Rule of Checking for the Existence of Plagiarism of the Executed Work

Contents

1. General Provisions

1.1 The Plagiarism Policy, or rule of checking for the existence of plagiarism at the Georgian American University, LLC (hereinafter - the Rule) has been developed on the basis of Georgian Legislation and internal regulations of the University.

1.2 The Rule establishes the procedures for using the Strikeplagiarism.com Program (hereinafter the program) and establishing the fact of plagiarism at the Georgian American University, LLC (hereinafter referred to as the University).

2. Definitions of terms

2.1. Similarity coefficient - an indicator of the similarity / identity of the text of the work with the texts of other literary sources. It shows what part of the paper is (in percentage) similar / identical to the texts in different literary sources.

2.2. Similarity Ratio (SC) 1 - Part of a paper (in percentages) that includes at least 5-word phrases found in other literary sources.

2.3. Similarity Ratio (SC) 2 - The portion of the paper (in percent) that includes sections of at least 25 words in other literary sources.

2.4. Similarity Ratio (QC) 3 - Part of the paper (in percentages) that includes phrases from other literary sources in the form of citations.

2.5. Similarity report - a statistical report prepared by the web platform "Strikeplagiarism.com" on the similarity of the text of the paper with the texts of other literary sources.

2.6. Verification Report - The result of verification of papers received through the web platform "Strikeplagiarism.com" program.

2.7. External person - the author (co-author) of the paper, who is not an employee or student of Georgian American University, LLC.

3. Papers to be checked through the program "Strikeplagiarism.com"

It is mandatory to check the following papers through the program "Strikeplagiarism.com":

- ✓ Materials submitted for publication on behalf of the University (articles, monographs, textbooks, materials to be published in the scientific journals and collections of the University, etc.);
- ✓ Materials to be presented at the international / local conferences on behalf of the University;
- ✓ Doctoral student seminar papers;
- ✓ Master Theses;
- ✓ Bachelor Theses;
- ✓ In some cases, if the program and / or the syllabus of the teaching course will indicate this, the project / assignment completed within the teaching course.

4. Peculiarities of using the web platform "Strikeplagiarism.com"

4.1.   The program compares the paper with the literary sources in library databases located in Internet resources and detects the existence of similar phrases.

4.2.   It is possible to check papers performed in Microsoft Word, PDF (not scanned) formats.

4.3.   An essential requirement for a work done in Georgian is the use of the "Sylfaen" font.

4.4.   The printed version of the paper must be certified by the signature of the author (s).

5.   Program administration

5.1.   The program is administered by the University Academic Process Management Service.

5.2.   The program is administered by one of the managers of the Academic Process Management Service - the program administrator. The program administrator is the contact person between the University and the company Plagiat.pl.

5.3.   The functions of the program administrator are:
- Ensure the proper functioning of the program;
- In case of a software defect, contact the web platform "Strikeplagiarism.com" with the Head Office and eliminate the defect;
- Selective verification of similarity reports and verification reports, collection of statistical data of the decision made by the School Dean and the School scientific / research paper evaluation commission;
- Examining University's author (s) work on the basis of an external application, issuing a signed similarity report and an inspection result (printout);
- Selectively review papers to control the activities of program operators.

5.4.   In order to carry out the examination procedures through the work program, a person / persons with appropriate qualifications - a program operator - will be assigned to each of the main educational units of the University - the Schools.

5.5.   The functions of the program operator are:
- Check the identity of the printed and electronic versions;
- Upload (insert) the paper into the program and print the test result and similarity report;
- Awareness of the program administrator about the work done.

6.   Plagiarism screening procedure

6.1.   When submitting a paper to the school administration / dissertation board of the relevant basic educational unit / in the scientific council of the scientific-research institute (center) (hereinafter - the scientific council), in the editorial board of the school scientific journal (collection) (hereinafter - the editorial board) in accordance with the established procedure, along with other documents, the author of the paper should submit an application written to the school dean with a request of checking a paper on the plagiarism. The statement should state that the printed and electronic versions of the paper are identical, as well as the number of pages and the number of characters. (See Appendix 1).

6.2.   The Dean of the School shall submit to the Program Operator, and the President of the University to the Program Administrator, the author's statement in hard copy (bound and certified, see paragraphs 4.2-4.4) and electronic versions (on CD).

6.3.   The Program Administrator / Operator checks in advance (before uploading the paper in the program) whether the electronic version of the paper meets the requirements for checking the text through the program.

6.4.   In case of non-compliance, the author is entitled to submit a corrected electronic version within 5 (five) working days.

6.5.   In case of repeated submission of an electronic version unsuitable for the program, the paper will not be considered.

6.6.   In case of a corrected version for the program, the Administrator / Operator uploads (inserts) the paper in the program on the website "Strikeplagiarism.com".

6.7.   The Program Administrator / Operator prints the similarity report within 5 (five) business days and prepares the verification report (see Annex 2). Makes a note of verification on the printed version of the paper.

6.8.   Similarity coefficient:

6.8.1.   In the paper, in addition to the dissertation:
   a)   the similarity coefficient (SC) 1 should not exceed 30%;
   b)   the similarity coefficient (SC) 2 should not exceed 5%;
   c)   the similarity coefficient (QC) 3 should not exceed 20%;

6.8.2. In the dissertation:
   a) The similarity coefficient (SC) 1 should not exceed 20%;
   b)   The similarity coefficient (SC) 2 should not exceed 5%.
   c) The similarity coefficient (QC) 3 should not exceed 20%.

6.9.   The Program Operator sends the scanned version of the application, the electronic version of the paper, the verification report to the Program Administrator. The application remains with the program operator.

6.10.   The verification report and the full report of the similarity (printout) shall be submitted to both the author of the paper and the authorized person - 6.1 of this paragraph. In the case of subsection, the Dean of the School.

6.11.   After reviewing the inspection report, the School Dean makes one of the following decisions:
   • The paper does not contain plagiarism. The similarities identified in the paper are permissible. Thus, the paper will be accepted for protection / publication;

- The similarity revealed in the paper exceeds the allowable norm. Thus, the paper will be submitted to the Scientific / Research Paper Evaluation Commission for further consideration.

6.12. The decision made by the Dean of the School shall be as set out in Annex 3.

6.13. In case of exceeding the permissible norm set by the University in at least one similarity coefficient given in the inspection report, the Dean of the School shall convene a Scientific / Research Paper Evaluation Commission, which will review the submitted materials and make one of the following decisions:
- The paper does not contain plagiarism. The similarities identified in the paper are permissible. Thus, the paper will be accepted for protection / publication;
- The paper does not contain plagiarism. At the same time, the similarities identified in the paper exceed the permissible norm. Thus, the paper will not be allowed to be defended / will not be published;
- Scientific paper contains plagiarism. Thus, the paper will not be allowed to be defended / will not be published. The matter is referred to the Ethics Commission.

6.14. The decision made by the Scientific / Research Paper Evaluation Commission is set out in the form set out in Annex 4.

6.15. In case of plagiarism in a scientific / research paper, the matter shall be referred to a disciplinary body for consideration by the Scientific / Research Paper Evaluation Commission.

7. Terms of service through the program

7.1. It is mandatory to check for plagiarism of the paper referred to in paragraph 3 of this Rule.

7.2. Compulsory examination for the existence of plagiarism submitted in the prescribed manner is free of charge.

7.3. If the author of the paper wishes to pre-examine the paper (including repeated, after correction) and apply to the Dean of the School (Appendix 5), the service is paid and a contract is concluded between the person and the university (Appendix 7).

7.4. The author can pre-check the paper 2 times.

7.5. After the mandatory inspection the paper will no longer be re-tested for plagiarism.

7.6. The cost of the dissertation, monograph, textbook, supporting textbook, scientific article, pre-examination (including re-examination) of the report is determined by the order of the Senior Vice President of the University.

8. Services to outsiders

8.1. Through the plagiarism program it is possible to check the scientific / research work of an outside person.

8.2. An outsider, when submitting a paper to the University Records Service in the prescribed manner, along with other documents, usually has to submit an application addressed to the President of the University requesting a check for plagiarism in the paper. The statement should

state that the printed and electronic versions of the paper are identical, as well as the number of pages and the number of characters. (See Annex 6).

8.3.   The services of an outsider are paid and an agreement is made between the interested person and the University (see Annex 7).

8.4.   The paper is reviewed by an outside Program Administrator after submitting a payment receipt for the amount stipulated in the contract.

8.5.   The Program Administrator will provide a signed test result and similarity report to the outside person within 5 (five) business days.

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Appendix 1

To the Dean of Georgian American University

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Name / surname of the author / authors of the paper
Educational program / position,
Email address, phone

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Statement

Please instruct the appropriate person to verify my / our paper on plagiarism.
I certify / confirm that:

Work
....
....
....

(Title)

Prepared by me / us and it does not infringe the copyrights of third parties.
The printed and electronic versions of the paper are identical.
1. Number of pages -
2. Number of characters –

....

Date   Signature

Report on plagiarism of a scientific / research paper

Author /authors --

Title of the paper

Scientific supervisor / supervisors / co-supervisor

Field / specialty

School / Institute (Center) -

Number of pages ---------------------- **Number of symbols** --

Type of scientific research paper:

☐ Dissertation submitted for the academic degree of Doctor;

☐ Scientific article;

☐ Monograph;

☐ Manual;

☐ Master thesis;

☐ Bachelor Thesis;
☐ Other;

The result of the report obtained through the program Strikeplagiarism showed the following:

☐ The similarity coefficient (SC1) is ………….…%
☐ The similarity coefficient (SC2) is ………… .....%
☐ The similarity coefficient (QC3) is ………… ....%

Appendix:
●   Author's statement (copy)
●   Print version of the paper
●   Electronic version of the paper (on CD).
●   Print the result obtained on the plagiarism program site.

Program Administrator / Operator Comment on Similarities:

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Date   Signature of Administrator / Operator

The decision of the …………………………………………………School Dean of the Georgian American University, LLC on the paper

Author: ....

Title of the paper:

....

....

Number of pages ....

Number of symbols ....

Field / specialty

....

Based on the review of the paper, the similarity report was decided:

- ☐ The paper does not contain plagiarism. The similarities identified in the paper are permissible. Thus, the paper will be accepted for publication.
- ☐ The similarity revealed in the paper exceeds the allowable norm. Thus, the paper will be submitted to the Scientific / Research Paper Evaluation Commission for further consideration.

....

Date   Signature of the Dean of the School

Decision of the ………………………………………………………School Scientific / Research Paper Evaluation Commission of Georgian American University, LLC on the paper

Author ....

Title of the paper: ....
....

Number of pages ....
Number of symbols ....

Field/ specialty...

Based on the review of the similarity report, the decision was made:
- ☐ The paper does not contain plagiarism. The similarities identified in the paper are permissible. Thus, the paper will be accepted for publication.
- ☐ The paper does not contain plagiarism. At the same time, the similarities identified in the paper exceed the permissible norm. Thus, the paper will not be allowed to be defended / will not be published.
- ☐ Scientific paper contains plagiarism. Thus, the paper will not be allowed to be defended / will not be published. The matter is referred to the Ethics Commission.

Confirmation:
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....
....
....
....

………………………………………   ……………………………………………………………………………..

Date

<div style="text-align: right;">

Signature of the Chairman of School Scientific /
Research Paper Evaluation Commission

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Appendix 5

To the Dean of the Georgian American University, LLC

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Name / surname of the author / authors of the paper
Educational program / position,
Email address, phone

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<div style="text-align: center;">

Statement

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Please instruct the relevant service to pre-test my / our work for plagiarism.

I certify / confirm that:

Work

 ....

....

....

<div style="text-align: center;">

(*Title*)

</div>

Is prepared by me / us and it does not infringe the copyrights of third parties;
The printed and electronic versions of the paper are identical.
1. Number of pages -
2. Number of characters -

Appendix:
- ☐ Printed version of the paper;
- ☐ Electronic version of the paper (on CD);
- ☐ Receipt of payment of the relevant fee.

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Date   Signature

To the President of Georgian American University, LLC

....

Name / surname of the author / authors of the paper
Personal number, e-mail
Address, telephone number

Statement

Please instruct the relevant service to check that my / our work is similar to the texts of other literary sources.

I certify / confirm that:
The work
....
....
 ....
(Title)

Is prepared by me / us and it does not infringe the copyrights of third parties;
The printed and electronic versions of the paper are identical.
1. Number of pages -
2. Number of characters -

Appendix:
☐   Printed version of the work;
☐   Electronic version of the work (on CD);

....
Date   Signature

Service Agreement **#**

Tbilisi   ……./…………/20…..

1. Parties to the agreement

On the one hand, Georgian American University, LLC, presented by the President, …………………………………………….., hereinafter referred to as the "Executor" and on the other hand , ………. …………………………………………………… as "Customer", We enter into this agreement in accordance with applicable law and agree to the following:

2. Subject of the Agreement

2.1. Subject of this Agreement …………………………………………………………………………………………………… ……… ………………………… (hereinafter referred to as "Services").

3. Rights and obligations of the parties

3.1 The contractor is obliged to provide the service provided by the contract in a proper and conscientious manner.
3.2. The customer is obliged to reimburse the contractor for the cost of the work stipulated in the contract.

4. Remuneration for work performed

4.1. The customer pays the contractor for the performance of the work stipulated in the contract …………………………GEL, before providing services.

5. Terms and conditions of service delivery

5.1. The information is provided by the customer to the legal address of the executor.
5.2. Receipt of the rendered services is confirmed by the acceptance-delivery act, which is signed by the authorized representatives of the parties.

6. Validity of the agreement

6.1. The agreement enters into force upon its signing by the parties.
6.2. The customer has the right to terminate this contract at any time, but in this case he is obliged to reimburse the contractor for the cost of the work performed and the damage caused by the termination of the contract.
6.3. The validity period of the contract starts from the day of signing and is valid …………………………………………
6.4. Early termination of the contract is possible only with the prior written consent of the parties. They must notify each other of termination at least 5 working days in advance.
6.5. In case of force majeure circumstances last for more than 30 days or upon its occurrence it becomes clear that it will last for more than 20 days, the parties have the right to request the termination of the contract.
6.6. Issues not provided for in the contract shall be resolved by written agreement of the parties in accordance with the legislation in force.
6.7. The agreement is executed in 2 copies in Georgian language and each of them has equal legal force.
6.7. Any amendment shall be made in writing and form an integral part of this Agreement.

7. Dispute settlement

7.1. All disputes arising in the course of the performance of this Agreement shall be settled by mutual agreement of the Parties.
7.2. If the dispute and disagreement between the parties cannot be resolved through negotiations, it is resolved through the courts.

1. Details of the parties

Customer   Executor