

The change is approved

by the Rector's Order №501 of October 02.2024
(The effective date of the order: October 03. 2024.)

Rector, Professor Marina Pirtskhalava

Rules for the Detection and Response to Plagiarism

Article 1. Plagiarism

1. Plagiarism – the use of another person's idea, as well as textual, media (audio, video), or other types of work (published or unpublished) without appropriate citation or other form of attribution.
2. Types of plagiarism:
 - Self-plagiarism – repeated submission/publication of the same work (or one of its components) without citation if the work has already been published. The simultaneous submission of the same work to multiple venues resulting in publication is also considered plagiarism;
 - Mosaic plagiarism – combining fragments from different sources without indicating the individual sources;
 - Direct plagiarism – word-for-word copying of text from a source without proper citation;
 - Cross-language plagiarism – translating a work (or part of it) published in another language and using it without appropriate citation;
 - Paraphrasing – using sentences from another person's work with changes in wording, but without changing the meaning and structure of the sentence, and without proper citation;
 - Accidental plagiarism – unintentional paraphrasing, omission of citations, or incorrect attribution. This is treated as intentional plagiarism, and the corresponding sanctions apply.

Article 2. Prevention and Detection of Plagiarism

1. For the purpose of preventing plagiarism, the university offers mandatory academic courses: Academic Writing (for Bachelor's degree students) and Research Methods (for Master's degree students).
2. Periodic monitoring of students' work/research process by academic supervisors, as well as reviewing completed works, checking and studying the sources and literature used, contribute to the prevention and detection of plagiarism.
3. Any type of written work is checked using a plagiarism detection system.
4. The student independently checks their work in the anti-plagiarism system and sends the final result to the supervisor (the results of the check are also accessible to the supervisor in

the anti-plagiarism system). In the case of works submitted for publication in journals, checking in the anti-plagiarism system is carried out by the journal's editorial board.

5. The percentage of similarity of a student's work or a work submitted for publication in a journal is determined by the anti-plagiarism system.
6. If a similarity rate higher than 15% is detected, the student must revise the work.
7. If a similarity rate equal to or less than 15% is detected, the decision to allow the Bachelor's/Master's thesis to proceed to preliminary review/defense, or to return it to the student for revision, is made by the student's academic supervisor.
8. Bachelor's and Master's theses must be checked in the anti-plagiarism system no later than the 17th week of the academic semester.
9. For works submitted for publication in journals, if the anti-plagiarism system detects a similarity rate higher than 15%, the work is returned to the author without review and loses the right to be published in the same journal. If the similarity rate is 15% or less, the work is sent to reviewers, who decide whether it will be published in the journal without revisions or returned to the author(s) for revision.
10. For university students and affiliated personnel, the initiation of disciplinary proceedings related to detected plagiarism, review of the case, conclusion, appeals, and sanctions are regulated by the university's Code of Ethics and Internal Rules and Disciplinary Responsibility Norms.

Article 3. Response to Plagiarism

Depending on the severity of the plagiarism, various types of sanctions may be applied:

1. **For students (Bachelor's and Master's degrees):**
 - a. Warning;
 - b. Termination of the right to receive a scholarship;
 - c. Termination of student status.
2. **For academic/scientific/adjunct staff:**
 - a. Reprimand;
 - b. Severe reprimand with withholding of salary or imposition of compensation for damages;
 - c. Dismissal from employment.

Article 4. Final Provisions

1. This rule is approved by the University Rector based on a resolution of the Academic Council and enters into force upon its approval.
2. Amendments to this rule are made in accordance with an order issued by the Rector on the basis of a resolution of the Academic Council.