

Non-Profit Joint Stock Company “K. Zhubanov Aktobe Regional University”

"APPROVED"

Chairman of the Board – Rector
of K. Zhubanov Aktobe Regional University

_____ L.Ch. Karabasova

“ ” _____ 2022

REGULATION ON THE PROCEDURE FOR CHECKING WRITTEN WORKS
FOR PLAGIARISM IN THE "Turnitin Similarity" SYSTEM

For official use only

Aktobe, 2022

1. DEVELOPED BY

Director of the Department for Academic Quality Enhancement

APPROVED AND IMPLEMENTED

By the decision of the Chairman of the Board – Rector of K. Zhubanov Aktobe Regional State University (Minutes No. _ dated “__” _____ 2022)

2. VALIDITY PERIOD: Until replaced by a new version

3. IMPLEMENTED: In place of the version dated August 12, 2020

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1.SCOPE OF APPLICATION

This Regulation defines the procedure for checking thesis projects, master's dissertations (projects), monographs, publications, and all written works of students for the presence of unauthorized borrowings from published sources.

The Regulation is introduced to improve the quality of organization and effectiveness of educational and scientific activities aimed at ensuring a high level of independence in the performance of academic and research work, encouraging the creative activity of students, as well as acquiring and applying new knowledge by staff, and respecting the intellectual property rights of individuals and legal entities.

2 REFERENCE DOCUMENTS

- 2.1 Law of the Republic of Kazakhstan "On Education" dated July 27, 2007 No. 319-III ZRK (as amended on May 3, 2022)
- 2.2 Law of the Republic of Kazakhstan "On Science" dated February 18, 2011 No. 407-IV (as amended as of 01.01.2022)
- 2.3 Standard Rules for the Activities of Educational Organizations Implementing Higher and/or Postgraduate Educational Programs (Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018 No. 595, with amendments as of August 31, 2022 No. 385)
- 2.4 State Compulsory Standard of Higher and Postgraduate Education (Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated July 20, 2022 No. 2)
- 2.5 Code of Academic Integrity for Students, Faculty, and Staff of K. Zhubanov ARU (Minutes No. 13 dated August 12, 2020)

3. GENERAL PROVISIONS

The following terms and definitions are used in this Regulation:

Academic Integrity – a set of values and principles that reflect a student's honesty in learning, while completing written works (theses, dissertations, scientific papers), answering exams, conducting research, expressing their position, interacting with academic staff, instructors, and fellow students, as well as in assessments.

Written Work – includes diploma projects and dissertations, essays, and compositions completed by undergraduate and master's students.

Diploma Project – a final graduation work that summarizes the results of a student's independent study on a relevant issue in their chosen specialty.

Master's Dissertation – a graduation paper of a master's degree student in a scientific-pedagogical program, representing an independent scientific study containing theoretical and/or practical developments on a relevant issue in the chosen specialty, based on modern theoretical, methodological, and technological achievements in science.

Master's Project – the final qualifying work of a student in a specialized master's program, representing independent research containing theoretical and/or experimental results aimed at solving an applied problem in the selected specialty.

Borrowing – legal or illegal use in written works of quotations or paraphrased content from someone else's intellectual product.

Proper Citation – quoting a passage from a text with indication of the author's name, title of the work, and in a volume justified by the purpose of citation.

Improper Citation – quoting a passage from a text without indicating the author's name or the title of the work, and in a volume not justified by the purpose of citation.

3.1 Violations of Academic Integrity by Students and Faculty

Plagiarism – intentional appropriation of authorship of another person's work or using someone else's work in one's own without referencing the author.

Forms of plagiarism may include:

- Quoting a source without quotation marks and/or without referencing the source;
- Paraphrasing a source without referencing it;
- Using someone else's ideas or arguments without attribution;
- Submitting a written work fully or partially authored by someone else;
- Submitting a diploma project, master's or doctoral dissertation obtained from the Internet or other sources.

3.2 All written work must be completed independently.

Plagiarism in this Regulation refers to performing a written assignment using another person's text published in print or electronic format without referencing the source, or even with references if the volume and nature of the borrowings raise doubts about the originality of the work or any of its parts.

Plagiarism may occur in two forms:

- Verbatim copying of the original text;
- Paraphrasing – rewording someone else's text by changing words and expressions without altering the meaning of the borrowed content.

3.3 Academic integrity is a fundamental principle of the educational process.

To prevent plagiarism, diploma projects, dissertations, and works of the academic staff (textbooks, teaching aids, articles, monographs, etc.) must be checked using plagiarism detection software

3.4 To determine the originality of written works, the university uses the anti-plagiarism system Turnitin Similarity:

<https://zhubanov-uni.turnitin.com/home/sign-in>

3.5 The following types of academic works are subject to mandatory verification:

- Diploma projects/theses, master's dissertations/projects, PhD dissertations;
- Educational and methodological publications;
- Monographs;
- Research papers and articles submitted by students, faculty, and staff for publication in scientific or methodological journals;
- Student written work uploaded to the "Univer" system (if integrated with the "Turnitin Similarity" system).

3.6 The administrator coordinating the Turnitin Similarity system within the educational process is the Director of the Department for Academic Quality Enhancement.

Plagiarism checks for diploma projects, master's dissertations (projects), PhD dissertations, monographs, methodological publications, and articles for the “Zhubanov University Bulletin” are carried out no more than once by the coordinating units.

The coordinating units for plagiarism checks are:

- **Monographs and articles in the “Zhubanov University Bulletin”** – Department of Science;
- **Master’s dissertations, diploma projects** – Faculties;
- **Educational-methodological manuals** – Department for Academic Quality Enhancement;
- **Conference articles, coursework, independent work (SRW), etc.** – Faculties.

4. PROCEDURE FOR CHECKING WRITTEN WORKS

Administrators add instructors to their account.

4.1 Instructors then create a folder where they specify the expiration date of the submission link. The link is copied and sent to students.

4.2 Students open the link, fill in their details, and upload their work.

4.3 Throughout the entire research period, students may submit their work to the instructor for plagiarism checks an unlimited number of times.

4.4 Upon completion of the research, instructors submit the final versions of their students' research papers to the appropriate administrator for final plagiarism verification in the Turnitin system.

5. ACCEPTABLE SIMILARITY THRESHOLDS AND PROCEDURE FOR APPROVING WORKS FOR DEFENSE

A work is considered to have passed the plagiarism check with a positive result if it meets the following criteria:

- **Diploma projects** – no more than **35% similarity**;
- **Master's dissertations, master's projects, PhD dissertations** – no more than **25% similarity**;
- **Educational and methodological publications** – no more than **20% similarity**;
- **Conference articles at Zhubanov University** – no more than **35% similarity**;
- **Articles in the "Zhubanov University Bulletin"** – no more than **20% similarity**;
- **Coursework, independent work (SRW), etc.** – threshold set by the instructor.

Diploma projects in creative specialties are not subject to Turnitin Similarity checks, as the core of such projects is the creative work itself.

Presence of plagiarism in academic and scientific works that exceeds the established similarity percentage leads to a negative decision on the defense (or publication) of the work and damages the author's academic reputation.

Master's dissertations, projects, and diploma works that exceed the permitted similarity thresholds established in this Regulation are **not admitted for defense**.

When submitting a document for checking, the author **must not manipulate the content** in order to bypass the Turnitin Similarity system algorithms. If such violations are detected, the work will **not be accepted for defense**.

In case of technical malfunctions, uploading errors, or other force majeure circumstances, the decision on accepting the written work for defense is made by an **expert commission**, established by order of the rector.

The **Turnitin Similarity report**, or, in the case of an expert review, the **expert conclusion**, along with the **supervisor's feedback (review)**, must be attached to the final work.

In diploma projects, master's dissertations (projects), and scientific research works, the volume of legitimate borrowing may include:

- names of institutions, state authorities, and local government bodies;
- references to normative legal acts;
- excerpts from laws;
- bibliographies;
- repeated and commonly used expressions and legal terminology;
- quotations and document excerpts used for analysis;
- self-citations, etc.

RESPONSIBILITIES OF THE PARTIES

6.1 Students and university faculty members are responsible for submitting their written work for verification in the **Turnitin Similarity** system within the established deadlines.

6.2 The academic supervisor is responsible for:

- conducting the plagiarism check within the deadlines,
- making decisions regarding revisions or rechecking the work for plagiarism,
- approving the written work for pre-defense.

6.3 Responsible persons from the coordinating units of the anti-plagiarism system are accountable for:

- checking the written work and
- issuing a **Certificate of Verification Results** within the established time frame.

7. AMENDMENTS AND ADDITIONS

This Regulation is approved by the decision of the Board of the Non-Profit Joint Stock Company "K. Zhubanov Aktobe Regional University".

Amendments and additions to the Regulation are made in accordance with legislative acts, regulatory documents in the field of education, and internal university regulations.

In case of changes, **all existing copies** of the previous version of the Regulation at the university must be **withdrawn and replaced** with the updated version.

COORDINATED WITH:

Member of the Board – Vice-Rector for Academic Affairs

Member of the Board – Vice-Rector for Science and Innovation