TBILISI HUMANITARIAN TEACHING UNIVERSITY

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The Rules for Protecting Academic Integrity, Preventing, Detecting and Responding to Plagiarism at Tbilisi Humanitarian Teaching University LLC

Article 1. General Provisions

1. The Rules for Protection of Academic Integrity, Prevention, Detection and Response to Plagiarism (hereinafter referred to as the "Rules") determine the rules for the prevention, detection and response to plagiarism of Tbilisi Humanitarian Teaching University LLC (hereinafter referred to as the University).

2. The requirements set forth in this rule apply to academic/invited staff and students of the University.

Article 2. Forms of Violation of Academic Integrity

1. Direct plagiarism is the use and dissemination of the text, idea, concept, visual or audio material, or any kind of data resulting from someone else's intellectual work without indicating the author;

2. Paraphrased plagiarism is the expression of someone else's opinion in one's own words without indicating the author;

3. Mosaic plagiarism is opinions taken from different sources, which are combined in such a way that individual authors are not indicated.

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4. Plagiarism by negligence is a citation due to negligence;

5. Self-plagiarism is the submission/publication of the same work or significant parts of a work twice or more without citing one's own work or obtaining appropriate reference and rights.

6. Copyright infringement is considered to be the use of someone else's work without obtaining copyright.

7. Collusion with the aim of deceiving others involves unauthorized/unsanctioned cooperation, non-recognition of assistance received, and failure to take into account the rules established for working on a group project.

8. Fabrication/falsification is the alteration of data in a work and/or manipulation of data, which leads to incorrect interpretation of the results and conclusions;

9. Compilation is the combination and use of one's own works and research results and/or works obtained by someone else protected by copyright;

10. Academic misconduct is the theft, concealment and/or destruction of scientific results, literature, materials, and resources with the aim of preventing their use by other persons, which hinders the academic activity of the person.

11. This document does not cover all forms of violation of academic integrity, but expresses the vision and policy of the University regarding academic misconduct.

Article 3. Informing about Plagiarism and its Prevention

1. Informing the academic staff of the University about plagiarism is carried out through trainings, public lectures, meetings, through the University's internal regulations and the mentioned rule, which is published on the official website of the University, and is also posted in a visible place in the University building.

2. From the date of approval of this rule by THU, a note on the obligation to protect academic integrity is added to the agreements to be concluded with academic staff and students for the purpose of prevention;

3. Introducing issues related to academic integrity and university policy by the administration of the relevant faculties at events planned within the framework of the orientation week for freshmen;

4. In order to prevent plagiarism, the educational program at all levels at the university includes courses in academic writing, which include issues of protecting academic integrity.

5. From the very first year of study, students are given written assignments (abstract, presentation, and essay), during the performance of which the principles of academic writing and integrity must be observed, which acts as a preventive measure on students.

6. Bachelor's and master's theses are checked in the electronic anti-plagiarism program. In order to prevent plagiarism, the university operates an electronic anti-plagiarism program, where qualification works (bachelor's theses, master's theses, etc.) are checked for plagiarism.

Article 4. Mechanisms for Detecting and Responding to Violations of Academic Integrity

1. The main mechanisms for detecting plagiarism are the conclusion of the lecturer, thesis supervisor, reviewer and the anti-plagiarism system.

2. All bachelor's theses, master's theses, scientific works, articles, publications, reports, books created at the university, the volume of which exceeds 5000 words, from the moment of their final submission to the relevant structure of the university, are subject to mandatory checking in the anti-plagiarism electronic program.

3. In the event of obvious plagiarism in a written assignment at the bachelor's and master's levels, the head of the course is obliged to cancel the work without grading and provide information to the dean of the relevant faculty.

Article 5. Electronic Plagiarism Detection System

1. The University has the opportunity to use an electronic plagiarism detection system and the corresponding program when detecting plagiarism in works.

2. The electronic plagiarism detection system is an information technology, electronic tool that establishes the authenticity of technical documents. It systematically ensures the search and identification of information extracted from other sources. It facilitates the evaluation of the text and indicates their location. The anti-plagiarism system reveals in the analyzed document those identical fragments that are located in various databases, Internet resources.

3. The existing anti-plagiarism system compares all uploaded documents with the following database sources:

3.1. Documents in the university database;

3.2. Documents in other university databases;

3.3. Internet resources;

3.4. Database;

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3.5. Legal database.

Article 6. Verification of Qualification Theses and Types of Sanctions

1. The technical uploading and verification of the material in the anti-plagiarism electronic program is provided by the University's educational process management manager. The work is uploaded to the program from the moment of its submission to the university by the author. The received electronic conclusion is sent to the scientific supervisor of the work, who reviews and evaluates the conclusion. The results are notified to the author and the faculty no later than 3 working days after the submission of the work.

2. In case of confirmation of plagiarism, the work is returned to the student and a reasonable period of time is given to correct it once. In case of confirmation of plagiarism again, the work is not evaluated, the student is given the opportunity to submit the work in the next semester.

3. The received electronic conclusion on the scientific work of the academic staff is reviewed by the Dean of the Faculty together with the Head of the University Quality Service. In case of confirmation of plagiarism, the university will not support the publication of the work. The discovery of plagiarism in the work is the basis for disciplinary liability.

4. A research article, publication, report, book, etc. must be uploaded to the program in the anti-plagiarism electronic system at least one month before its publication.

5. The percentage calculation of the similarity and similarity of the work with other works identified by the program should not exceed 25% (valid until December 31, 2022); more than 17% (from January 1, 2023)

Article 7. Appeal

1. In case of detection of plagiarism, academic staff and students have the right to appeal to the Faculty Council within 2 working days from the publication of the results.

2. The Dean of the Faculty, together with the Faculty Council, will review the appeal and make a final decision within 7 days.

3. The appeal can be reviewed only once.