

Approved by the academic board of

Teaching university Geomedi LLC

protocol №04, 10.04.2020

Rector, Professor ————— Marina Pirtskhalava

## **Plagiarism detecting and responding rules**

### **Article 1. Plagiarism**

1. **Plagiarism** - Using someone's idea, as well as text, media (audio, video) or other type of thesis (published or unpublished) without citation or other type of quotation.

#### **2. Types of Plagiarism**

- Self-Plagiarism- Repeating introduction / publishing of the same thesis (or its component) without citation that it was already published. Publishing of the same thesis because of sending it to many places is also considered as plagiarism.
- Mosaic Plagiarism - When you gather fragments from different sources but you didn't mention each source in reference.
- Direct Plagiarism - When you citing word for word from the text without mentioning the source.
- Cross-language plagiarism –Translation and using thesis or part of the thesis published in another language without appropriate citation.
- Paraphrase - Use someone's thesis, its sentences, changing words without changing its content and structure, and without appropriate citation.
- Random Plagiarism - Accidental paraphrase, skipping or incorrect citation considered as plagiarism and it has appropriate sanctions.

### **Article 2. Prevention and detection of plagiarism**

1. In order to prevent plagiarism at university one of the essential courses are academic writing (bachelor), scientific research methods (master's degree) and the main methods of scientific research (doctorate).

2. Head of scientific work should periodically monitor the work/research process of the students of all three degree (bachelor, master's degree, doctorate), also discussing final thesis,

monitoring of sources and literature which is important for preventing and manifestation of plagiarism.

3. A thesis of students' of any degree as well as working material of academic/scientific/ invited stuffs of the university, as well as the thesis which should be published in journal(s) of the university is monitored in antiplagiarism system on the bases of contract university made with "Integrated social network of the Georgian library consortium 2017"

4. Head of the bachelor/master's degree /doctorate programs, ensures checking of the students thesis in antiplagiarism system, also in case of the material that should be published in journal(s) checking is done by the editorial board.

5. During the comparison of bachelor/master's degree /doctorate thesis or thesis which should be published in journal with existing thesis /text in electronic archive (repository) the percentage of similarity is determined.

6. In case of 15% similarity a thesis will be returned to student (all three degrees) for correction.

7. In case of similarity less than 15% or equal bachelor/ master's degree/doctorate thesis will be considered and lately decided if its will be approved or not, also scientific head of student determines returning of the thesis to student for correction.

8. Bachelor and master's degree thesis checking in antiplagiarism system should be done no later than 17<sup>th</sup> week of the semester, in case of the doctorate research upon ending of the last research component (to finish, to correct the thesis) which is prerequisite for access thesis advance defense.

9. In case if the similarity of the thesis for journal(s) publishing is more than 15% , after checking it in antiplagiarism system, it will be returned to author without discussion and loses improvement for journal publishing. In case if similarity is less than 15%, thesis will be send to reviewer for make decision to publish work or to send it back to author(s) for correction.

10. You can check any type of same work for similarity in antiplagiarism system only twice.

11. University students and affiliated staff disciplinary proceedings related to the detection of plagiarism start, discuss the issue, draw a conclusion, appeal and all sanctions is regulated by the university code of ethics, internal regulations and by the norms of disciplinary responsibility".

### **Article 3. Reaction on plagiarism**

Depending on the severity of plagiarism, different types of sanctions can be used:

1. Towards students (Bachelor, Master's degree, Doctorate):

A) Warning;

B) Termination of the right to use the scholarship allowance;

C) Termination of the student status.

2. Towards academic / scientific / invited staff:

- A) Warning;
- B) Severe warning, with salary garnishment and with damage compensation
- C) Retirement

**Article 4. Final provision**

1. Previous rule is approved by the rector of the university, based on the decision of the academic council and is valid upon its approval.
2. Changing in previous rule should be made on the basis of the resolution of the academic council according to order issued by the rector.