

Regulation

On the Rule for Checking Works Completed at the Georgian Technical University for the Presence of Plagiarism

Article 1. General Provisions

1. This Regulation, in accordance with the Law of Georgia “On Higher Education” and other normative acts, establishes the rule for checking works completed at the Georgian Technical University (textbook, supplementary textbook, monograph, article, dissertation, master's thesis, bachelor's thesis) for the presence of plagiarism.
2. The Regulation defines the procedures and norms for the use of the program of the plagiarism-detection computer web platform “Strikeplagiarism.com” (hereinafter – the Program) at the Georgian Technical University (hereinafter – the University), as well as the rights and obligations of University personnel and students in the said activity.

Article 2. Definitions of Terms Used

The terms used in this Regulation have the following meaning:

- a) Plagiarism – the appropriation, in the field of science and art, of another person's creative work, ideas and inventions; the use of another person's work in one's own work without naming the author; and the unlawful appropriation of the results of intellectual labor;
- b) Similarity Coefficient – an indicator of the similarity/identity of the text of the work with the texts of other literary sources. It shows what portion of the work (in percentage terms) is similar/identical to texts found in various literary sources;
- c) Similarity Coefficient (SC) 1 – the portion of the work (in percentage terms) that contains phrases of no fewer than 5 words found in other literary sources;
- d) Similarity Coefficient (SC) 2 – the portion of the work (in percentage terms) that contains passages of no fewer than 25 words found in other literary sources;
- e) Similarity Coefficient (QC) 3 – the portion of the work (in percentage terms) that contains phrases from other literary sources in the form of quotations;
- f) Similarity Report – a statistical report prepared by means of the program of the web platform “Strikeplagiarism.com” on the similarity of the text of the work with the texts of other literary sources;
- g) Check Result – the result of the check of the work obtained by means of the program of the web platform “Strikeplagiarism.com”;
- h) Author – University personnel/a student, as well as an external person, who wishes to have a work checked for the presence of plagiarism;
- i) Authorized Person – a person who, in accordance with the procedure established by the University, issues a recommendation regarding the publication of the work;
- j) Program Administrator – a person who administers the proper functioning of the Strikeplagiarism.com program at GTU;

- k) Program Operator – a person who carries out the checking of works by means of the Strikeplagiarism.com program;
- l) External Person – a person who is not University personnel or a student, and none of whose co-authors of the work is University personnel or a student.

Article 3. Use of the Web Platform “Strikeplagiarism.com”

1. The program of the web platform “Strikeplagiarism.com” is used for the purpose of detecting the presence of plagiarism in dissertations, master's and bachelor's theses prepared for defense at the University; in scientific articles prepared for publication in scientific journals and collections issued under the auspices of the University (including collections of conference papers/abstracts); and in educational and scientific works prepared for publication under the auspices of the University (textbook, supplementary textbook, monograph).
2. The Program is the intellectual property of the company Strikeplagiarism.com, and its use is permitted only under the terms established by the agreement concluded with the company. Its distribution without the written consent of the owner is prohibited.
3. The Program compares the work with literary sources contained in library databases available in Internet resources and detects the presence of similar phrases.
4. Compared with other programs of a similar purpose, the Program is distinguished by the following advantages:
 - a) ease of use;
 - b) security of the system;
 - c) high accuracy of checking;
 - d) the program menu is adapted to Georgian, English, Russian and other languages;
 - e) it is possible to check works completed in Microsoft Word and PDF (non-scanned) formats.
5. For works completed in the Georgian language, the use of the “Sylfaen” font is a mandatory requirement.

Article 4. Administration of the Program

1. The Program is administered by the University's Science and Innovations Department.
2. For the purpose of administering the Program, a suitably qualified person – the Program Administrator – is designated within the Science and Innovations Department.
3. The functions of the Program Administrator are:
 - a) ensuring the proper functioning of the Program on a university-wide scale;
 - b) in the event of a software fault, contacting the head office of the web platform “Strikeplagiarism.com” and remedying the fault;
 - c) collecting the statistical data of similarity reports and check results and submitting an annual report to the head of the Science and Innovations Department.

4. In the event of the development of and/or changes to the software, the Program Administrator is authorized to raise, before the relevant structural unit of the University, the issue of introducing corrections to the present Regulation.
5. For the purpose of carrying out the procedures for checking works by means of the Program, a suitably qualified Program Operator is designated in each principal educational unit of the University (faculty/school), in agreement with the Program Administrator.
6. The functions of the Program Operator are:
 - a) receiving works certified by the authorized person;
 - b) checking the identity of the printed and electronic versions;
 - c) uploading (entering) the work into the Program and printing out the check result and the similarity report;
 - d) immediately informing the Program Administrator in the event of the incorrect uploading of a work into the Program;
 - e) submitting monthly and cumulative statistical reports to the Program Administrator by means of the official memorandum defined by Annex 1 to this Regulation.
7. For the purpose of controlling the activities of Program Operators, selective checking of works is carried out by the Program Administrator. The Administrator informs the head of the Science and Innovations Department of any violations discovered.
8. The checking of an external person's work is carried out on the basis of the author's/authors' application addressed to the Chancellor of GTU, who, in accordance with the existing procedure, determines the amount of the monetary contribution set for the checking procedure.

Article 5. Procedure for Checking a Work for Plagiarism

1. For the purpose of checking a work for the presence of plagiarism, the author(s), except for an external person, must complete the application defined by Annex 2 to this Regulation and submit the printed and electronic versions of the work to be checked to the academic department of the relevant faculty/school (hereinafter – the Academic Department) / the subject commission for educational-scientific literature of the faculty/school (hereinafter – the Subject Commission) / the editorial board of the scientific journal/collection (hereinafter – the Editorial Board) / the scientific council of an independent scientific-research unit of the University (hereinafter – the Scientific Council). The application must state that the printed and electronic versions of the work are identical, and must also indicate the number of pages and characters.
2. The authorized person, by means of the official memorandum defined by Annex 3 to this Regulation, applies to the operator designated by the faculty/school, to whom the following are transferred: the author's application, the printed original of the work, and the electronic version on a CD.
3. The operator checks in advance (before uploading the work into the Program) whether the electronic version of the work satisfies the requirements for checking the text by means of the Program.

4. If the electronic version of the work does not comply with the requirements of the Program, the author is given the right, within 7 (seven) working days, to submit a corrected electronic version, which is subsequently uploaded into the “Strikeplagiarism.com” program.
5. The operator, within no more than 5 (five) working days, prepares the check result and the similarity report defined by Annex 4 to this Regulation.
6. The admissible maximum values of the similarity coefficient obtained as a result of checking a monograph or a scientific article submitted by the author(s) are:
 - a) Similarity Coefficient (SC)1 must not exceed 40%;
 - b) Similarity Coefficient (SC)2 must not exceed 5%;
 - c) Similarity Coefficient (QC)3 must not exceed 20%.
7. The admissible maximum values of the similarity coefficient obtained as a result of checking a textbook or a supplementary textbook submitted by the author(s) are:
 - a) Similarity Coefficient (SC)1 must not exceed 60%;
 - b) Similarity Coefficient (SC)2 must not exceed 10%;
 - c) Similarity Coefficient (QC)3 must not exceed 25%.
8. The admissible maximum values of the similarity coefficient obtained as a result of checking a supplemented and revised textbook submitted by the author(s) are:
 - a) Similarity Coefficient (SC)1 must not exceed 60%;
 - b) Similarity Coefficient (SC)2 must not exceed 10%;
 - c) Similarity Coefficient (QC)3 must not exceed 25%.
9. The admissible maximum values of the similarity coefficient obtained as a result of checking a dissertation submitted by the author are:
 - a) Similarity Coefficient (SC)1 must not exceed 25%;
 - b) Similarity Coefficient (SC)2 must not exceed 5%;
 - c) Similarity Coefficient (QC)3 must not exceed 25%.
10. The admissible maximum values of the similarity coefficient obtained as a result of checking a master's thesis submitted by the author are:
 - a) Similarity Coefficient (SC)1 must not exceed 60%;
 - b) Similarity Coefficient (SC)2 must not exceed 10%;
 - c) Similarity Coefficient (QC)3 must not exceed 30%.
11. The admissible maximum values of the similarity coefficient obtained as a result of checking a bachelor's thesis submitted by the author are:
 - a) Similarity Coefficient (SC)1 must not exceed 65%;
 - b) Similarity Coefficient (SC)2 must not exceed 15%;

The admissible norm of the similarity coefficient obtained as a result of checking a bachelor's thesis by the (SC)1 and (SC)2 coefficients, taking into account the specifics of the field and of the work, including the purpose of the work, the task set and the ways of solving it, is decided by the bachelor's thesis defense commission. A bachelor's thesis is

not checked by the (QC)3 similarity coefficient.

12. The operator sends the scanned version of the application, the electronic version of the work and the check result to the Program Administrator.

13. The check result and the full similarity report (printout) are provided both to the author(s) of the work and to the authorized person, upon request.

14. After receiving the check result, the authorized person prepares the conclusion defined by Annex 5 to this Regulation.

15. If the admissible maximum values of the similarity coefficient are exceeded, the work is no longer admitted for review and is returned to the author(s).

16. The Academic Department / Subject Commission / Editorial Board / Scientific Council are responsible for the decision taken regarding the submission of the work to the council in the event of the detection of plagiarism or the violation of the norms of the similarity coefficients as a result of checking the work.

Article 6. Terms of Service Provided by Means of the Program

1. Checking the following works for the presence of plagiarism is mandatory: dissertation, monograph, textbook, supplementary textbook, article, master's and bachelor's theses.

2. The first mandatory check for the presence of plagiarism of a work submitted, in accordance with the established procedure, to the Academic Department / Subject Commission / Editorial Board / Scientific Council is free of charge.

3. The price of the preliminary checking (including repeated checking) of works — dissertation, monograph, textbook, supplementary textbook, article, master's and bachelor's theses — is determined according to the number of pages of the work, in accordance with the cost established by GTU for the service of checking a work for the presence of plagiarism.

Article 7. Appeal

1. In the event of disagreement with the decision of the authorized person, the author and/or his/her scientific supervisor is granted the right, within the following 2 (two) working days, to lodge an appeal with the council of the relevant faculty/school / the director of the independent scientific-research unit.

2. The faculty/school council / the director of the independent scientific-research unit creates a commission, which takes the relevant decision within 10 (ten) working days.

3. The author and/or his/her scientific supervisor may appeal the decision of the authorized person, in accordance with the procedure established by this Article, only once.

Article 8. Services for External Persons

1. An author who is an external person must, for the purpose of checking a work for the presence of plagiarism, submit, together with the application defined by Annex 6 to this Regulation and the printed and electronic (on a CD) versions of the work, a receipt confirming payment of the amount established by the University for the service of checking a work for the presence of plagiarism.

2. The work is checked by the operator of the faculty of the relevant field. He/she ensures the issuance of the signed check result and the similarity report within 5 (five) working days.

Article 9. Rule of Approval of the Regulation

1. The Science and Innovations Department develops the draft Regulation, which is reviewed by the Academic Council of the University and submitted for approval to the Representative Council (Senate) of the University.
2. The Regulation enters into force from the day of its approval by the Representative Council (Senate) of the University.

To the Administrator of the “Strikeplagiarism” program
of the Georgian Technical University

.....

From the Program Operator of the Faculty/School (indicate the faculty/school)
..... (name, surname)

OFFICIAL MEMORANDUM

I have checked (indicate the author, the type and the title of the work):

.....

.....

..... for the presence of plagiarism.

Total: (indicate the monthly quantity/cumulative quantity)

Of which:

1. Mandatory free of charge (indicate the monthly quantity/cumulative quantity)

2. Paid (indicate the preliminary/repeated monthly quantity/cumulative quantity)

.....

Date

.....

Signature of the Program Operator

To the Head of the Academic Department /
the Chairman of the Subject Commission for Educational-Scientific Literature /
the Editorial Board of the Scientific Journal/Collection /
the Scientific Council of the Scientific-Research Unit
of the Faculty/School (indicate the faculty/school)
of the Georgian Technical University

Name and surname of the author(s) of the work,
educational program/position,
e-mail address, telephone

A P P L I C A T I O N

I kindly ask you to instruct the relevant service to check the work prepared by me/us (indicate the type of the work) for the presence of plagiarism.

I/We confirm that:

1. The work (title)
.....
has been prepared by me/us and it does not violate the copyright of third parties;
2. The printed and electronic versions of the work are identical.
3. Number of pages –
4. Number of characters –

.....

Date

.....

Signature of the author(s)

To the Operator of the “Strikeplagiarism” program
of the Georgian Technical University
From the Head of the Academic Department /
the Chairman of the Subject Commission for Educational-Scientific Literature /
the Editorial Board of the Scientific Journal/Collection /
the Scientific Council of the Scientific-Research Unit
of the Faculty/School (indicate the faculty/school)

OFFICIAL MEMORANDUM

I kindly ask you to check the work prepared by the author(s)
..... (indicate the type and the title of the work):

.....

..... for the presence of plagiarism.

Attachments:

- the application of the author(s);
- the printed version of the work;
- the electronic version of the work (on a CD).

.....

Date

.....

Signature of the Head of the Academic Department of
the Faculty/School / the Chairman of the Subject
Commission for Educational-Scientific Literature / the
Editorial Board of the Scientific Journal/Collection / the
Scientific Council of the Scientific-Research Unit

Similarity Report

Author(s)

Title of the work

.....

Number of pages

Number of characters

Field/specialty

Academic Department of the Faculty (indicate the faculty) /

Subject Commission for Educational-Scientific Literature /

Editorial Board of the Scientific Journal/Collection (indicate the title) /

Scientific-Research Unit (indicate the title)

.....

Type of the work:

- dissertation;
- article;
- monograph;
- textbook;
- supplementary textbook;
- master's thesis;
- bachelor's thesis;
- other.

The check result obtained by means of the Strikeplagiarism program showed the following:

- Similarity Coefficient (SC1) amounts to %
- Similarity Coefficient (SC2) amounts to %
- Similarity Coefficient (QC3) amounts to %

Attachments:

- the application of the author (copy);
- the printed version of the work;
- the electronic version of the work on a CD;
- the check result.

.....

Date

.....

Signature of the Operator

Conclusion on the Work

of the Head of the Academic Department of the
 Faculty/School (indicate the faculty/school) of the Georgian Technical University /
 the Chairman of the Subject Commission for Educational-Scientific Literature /
 the Editorial Board of the Scientific Journal/Collection /
 the Scientific Council of the Scientific-Research Unit

Author(s):

Title of the work (indicate the type of the work):

Number of pages

Number of characters

Field/specialty

On the basis of the review of the work and of the result of the similarity report, the following conclusion has been made:

- The work does not contain plagiarism. The similarity detected in the work is admissible. Consequently, the work is accepted/admitted for defense/for publication.
- The scientific work contains plagiarism / the similarity coefficient detected in the work exceeds the admissible norm. Consequently, the work is not admitted for defense/will not be published.

.....

.....
 Date

.....
 Signature of the Head of the Academic Department / the
 Chairman of the Subject Commission / the Editorial
 Board / the Chairman of the Scientific Council of the
 Scientific-Research Unit

To the Head of Administration (Chancellor)
of the LEPL – Georgian Technical University _____

Name and surname of the author(s) of the work,
personal number,
e-mail address,
telephone number,
place of work

A P P L I C A T I O N

Dear Mr. _____,

I kindly ask you to instruct the relevant service to check the work prepared by me/us (indicate the type of the work) for the presence of similarity with the texts of other literary sources.

The work
.....
(title)

I/We confirm that:

1. The printed and electronic versions of the work are identical.
2. Number of pages –
3. Number of characters –

Attachments: the printed version of the work;
the electronic version of the work (on a CD).

.....
Date

.....
Signature of the author(s)

Amounts of the Fee for the Service of Checking a Work for the Presence of Plagiarism

1. The first mandatory check for the presence of plagiarism of the following works is free of charge: dissertation, monograph, textbook, supplementary textbook, article, master's and bachelor's theses.
2. A preliminary check prior to the first mandatory check of a work for the presence of plagiarism, and/or a repeated check in the event of a negative result after the mandatory check, is subject to a fee, which is determined according to the number of pages of the work.
3. The cost of the preliminary and/or repeated checking of a dissertation, monograph, textbook, supplementary textbook, master's or bachelor's thesis is 50 tetri per page.
4. The cost of the preliminary and/or repeated checking of a scientific article and of small-volume works (no more than 4 (four) pages) is 5 (five) GEL per page.
5. A work of any type may be checked for the presence of plagiarism no more than 3 times, including the first mandatory check.
6. The fee for checking a work submitted by an external person for the presence of plagiarism is determined in accordance with the amounts established by points 3 and 4.