of business administration (DBA), doctor of philosophy (PhD).

6.1.7. To check work using the "StrikePlagiarism" system, a responsible person is appointed within the school from among the teachers/staff.

6.1.8. Control over the activities of the person responsible for checking written work for borrowing within the school and determining the standard time for checking work is carried out by the Dean of the school.

6.2. Work requirements

6.2.1. The acceptable percentage of plagiarism for students' written Work is 0%, but this does not mean that the percentage of uniqueness of the text should be 100%. Writing a written work means using different resources, the main thing is to correctly indicate them in the list of references.

6.2.2. Works with a similarity coefficient № 1 exceeding 30% are rejected as plagiarism or excessive citation. Works with similarity coefficient № 1 up to 30% inclusive can be conditionally accepted, but must be reviewed by the teacher (supervisor). The teacher (supervisor) is obliged to familiarize himself with the verification report and sign, if he agrees, that there is no plagiarism in the Work or that the volume of citations is within the acceptable norm. If the presence of excessive citation or plagiarism is confirmed, the work is conditionally rejected and actions will be taken against the student in accordance with subclauses 6.3.3, 6.3.4, 6.3.5, 6.3.6 of these Regulations.

6.2.3. Works with a similarity coefficient № 2 exceeding 5% are rejected as plagiarism or excessive citation. Works with similarity coefficient № 2 up to 5% inclusive can be conditionally accepted, but must be reviewed by the teacher (supervisor). The teacher



(supervisor) is obliged to familiarize himself with the verification report and sign, if he agrees, that there is no plagiarism in the Work or that the volume of citations is within the acceptable norm. If the presence of excessive citation or plagiarism is confirmed, the Work is conditionally rejected and actions will be taken against the student in accordance with subclauses 6.3.3, 6.3.4, 6.3.5., 6.3.6 of these Regulations.

6.2.4. The student is responsible for submitting attestation works (thesis, master's thesis/project, doctoral dissertation) for verification by the program within the established time frame.

6.2.5. In students' work, it is allowed to quote from various sources, if necessary, provide the verbatim opinion of another author. In this case, the size of the quote, as a rule, should not exceed 3 sentences. The quotation must be enclosed in quotation marks.

6.2.6. If it is necessary to quote a large text, it is highlighted in a separate paragraph with a smaller paragraph indentation and printed in a different font (for example, italics). However, the size of the quotation should not exceed 100 words.

6.2.7. In quotations, omissions of words are allowed, which are indicated by ellipsis and changes in individual words, additions of words and phrases, indicated by parentheses.

6.2.8. At the end of each quotation there must be a link to the source in the form of the source number enclosed in square brackets in the List of Used Literature.


6.2.9. Reproduction of illustrations (figures, tables, diagrams) from various sources is permitted. In this case, the volume of reproduction should not exceed one illustration from one source. If it is necessary to reproduce more illustrations from one source, the student must be prepared to justify this to the Expert Commission, orally or in writing at the discretion of the same commission. Under each illustration there should be a link to the source in the form of a source number enclosed in square brackets in the list of references. When preparing an illustration by the student himself, there should be a signature under the illustration: "developed by the author".

6.2.10. Any information given in the Works, but borrowed from literature, the Internet, corporate documents (quotes, figures, facts, analysis techniques used, formulas, figures, tables, etc.), other sources and not being quotations, must also have a link to the original source in the form of the number of the original source in the list of references, enclosed in square brackets, at the end of the borrowed information. Numbering is in order of occurrence.

6.2.11. The coincidence of the names of normative legal acts and official documents, the names of state and other official bodies and organizations, terms generally accepted for the relevant branch of science, definitions and concepts, the texts of normative legal acts, the texts of the works under study is not plagiarism, unless the volume and nature of their use is under threat doubting the independence of the completed dissertation.

6.2.12. Paraphrase is considered plagiarism and is unacceptable in works of any size, even if there are links to the authors. Work in which the fact of a special paraphrase has been identified to make verification difficult is rejected as plagiarism.

6.2.13. The use of technical means and techniques for manipulating text in order to reduce or eliminate the possibility of detecting plagiarism is not permitted.

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6.3. The procedure for checking in the "Strike Plagiarism" system

6.3.1. The teacher must transfer the text of the Work to detect plagiarism in electronic form in the final edition to the system operator at the school.

6.3.2. Acceptable coefficients in the similarity report: similarity coefficient № 1 is no more than 30% inclusive, similarity coefficient № 2 is no more than 5% inclusive. If, as a result of the inspection, it is revealed that one of the similarity coefficients exceeds the established norm, the work will not be accepted.

6.3.3. If plagiarism, excessive citation (similarity), paraphrase or cheating is detected in the text of the Work, the teacher of this discipline evaluates the percentage of uniqueness of the text and the overall quality of the Work, and decides on providing the student with the opportunity to improve the Work and re-pass the test. If the teacher makes a positive decision, the student gets the opportunity to improve his work (no more than 3 days) and re-pass the test in the system. Also, if the teacher considers it necessary, the student may be asked to write a new Work and pass the test, but the grade will not be higher than "good". If the teacher makes a negative decision that the percentage of uniqueness of the text and the overall quality of the Work are not sufficiently satisfactory to provide a second opportunity, the case is referred to the school's Expert Committee.

6.3.4. If plagiarism, excessive citation (similarity), paraphrase or cheating is detected in the Work for the second time, the teacher gives the student an "unsatisfactory" grade - F (0) and the case is referred to the school's Expert Committee for consideration.

6.3.5. The expert commission, having examined the case in detail, can make the following decisions: 1) expel the student without the right of reinstatement; 2) not expel, but oblige to re-go through the discipline with full payment for reinstatement; 3) provide the student with a third opportunity to refine the Work and pass the test again. If plagiarism is detected a third time, the student is expelled without the right of reinstatement.


6.3.6. If the commission decides that the student should be expelled and if he/she asks to prepare an academic certificate for the disciplines completed, then the certificate must indicate the reason for the expulsion.

6.3.7. If a fact of manipulation is detected in a thesis/project, master's thesis/project, or doctoral dissertation, disciplinary measures are immediately taken, up to and including expulsion without the right to undergo re-examination.

6.4. Checking written work in disciplines (essay, homework, exam)

6.4.1. All written work must be completed by students independently.

6.4.2. In the case of a group assignment, all members of the group are responsible for all parts of the work completed.

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6.4.3. All types of written work by students are checked by the program for plagiarism and excessive citation.

6.4.4. Checking the Work for plagiarism and excessive citation is carried out by a responsible person within the school. At the same time, in case of suspicion of excessive quoting, plagiarism, paraphrase or cheating, the teacher of the discipline checks the Work for the presence of violations of these Regulations.

6.5. Verification of attestation works in disciplines (thesis/project, master's thesis/project, doctoral dissertation)

6.5.1. The final attestation work must be completed by the student independently.

6.5.2. Checking for plagiarism, excessive citation, (similarity) in the final attestation Works is mandatory.

6.5.3. Checking for plagiarism and excessive citation (similarity) of the final attestation Works is carried out by a responsible person within the school, appointed by the Dean.


6.5.4. Before submitting the final version of the final attestation Work to check for plagiarism, excessive citation (similarity) by the Program, the teacher must check in his personal account or through the coordinator of the study group the information for the accuracy of the wording of the topic in Kazakh, Russian and English in accordance with the previously approved edition.

6.5.5. The final attestation Work is checked for Plagiarism and excessive citation by the Program no later than 5 days before the set date for submitting the Work to the school's Expert Commission. In this case, the title page and sections: "Abstract", "Lists of tables and figures", "Glossary", "Abbreviations" and "Bibliography" are excluded from verification.

6.5.6. The study group coordinator sends the student and supervisor a similarity report obtained as a result of the Program checking for plagiarism and excessive citation of the final attestation work.

6.5.7. After the coordinator of the study group provides the Similarity Report, the scientific supervisor (if necessary) evaluates the Work in accordance with similarity coefficients № 1 and № 2 and makes a decision on admission or not admission to consideration by the Expert Commission, and also provides information about his decision on the programs to the leader and coordinator study group. In this case, the scientific supervisor must prepare a review (or review) in writing about the admission or non-admission of the Work to defense before submitting the case to the school's Expert Commission for consideration.

6.5.8. If the supervisor decides not to accept the final attestation work, the student is given the right to correct the work and re-pass the test by the Program, and then by the supervisor for the accuracy of the test results. In this case, the student must submit a written application to the Dean of the school for permission to re-check the Work.

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6.5.9. The Program will re-check the final attestation work no later than the 3rd day after the first check.

6.5.10. In case of repeated rejection by the supervisor based on the results of checking for plagiarism and excessive citation (similarity) by the Program, the case of defending the student's final attestation work is submitted to the school's Expert Commission for consideration. In this case, the commission, in addition to the possible decisions of the commission set out in paragraph 6.3.5. of these Regulations, may also decide to postpone the protection to the next year.

6.5.11. The final verification of doctoral dissertations (PhD and DBA) is carried out by the National Center for State Scientific and Technical Expertise. The procedure is prescribed in the Regulations on the Dissertation Council for the Defense of Doctoral Dissertations.

6.5.12. The coordinator of the study group publishes on the portal Reports of the similarity of the final attestation Works that received the approval of the scientific supervisor the day before the transfer of the Works to the Expert Commission.

6.5.13. A student who has received permission from a supervisor based on the results of a check for excessive citation (similarity) and plagiarism publishes his final work on the portal with the required package of documents within the prescribed period.

6.5.14. Further verification of the final attestation work is carried out by the school's Expert Commission.

6.5.15. If a student receives an unsatisfactory grade based on the results of defending the final attestation work, the student's work is stored in the database. When re-defended, the Work must be significantly revised taking into account the comments of the State Attestation Committee.


6.5.16. If a student was admitted to defense, but did not pass the procedure for defending the final attestation work (due to expulsion, health status), he has the right to undergo repeated defense after reinstatement. At the same time, his work, which was previously saved in the University's home anti-plagiarism database, can be deleted to undergo re-checking in the system.

6.6. Appeal procedure

6.6.1. Submitting an appeal based on the results of checking the Work for excessive citation, similarity and plagiarism is not allowed.

6.7. Informing students about responsibility for violating order

6.7.1. All orders for the application of disciplinary actions in connection with the discovery of a violation of the Regulations in the Works are declared by the offender within three days against signature.

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6.7.2. The fact of detection of a violation of the Regulations and the subsequent penalties are communicated to all students and school staff without announcing the name of the offender.

**Appendix 1 Protocol for analyzing the similarity report
by the scientific supervisor/teacher**

Protocol for analyzing the similarity report by the scientific supervisor/teacher

I declare that I have reviewed the Full Similarity Report that was generated by the Plagiarism Detection and Prevention System in relation to the work:

Author:

Name:

Coordinator:

Similarity factor 1:

Similarity factor 2:

Anxiety:

After analyzing the Similarity Report, I note the following:

- The borrowings found in the work are bona fide and do not have signs of plagiarism. Due to that, I recognize the work as independent and admit it to defense;

- The borrowings found in the work do not show signs of plagiarism, but their excessive number causes doubts about the value of the work, in essence, and the lack of independence of its author. Due to that, the work should be re-edited to limit borrowings;

- Borrowings found in the work are dishonest and have signs of plagiarism, or it contains deliberate distortions of the text, indicating attempts to conceal unscrupulous borrowings. Due to that, I do not allow the work to be protected.

Rationale

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Date

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Signature of the scientific supervisor/teacher

**Appendix 2 Protocol for analyzing the similarity report
by the program leader/head of a structural unit**

**Protocol for analyzing the similarity report
by the program leader/head of a structural unit**

The head of the department/head of the structural unit declares that he has read the Full Similarity Report which was generated by the Plagiarism Detection and Prevention System in relation to the work:

Author
Name
Coordinator
Similarity factor 1:
Similarity factor 2:
Anxiety:

After analyzing the Similarity Report, the head of the department/head of the structural division states the following:

- The borrowings found in the work are bona fide and do not have signs of plagiarism. Due to that, I recognize the work as independent and admit it to defense;
- The borrowings found in the work do not show signs of plagiarism, but their excessive number causes doubts about the value of the work, in essence, and the lack of independence of its author. Due to that, the work should be re-edited to limit borrowings;
- Borrowings found in the work are dishonest and have signs of plagiarism, or it contains deliberate distortions of the text, indicating attempts to conceal unscrupulous borrowings. Due to that, I do not allow the work to be protected.

Rationale

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Date

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Signature of the head of the department / Head of a structural unit

Final decision regarding admission to defense, including justification:

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Date

.....
Signature of the head of the department / Head of a structural unit

Appendix 3 Protocol for analyzing the similarity report by the Research and Development Department

Protocol for analyzing the similarity report by the Research and Development Department

I declare that I have reviewed the Full Similarity Report that was generated by the Plagiarism Detection and Prevention System in relation to the work:

Author:

Name:

Coordinator:

Similarity factor 1:

Similarity factor 2:

Anxiety:

After analyzing the Similarity Report, I note the following:

- The borrowings found in the work are bona fide and do not have signs of plagiarism. Due to that, I recognize the work as independent and admit it to defense;
- The borrowings found in the work do not show signs of plagiarism, but their excessive number causes doubts about the value of the work, in essence, and the lack of independence of its author. Due to that, the work should be re-edited to limit borrowings;
- Borrowings found in the work are dishonest and have signs of plagiarism, or it contains deliberate distortions of the text, indicating attempts to conceal unscrupulous borrowings. Due to that, I do not allow the work to be protected.

Rationale

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Date

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Signature of the Research and Development Department