



Eastern European University Ltd.

Rule for detecting, preventing and responding to plagiarism

Chapter I. General Provisions

Article 1. General Provisions

1. Rule for detecting, preventing and responding to plagiarism (hereinafter - the rule), In accordance with the Law of Georgia on Higher Education and other normative-legal acts, defines the mechanisms for the prevention and detection of plagiarism in the student space of the Eastern European University (hereinafter - the University), as well as procedures for responding to plagiarism.
2. The University adheres to the principles of intellectual property and ensures the detection of cases of misappropriation of the result of someone else's work in the student space of the University by the mechanisms established by this rule.
3. Compliance with the requirements and norms of this document is mandatory for university students. For the purposes of this document, a student is a person in the manner prescribed by applicable law enrolled and studying at Eastern European University for bachelor's, master's, teacher training, diploma in medical education.
4. A university student is obliged to respect the intellectual property of others, adhere to the norms of academic good faith, safeguard the reputation of the university and prevent the detection of any form of plagiarism.
5. Rules for Responding to Forms of Violation of Academic Conscience by University Staff and Doctoral Students, issues concerning imposing disciplinary liability and measures of disciplinary liability is defined by the “Code of Ethics and Academic Conscientiousness” of Eastern European University Ltd.

Article 2. Concept and types of plagiarism

1. For the purposes of this document, plagiarism means the practice of taking someone else's work or part of the work (or an unpublished work or part of it that proves authorship, including published or unpublished / prepared for protection, including

submitted paper / theories, concepts, data source materials, textbooks, methodologies or conclusions, graphs, images, etc.) and passing them off as one's own. Without the appropriate reference of the author and, if necessary, without permission.

2. Types of plagiarism are:
 - a. Direct plagiarism - This type of plagiarism refers to someone else's work, idea, formula, graph, diagram, etc. Misappropriation without reference to the appropriate source;
 - b. Self-plagiarism - Self-plagiarism refers when a person presents their old work as new (without citing the source);
 - c. Mosaic plagiarism - A form of plagiarism when a person uses several authors' phrases without reference to the source and compiles them. In the case of mosaic plagiarism, the author is indicated at the end of the paper, but when reading the text it is impossible to discern where the author's original opinion ends and where the quotations are inserted;
 - d. Paraphrased plagiarism - A form of plagiarism, when a person replaces the words used in the work created by the author with synonyms, so that the basic structure and content of the text does not change;
 - e. Plagiarism through negligence - This type of plagiarism implies incorrect citation due to negligence. Missing or messing up important information while pointing to authors or sources.
3. The use and dissemination of the well-known "general knowledge" is not plagiarism and does not require citation.

Article 3. Activities to be prevented from plagiarism - prevention of plagiarism

1. The University is obliged to develop the student's sense of academic integrity. To prevent plagiarism in the student space, the University:
 - a. Introduces compulsory training courses in undergraduate, graduate, teacher training, and graduate medical education programs that include issues of academic writing culture and academic good faith;
 - b. Holds informational meetings on plagiarism issues to raise student awareness And informs them of the procedures and mechanisms for detecting, preventing, and responding to plagiarism;
 - c. Uses Turnitin (Turnitine) electronic program;
 - d. Post information on plagiarism detection, prevention and response to plagiarism on the official website;
 - e. Arranges public meetings with students, on the possibility of independently checking the work done through the electronic program for detecting plagiarism.

For the purpose of raising the awareness of academic integrity and plagiarism, the University provides student awareness of plagiarism and fraud, systematically conducts prevention information measures; Develops mechanisms for detecting and identifying plagiarism, improves procedures for responding to breaches of academic integrity.

2. To prevent plagiarism in the university space all written assignments developed by the student during the course (research project, analytical abstract, research article, etc.), Bachelor's / Master's thesis, as well as material to be published in university student / scientific conferences and scientific publications is subject to mandatory screening by an electronic plagiarism detection program.

Article 4. Student Obligations

1. The student is obliged to:
 - a. Be guided by the present rule in the process of teaching-learning and research;
 - b. Do not use any form of plagiarism and / or not to encourage plagiarism either intentionally or unintentionally, directly or indirectly;
 - c. Follow the academic writing style recognized and approved by the university (bibliographic data formatting, citation style, etc.).
 - d. Respect the work and copyright of others;
 - e. When using the works of other authors in their own work (including their own authorship), indicate the sources used correctly;
 - f. Use only non-falsified, verified information in their work;
 - g. Obtain information only legally;
 - h. Respect the contribution of the co-author (s) of his / her work and copyrights;
 - i. Refrain from activities and behavior unsuitable for the student.

It is not allowed by the student in the university space:

- a. Appropriation of the result of someone else's intellectual work, in particular, work performed by another author (s) (text, idea, concept, visual or audio material, any kind of data, other intellectual property) and submission as one's own work;
- b. Use or reflect in the work of another person, in particular, the work of another author (s) (text, idea, concept, visual or audio material, data of any kind, other intellectual property) without proper citation or reference;
- c. Copying or retrieving an idea, research result, text, diagram, spreadsheet from any source (book, scholarly or publicist article, journal, newspaper, internet, lecture outline, etc.) without proper citation;

- d. Repeat use of work in unchanged or changed manner, or using without proper citation, or using previously done work in a new work without reference to the original source;
 - e. Use of information (ideas, text, conclusions, etc.) received from different persons without indicating the source;
 - f. Falsification of data, information or citations, use and / or reference to falsified facts and / or sources, as well as falsification or falsification of research results;
 - g. Neglecting the contribution of other persons participating in the study;
 - i. Conduct research using falsified, falsified, unverified data, surveys, and interviews.
2. In case of plagiarism or violation of academic good faith, the University is obliged to take disciplinary measures against the student established by this rule, in accordance with the procedures established in the same manner.

Article 5. Basic mechanisms for detecting plagiarism

1. The main mechanisms for detecting plagiarism in the university student space are: lecturer, supervisor, reviewer's report and electronic plagiarism detection program.
2. A plagiarism detector is a program that compares texts to identify similarities and calculates the percentage of non-original text in a given paper.
3. In order to detect plagiarism, the University uses Turnitin (Turnitine)'s electronic program, which compares the text of the paper with other papers in the program.
4. As a result of the inspection, the program report reflects the similarity of the test paper with other materials. The report includes information about the documents with which the test document bears similarities.

Chapter II. The mechanism for detecting plagiarism in the university student space

Rule for responding to plagiarism

Article 6. Rule of Detection of Plagiarism within the Training Component

1. Within the study component, the leading academic / invited staff of the course is obliged to check the written assignment (research project, analytical abstract, research project, research article, etc.) defined by the syllabus of the relevant course, which requires mandatory citation of sources, by electronic plagiarism program.

In case of finding plagiarism in a student's written assignment, the academic / invited staff conducting the training course is obliged to apply to the administration of the relevant faculty within 3 calendar days after the discovery of plagiarism in order to start disciplinary proceedings. The application must be accompanied by a report of the electronic program for

detecting similarities and the conclusion of the person responsible for the implementation of the relevant activity.

Article 7 - Procedure for detecting plagiarism in materials to be published in conferences and / or scientific publications

1. Verification of the material to be published in student / scientific conferences and / or university scientific publications by the electronic program of similarity detection shall be provided by the person responsible for the implementation of the relevant activity.
2. In case of plagiarism in the material to be published in student / scientific conferences and / or university scientific publications, the person responsible for carrying out the relevant activity shall, within 3 calendar days from the discovery of plagiarism, apply to the relevant faculty administration to initiate disciplinary proceedings. The application must be accompanied by a report of the electronic program for detecting similarity and the conclusion of the person responsible for the implementation of the relevant activity.
3. In case of plagiarism, the student is prohibited from presenting the material at the student / scientific conference or publishing the material in which the plagiarism was revealed in the scientific publications / on behalf of the university.

Article 8. The rule of detecting plagiarism in a bachelor project / thesis

1. For the purpose of mid-term evaluation, the student submits the completed undergraduate thesis to the supervisor / reviewer, which verifies the submitted work with an electronic similarity detection program. Material verification in the similarity detection electronic program is provided by the relevant faculty administration.
2. The faculty ensures that, before submitting the work to the supervisor / reviewer, the student directly verifies the paper through an electronic program that detects similarity in the university. However, further changes in the undergraduate thesis submitted by the student are not allowed.
4. In case of similarity of the text in the undergraduate thesis by the similarity detection electronic program, the student supervisor / reviewer checks and prepares a report on the presence or absence of plagiarism in the thesis.
5. In case of plagiarism in the work, the student supervisor / reviewer is obliged to apply to the administration of the relevant faculty within 3 calendar days after the discovery of plagiarism in order to start disciplinary proceedings. The application must be accompanied by a report of the electronic program for detecting similarities and the conclusion of the supervisor.

Article 9. Disciplinary Commission

1. In case of plagiarism in the student study and / or research work (written assignment, material presented at the student / scientific conference, material published in the scientific publications of the university, bachelor's thesis) the issue of student disciplinary liability is considered by the disciplinary commission established by the dean of the respective faculty.
2. The Disciplinary Commission (hereinafter referred to as the Commission) shall consist of not less than 3 and not more than 5 members of the academic / invited staff of the relevant field / faculty. The composition of the commission should exclude conflicts of interest.
3. The Commission is obliged to study the issue impartially and draw an objective conclusion.
4. A written notification is sent to student by the disciplinary commission on the date of consideration of his / her issue.
5. The student has the right to:
 - a. Attend the discussion of the issue and enjoy the right to speak;
 - b. Provide the Commission with the information and evidence in its possession to defend its position.
6. The Commission, on the basis of the report of the electronic program for detecting similarity and the relevant conclusion, by the majority of the members present, makes a decision on the existence / absence of plagiarism.
7. In case of plagiarism in the student's study and / or research work, the commission makes a decision to cancel the study and / or research work and apply disciplinary measures to the student, according to the severity of the violation,
8. The decision of the commission is notified in writing to the administration of the faculty and the student.
9. The decision of the Disciplinary Commission shall be submitted by the Dean of the relevant faculty to the Rector of the University within 3 calendar days after the expiration of the appeal period.

Article 10 - Appeal against a decision made by a disciplinary commission (appeal)

1. If a student does not agree with the decision made by the disciplinary commission, he / she has the right to apply in writing to the dean of the faculty within 5 calendar days after the decision is made and to appeal the decision made by the disciplinary commission.

2. The complaint must be substantiated. It must clearly state the subject matter of the appeal and the arguments of the appeal.
3. The Dean of the Faculty submits the student complaint to the Faculty Board within 5 calendar days after receiving the complaint.
4. During the review of the complaint by the Faculty Council, the student has the right to attend the session and present his / her opinions and evidence.
5. Based on the results of the review of the complaint, the relevant faculty council has the right to make one of the following decisions:
 - a. On upholding the decision made by the Disciplinary Commission;
 - b. On the application of other disciplinary measures against the student under this Act.
6. The decision made by the relevant faculty council, within 3 calendar days after the decision is made, is presented by the dean of the faculty to the rector of the university and the student against whom disciplinary proceedings were conducted.

Article 11. Decision on the application of disciplinary measures

1. In case of plagiarism in the student's study and / or research work, based on the decision made by the disciplinary commission, and in case of appeal, the Rector of the University, within 5 calendar days after the relevant decision, makes the final decision on disciplinary liability.
2. When making a decision on the application of disciplinary liability, the Rector of the University shall observe the principles of proportionality and equity between fairness, objectivity, proportionality and misconduct.
3. The decision made by the Rector of the University is final and it can be appealed in court, in accordance with the law.

Article 12. Disciplinary sanction

1. Disciplinary sanction is a measure of responsibility used by the Rector of the University in case of plagiarism in the educational and / or research work submitted to the student.
2. In case of plagiarism in the submitted educational and / or research work, the following disciplinary measures may be taken against the student by the Rector of the University, based on the decision of the Disciplinary Commission, and in case of appeal, based on the decision of the Faculty Board:
 - a. Warning;
 - b. Repeat training and / or research work;
 - c. Return of training and / or research work for processing;

- d. Restriction of the right to submit the same training and / or research work;
 - e. Score reduction for the relevant training component;
 - f. Suspension of student status for one semester;
 - g. Termination of student status.
3. In case of using of the sanction provided for in sub-paragraph “b” of paragraph 2 of this Article, the student is obliged to submit the repeated study and / or research work to the academic / invited staff of the University / to the relevant structural unit of the University before the end of the current academic semester.
 4. In case of using of the sanction provided for in sub-paragraph “c” of paragraph 2 of this Article, the student is obliged to present the processed educational and / or research work to the academic / invited staff of the University / to the relevant structural unit of the University during the next academic semester.
 5. In case of using of the sanction provided for in sub-paragraph “d” of paragraph 2 of this Article, the student is obliged to present the educational and / or research work on another topic to the academic / invited staff of the university / the relevant structural unit of the university during the next academic semester.

Chapter IV. Mechanism for detecting plagiarism in a master project / thesis and how to respond to plagiarism

Article 13. The rule of detecting plagiarism in a master project / thesis

1. After the submission of the completed master's project/ thesis or other scientific project / thesis (hereinafter - thesis) in the administration of the respective faculty, the faculty verifies the submitted thesis with an electronic program of similarity detection and transmits the verification results to the supervisor.
2. The faculty provides the master student, before submitting the thesis to the administration of the respective faculty, to directly verify the thesis through the electronic program of similarity detection in the university. However, further changes in the thesis submitted by the master student are not allowed.
3. The supervisor of the master's thesis evaluates the master's thesis and in case of plagiarism in the master's thesis, submits a substantiated written conclusion to the faculty administration.
4. Based on the written report of the Master's Scientific Supervisor, the Dean of the Faculty appoints the Academic Conscientiousness Examination Commission and the date of consideration of the plagiarism issue.

Article 14. Academic Conscientiousness Examination Commission

1. The Academic Conscientiousness Examination Commission (hereinafter referred to as the Commission) consists of at least 3 and not more than 5 members of the academic / invited staff of the faculty of the respective field / direction. The composition of the commission should exclude conflicts of interest.
2. The graduate student shall be notified in writing of the date of consideration of the plagiarism issue.
3. The master student has the right to:
 - a. Attend the discussion of the issue and enjoy the right to speak;
 - b. Provide the Commission with the information and evidence in its possession to defend its position.
4. The Commission, by a majority of the members present, shall make a decision in which the fact of the existence or absence of plagiarism shall be substantiated.
5. In case of plagiarism in the submitted paper, the final part of the commission decision should include the commission's recommendation on the application of a specific disciplinary measure against the graduate student.
6. The decision of the commission is notified in writing to the administration of the faculty and the graduate student.
7. In case of plagiarism in the submitted work, the Dean of the relevant faculty, within 3 calendar days after the expiration of the appeal period, shall submit the decision of the commission to the Rector of the University.

Article 15 - Appealing a decision made by the Commission (Appeal)

7. If the master student does not agree with the decision made by the commission, he / she has the right to apply in writing to the dean of the faculty within 5 calendar days after the decision is made and to appeal the decision made by the commission.
8. The complaint must be substantiated. It must clearly state the subject matter of the appeal and the arguments of the appeal. The master student has the right to attach to the complaint the conclusion issued by the doctor of the relevant field (internal or external professor) on the absence of plagiarism in the submitted paper.
9. The Dean of the Faculty submits the Master's complaint to the Faculty Board for consideration within 5 calendar days after receiving the complaint.
10. During the review of the complaint by the Faculty Council, the Master has the right to attend the session and present his / her opinions and evidence.

11. Based on the results of the review of the complaint, the relevant faculty council has the right to make one of the following decisions:
 - a. Uphold the decision of the Commission;
 - b. Use other disciplinary measures according this Act towards a Master's Degree student.
12. Within 3 calendar days after the decision is made, the Dean of the Faculty submits the decision made by the relevant Faculty Council to the Rector of the University and the Master's student, against whom disciplinary proceedings were conducted.

Article 16. Decision on the application of disciplinary measures

4. In case of plagiarism in the submitted paper, based on the decision made by the Academic Conscientiousness Commission, and in case of appeal, based on the decision made by the relevant Faculty Council, the University Rector, within 5 calendar days after the relevant decision, makes the final decision on disciplinary action.
5. When making a decision on the application of disciplinary liability, the Rector of the University shall observe the principles of proportionality and equity between fairness, objectivity, proportionality and misconduct.
6. The decision made by the Rector of the University is final and it can be appealed in court in accordance with the law.

Article 17. Disciplinary sanction

1. A disciplinary sanction is a measure of liability used by the Rector of a University in the event of plagiarism in a work submitted to a graduate student.

In case of plagiarism in the submitted work, the following measures of disciplinary responsibility may be taken against the Master by the Rector of the University, based on the decision of the Academic Conscientiousness Examination Commission, and in case of appeal, based on the decision of the Faculty Board:

 - a. Warning;
 - b. Return of the work for processing;
 - c. Deprivation of the right to submit the same work;
 - d. Suspension of student status for one semester;
 - e. Termination of student status.
2. In case of using of the sanction provided for in sub-paragraph “b” of paragraph 2 of this Article, the master student is obliged to submit the revised thesis to the relevant faculty of the university during the next academic semester.

3. In case of using of the sanction provided for in sub-paragraph “c” of paragraph 2 of this Article, the master student is obliged to submit a thesis on another topic to the relevant faculty of the University during the next academic semester.

Chapter V. Final Provisions

Article 18. Entry into force of this Rule, making changes and additions to it

1. This Rule for Detection, Prevention and Response to Plagiarism shall enter into force on January 1, 2021.
2. From the moment of entry into force of this Rule, the "Rule for Responding to Detection of Plagiarism in Scientific Papers at Eastern European University Ltd." shall be considered invalid.
3. The present rule for detecting, preventing and responding to plagiarism shall be approved by the University Representative Council upon the recommendation of the University Research and Development Department.
4. Amendments to this Rule for Detection, Prevention and Response to Plagiarism in the present case, as well as its abolition, shall be made in accordance with the procedure established by paragraph 3 of this Article.