ALMA
ALMATY MANAGEMENT
UNIVERSITY

Approved by
Rector
_____ G. Kurenkeyeva
"1" апреля 2025.

Document type: **Rules**
Code: **PR-AKD-28**

Document Title: **Checking written works for plagiarism based on the «Strike Plagiarism» system**
Edition: **1**
Process Owner: **Director of the Science Department**
Process: **Monitoring students' knowledge**
Revision period: **5 years**
Effective date: 1 04 2025
Cancellation date: ____ ____ 20___ _____
(signature)
Reason for cancellation: _____
Revision date: ____ ____ 20___ _____
(signature)
____ ____ 20___ _____
(signature)
____ ____ 20___ _____
(signature)

	Job title	Full name	Signature	Date
Agreed with	Vice-Rector for Science	Buldybaev T.K.		31.03.25
	Director of the ISM Department	Budnikova N.A.		31.03.25
Developed by	Director of the Science Department	Akbergen A.I.		31.03.25
	General Manager of the Science Department	Turalin A.Z.		31.03.25

Content

1. Purpose of the document 3
2. Scope of the document 3
3. References 3
4. Basic concepts used in the Rules 3
5. Responsibility 5
6. Process execution order 5
6.1 General Provisions 5
6.2. Requirements for works 6
6.3. Procedure for carrying out verification in the "Strike Plagiarism" system 7
6.4. Checking written works in disciplines (essays, homework, exam) 8
6.5. Checking attesttion works on disciplines (diploma work/project, master's dissertation/ project, doctoral dissertation) 8
6.6. Appeal procedure 9
6.7. Informing students about responsibility for violation of the order 10
Appendix 1 Protocol for the analysis of the similarity report by the scientific supervisor/ teacher 11
Appendix 2 Protocol for the analysis of the similarity report by the program leader/head of the structural unit 12
Appendix 3 Protocol for the analysis of the similarity report by the Research and Development Department 13

1. Purpose of the document

1.1. These Rules for checking written works for plagiarism based on the Strike system Plagiarism » (hereinafter referred to as the Rules) establishes the rules for compliance with the principles of academic honesty at the University and defines uniform requirements and procedures for checking written works using the anti-plagiarism system « Strike Plagiarism ».

2. Scope of the document

2.1. The requirements of this Rule are mandatory for all structural divisions of the University involved in the training of higher and postgraduate education personnel.

3. References

These Rules have been developed in accordance with the requirements of the following regulatory documents:

3.1. Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018 № 595 " Model rules for the activities of educational organizations implementing educational programs of higher and (or) postgraduate education";

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. Ethical Code of Researchers of EI "Almaty Management University", approved by the decision of the Academic Council № 8 dated February 26, 2025.

3.4. Rules for the use of artificial intelligence in the educational process and scientific research of EI "Almaty Management University", approved by the decision of the Academic Council № 9 dated April 24, 2024.

4. Basic concepts used in the Rules

The author is an individual (group of individuals) whose creative work resulted in the creation of a work.

Written work (hereinafter referred to as Work) is any type of written work performed by a student during the educational process, midterm assessments in accordance with the curriculum of academic disciplines (homework, essays, exams, etc.) and final assessment (diploma thesis/project, master's dissertation/project, doctoral dissertation). All written work is completed by the authors independently. Final qualifying works are completed under the supervision of a supervisor.

Plagiarism (from the Latin plagio - I steal) is the use in a written work of someone else's text or another object of copyright (specific experience, experimental data, obtained results, ready-made statistics, someone else's tables, diagrams, figures, published in paper or electronic form, or obtained from other sources) without a 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 borrowings are excessive (exceeds the similarity coefficient № 1 and № 2) and cast doubt on the independence of the completed work. Inconsistency between the reference numbers at the end of citations and the source number in the List of References is also considered plagiarism.

The list of references is a list of sources used by the author when writing his/her 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 is designed in accordance with the methodological recommendations and requirements for the development and defense of a diploma thesis, master's dissertation/project; doctoral dissertations. The list of references may include sources that were used by the author in 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 some text. The size of a quotation, as a rule, should not exceed 3 sentences. The quotation should 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 the check 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 certification (qualification) Work is not considered copying.

Self-plagiarism or **auto-plagiarism** are facts of using one's own material, factual and digital data without reference to oneself and (or) to the source of one's own citations. Identification of self-plagiarism in the Work is considered a violation of the requirements of academic honesty.

Paraphrasing is a retelling in your 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 author's work of science, literature or art (stored on electronic or paper media, including those posted on the Internet). Paraphrase is one of the forms of Plagiarism.

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

Manipulation – intentional manipulation of research materials, equipment, images, illustrations, or processes such that the research materials in the Work are distorted (falsification).

Similarity coefficients № 1 – a value (expressed as a percentage) that determines the level of borrowings found in certain sources (the university database, the database of other universities and the 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 the appropriate references to the sources are not made.

Similarity coefficients № 2 – a value (expressed as a percentage) that determines borrowings taken from specific sources (the University database, the database of other universities and the 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 the appropriate references to the sources are not made.

Similarity Report – a document created by a licensed program that contains information about plagiarism 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 that the Work is free of plagiarism.

The Expert Committee is a group of experts from among the faculty members created by decision of the Dean of the University School to assess compliance with the requirements of academic integrity.

5. Responsibility

5.1. The Director **of the Science Department** is responsible for ensuring access to the licensed anti-plagiarism system, developing rules and procedures for checking written works for plagiarism.

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

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

5.3. **The scientific supervisor** is responsible for objectively reviewing the report on the verification of written work for plagiarism.

5.4. **Managing Director of Information Transformation** is responsible for ensuring uninterrupted access of the teaching staff to the anti-plagiarism system.

6. Process execution order

6.1. General Provisions

6.1.1. These Rules establish the procedure for checking written works for plagiarism, redundant citation (similarity), paraphrase and copying using the StrikePlagiarism system and the procedure for applying disciplinary measures against a student for failure to comply with the terms of these Rules.

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

6.1.3. The rules are introduced in order to improve the quality of organization and effectiveness of the educational process, control the degree of independence of students in completing written work, as well as to increase the level of their self- discipline and compliance with intellectual property rights.

6.1.4. These Rules apply to all persons studying in bachelor's, master's, doctoral, MBA, DBA programs and are a document supplementing the contracts concluded by students with the University.

6.1.5. Access to the StrikePlagiarism licensing system and the creation of operators is carried out by the system administrator. The StrikePlagiarism system and the creation of operators are carried out by the system administrator from the Information Technology Department and the Science Department of the University.

6.1.6. In these Rules, written works include all interim, 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. A responsible person from among the teachers/staff is appointed within the school to check the work according to the StrikePlagiarism system.
6.1.8. The Dean of the School supervises the activities of the person responsible for checking written work for plagiarism within the school and determines the time standard for checking the work.

6.2. Requirements for works

6.2.1. The acceptable percentage of plagiarism in written Works of students is 0%, but this does not mean that the percentage of text uniqueness should be 100%. Writing a written work means using different resources, the main thing is to correctly indicate them in the list of literature.
6.2.2. Works with similarity coefficient № 1 exceeding 30% are rejected as plagiarism or excessive citation. Works with similarity coefficient № 1 up to and including 30% may be conditionally accepted, but must be reviewed by a teacher (academic supervisor). The teacher (academic supervisor) is obliged to familiarize themselves with the verification report and sign in case of agreement that the Work does not contain plagiarism or the volume of citation is within the permissible 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 subparagraphs 6.3.3, 6.3.4, 6.3.5, 6.3.6 of these Rules.
6.2.3. Works with similarity coefficient № 2 exceeding 5% are rejected as plagiarism or excessive citation. Works with similarity coefficient № 2 up to and including 5% may be conditionally accepted, but must be reviewed by a teacher (academic supervisor). The teacher (academic supervisor) is obliged to familiarize themselves with the verification report and sign in case of agreement that the Work does not contain plagiarism or the volume of citation is within the permissible 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 subparagraphs 6.3.3, 6.3.4, 6.3.5, 6.3.6 of these Rules.
6.2.4. The student is responsible for submitting assessment work (diploma thesis, master's dissertation/project, doctoral dissertation) for verification by the program within the established deadlines.
6.2.5. In the work of students, quotations from various sources are allowed if it is necessary to cite the verbatim opinion of another author. In this case, the size of the quotation, as a rule, should not exceed 3 sentences. The quotation should 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 indent and printed in a different font (for example, in italics). The size of the quote should not exceed 100 words.
6.2.7. In quotations, omissions of words are allowed, which are indicated by ellipses, and changes to individual words, additions of words and phrases, indicated by parentheses.
6.2.8. At the end of each citation there must be a reference to the source in the form of a source number in the Bibliography enclosed in square brackets.
6.2.9. Reproduction of illustrations (pictures, tables, diagrams) from various sources is permitted. However, the volume of reproduction should not exceed one illustration from one source. If it is necessary to reproduce a larger number of illustrations from one source, the student

must be prepared to justify this to the Expert Committee, orally or in writing, at the discretion of the same committee. Under each illustration there must be a reference to the source in the form of a source number in the list of references, enclosed in square brackets. If the student prepares the illustration himself, the illustration must be signed: "developed by the author."

6.2.10. Any information provided in the Works, but borrowed from literature, the Internet, corporate documents (quotes, figures, facts, methods of analysis used, formulas, figures, tables, etc.), other sources and not being quotations, must also have a reference 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. The numbering is in the order of occurrence.

6.2.11. The coincidence of the names of regulatory legal acts and official documents, names of state and other official bodies and organizations, terms, definitions and concepts generally accepted for the relevant branch of science, texts of regulatory legal acts, texts of the works under study does not constitute plagiarism if the volume and nature of their use do not cast doubt on the independence of the completed dissertation.

6.2.12. Paraphrase is considered plagiarism and is unacceptable in works of any volume, even if there are references to the authors. A work in which the fact of special paraphrase is revealed to complicate verification is rejected as plagiarism.

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

6.3. The procedure for checking in the Strike Plagiarism system

6.3.1. The student must submit the text of the Work to the system operator at the school in electronic form in the final version for plagiarism detection.

6.3.2. Acceptable coefficients in the similarity report: similarity coefficient #1 no more than 30% inclusive, similarity coefficient #2 no more than 5% inclusive. If the check reveals that one of the similarity coefficients exceeds the established norm, the work is not accepted.

6.3.3. In case of detection of plagiarism, excessive citation (similarity), paraphrase or copying in the text of the Work, the teacher of the given 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 retake the check. In case of a positive decision of the teacher, the student gets the opportunity to improve his Work (the term is no more than 3 days) and retake the check in the system. Also, if the teacher considers it necessary, the student can be asked to write a new Work and pass the check, but the grade will not be higher than the grade "good". If the teacher decides negatively that the percentage of uniqueness of the text and the overall quality of the Work are not satisfactory enough to provide a second opportunity, the case is transferred to the Expert Commission of the school for consideration.

6.3.4. If plagiarism, excessive quoting (similarity), paraphrase or copying is detected in the Work for the second time, the teacher gives the student a grade of “unsatisfactory” - F (0) and the case is referred to the School Expert Committee for consideration.

6.3.5. The expert committee, having examined the case in detail, may make the following decision: 1) expel the student without the right to reinstatement; 2) not expel, but oblige him to retake the course with full payment for reinstatement; 3) provide the student with a third

opportunity to revise the Work and pass the test again. If plagiarism is discovered for the third time, the student is expelled without the right to reinstatement.

6.3.6. If the committee decides that the student should be expelled and if he/she requests that an academic transcript be prepared for him/her on the subjects completed, then the transcript must indicate the reason for the expulsion.

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

6.4. Checking written work in disciplines (essays, 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 completed work.

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

6.4.4. Checking Works for plagiarism, excessive citation is carried out by a responsible person within the school. In this case, in case of suspicion of excessive citation, plagiarism, paraphrase or copying, the teacher of the discipline checks the Work for the presence of violations of these Rules.

6.5. Checking attestation works on disciplines (diploma work/project, master's dissertation/project, doctoral dissertation)

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

6.5.2. Checking for plagiarism, excessive citation, (similarity) in final certification works is mandatory.

6.5.3. The check for plagiarism, excessive citation (similarity) of final certification 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 certification work for checking for plagiarism, excessive citation (similarity) by the Program, the student must check in his personal account or through the coordinator of the study group the information on the accuracy of the wording of the topic in Kazakh, Russian and English in accordance with the previously approved version.

6.5.5. The final assessment work is checked for Plagiarism and excessive citation by the Program no later than 5 days before the set date of transfer of the Work to the School Expert Commission. In this case, the title page and the sections: "Abstract", "Glossary", "Abbreviations" and "List of References" are excluded from the check.

6.5.6. The coordinator of the study group sends the student and the academic supervisor a similarity report obtained as a result of the Program's check for plagiarism and excessive citation of the final certification work.

6.5.7. After the study group coordinator provides the Similarity Report, the academic supervisor (if necessary) evaluates the Work in accordance with similarity coefficients № 1 and № 2 and makes a decision on whether to admit or not admit it for consideration by the Expert Committee,

and also provides information about his/her decision to the program leader and coordinator of the study group. In this case, the academic supervisor must prepare a review (or feedback) in writing on whether to admit or not admit the Work for defense before submitting the case for consideration by the school Expert Committee.

6.5.8. In the event of a decision by the academic supervisor not to accept the final assessment work, the student is granted the right to correct the Work and re-pass the check by the Program, and then by the academic supervisor for the reliability of the results of the check. In this case, the student must submit a written application to the Dean of the school for permission to conduct a re-check of the Work.

6.5.9. A re-check of the final certification work by the Program is carried out no later than the 3rd day after the first check.

6.5.10. In case of repeated non-admission by the academic supervisor based on the results of the check for plagiarism and excessive citation (similarity) by the Program, the case of the defense of the student's final certification work is transferred to the School 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 Rules, may also decide to postpone the defense until the following year.

6.5.11. The final review 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 Regulation on the Dissertation Council.

6.5.12. The coordinator of the study group publishes on the portal the Reports of similarity of the final certification works, which have received approval from 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/her final thesis on the portal with the required package of documents within the established deadline.

6.5.14. Further verification of final assessment papers is carried out by the School's Expert Commission.

6.5.15. If a student receives an unsatisfactory grade for the defense of the final assessment work, the student's Work is saved in the database. When re-defending, the Work must be substantially revised taking into account the comments of the State Attestation Commission.

6.5.16. If a student was admitted to the defense, but did not pass the procedure of defending the final certification work (due to expulsion, health condition), he has the right to undergo a repeated defense after restoration. In this case, his work, which was previously saved in the University's home anti-plagiarism database, can be deleted for re-checking in the system.

6.6. Appeal procedure

6.6.1. Filing an appeal following the verification of Works for excessive citation, similarity and plagiarism is not permitted.

6.7. Informing students about responsibility for violation of order

6.7.1. All orders on the application of disciplinary actions in connection with the discovery of a violation of the Rules in work are announced to the offender within three days against signature.

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

Appendix 1 Protocol for the analysis of the similarity report by the scientific supervisor/ teacher

Protocol for the analysis of the similarity report by the scientific supervisor/teacher

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

Author:

Title:

Coordinator:

Similarity coefficient 1:

Similarity coefficient 2:

Anxiety:

After analyzing the Similarity Report, I conclude the following:

- ☐ The borrowings found in the work are bona fide and do not have signs of plagiarism. In this regard, I recognize the work as independent and allow it to be defended;
- ☐ The borrowings found in the work do not have the characteristics of plagiarism, but their excessive quantity causes doubts about the value of the work, in essence, and the lack of independence of its author. In this regard, the work must be re-edited to limit borrowings;
- ☐ The borrowings found in the work are unfair and have signs of plagiarism, or it contains deliberate distortions of the text, indicating attempts to conceal unfair borrowings. In connection with this, I do not allow the work to be defended

Rationale

.....
.....
.....

.....

Date
Signature
The scientific supervisor/teacher

Appendix 2 Protocol for the analysis of the similarity report by the program leader/head of the structural unit

Similarity report analysis protocol programs by the leader/head of the structural unit

The head of the department/head of the structural division declares that he/she has familiarized himself/herself with the Full report of the type which
was generated by the Plagiarism Detection and Prevention System for the work:

Author

Title

Coordinator

Similarity coefficient 1:

Similarity coefficient 2:

Anxiety:

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

☐ The borrowings found in the work are bona fide and do not have signs of plagiarism. In this regard, I recognize the work as independent and allow it to be defended;

☐ The borrowings found in the work do not have the characteristics of plagiarism, but their excessive quantity causes doubts about the value of the work, in essence, and the lack of independence of its author. In this regard, the work must be re-edited to limit borrowings;

☐ The borrowings found in the work are unfair and have signs of plagiarism, or it contains deliberate distortions of the text, indicating attempts to conceal unfair borrowings. In connection with this, I do not allow the work to be defended

Rationale
……
……
……

……

Date
Signature of the Head of Department /
Head of a structural unit

The final decision regarding admission to defense, including the rationale:
……
……
……

Date
Signature
Head of Department / Head of the structural unit

Appendix 3 Protocol analysis report similarities Research and Development Department

Protocol analysis report similarities Research and Development Department

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

Author:

Name:

Coordinator:

Similarity coefficient 1:

Similarity coefficient 2:

Anxiety:

After analyzing the Similarity Report, I conclude the following:

- ☐ The borrowings found in the work are bona fide and do not have signs of plagiarism. In this regard, I recognize the work as independent and allow it to be defended;
- ☐ The borrowings found in the work do not have the characteristics of plagiarism, but their excessive quantity causes doubts about the value of the work, in essence, and the lack of independence of its author. In this regard, the work must be re-edited to limit borrowings;
- ☐ The borrowings found in the work are unfair and have signs of plagiarism, or it contains deliberate distortions of the text, indicating attempts to conceal unfair borrowings. In connection with this, I do not allow the work to be defended.

Rationale

.....
.....
.....

.....

Date
Signature
Research and Development Department