RULES
on checking the graduation papers for plagiarism
(StrikePlagiarism.com)

R 029-04-01.03.1.5 – 2022

Almaty 2022

PREFACE

1 DEVELOPED by the Department of the Postgraduate Education and Department of Science of NJSC "Kazakh National Research Technical University named after K.I. Satbayev"

2 AGREED:

Responsible for translation
Head of the English Language
Department   _A.Turlybekova_
«_20_» _05_ 2022

3 APPROVED by the Decision of the Board of NPJS "KazNRTU named after K.I. Satbayev" «_01_» _04_ 2022 № _5_

4 INTRODUCED to replace the edition № 2, 01.11.2017

CONTENT

1 General regulations

1.1 The given Regulation on checking for plagiarism of graduation papers is introduced with the purpose to further develop and improve the quality management of education at the university, increase responsibility and the degree of readiness of students for independent analytical work.

The regulation defines the procedure for checking graduation papers for borrowing from various sources and copyright compliance.

Regulation requirements apply to students in all educational programs of the university, and university employees engaged in teaching activities.

2 Regulatory documents

- Law of the Republic of Kazakhstan "On Education" dated July 27, 2007 # 319-III LRK (as amended on 05.05.2017).

- State mandatory standard of postgraduate education, approved by the Decree of Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 # 604.

- Rules for organizing the educational process on credit technology of education, approved by the Decree of Minister of Education and Science of the Republic of Kazakhstan # 152 dated 20.04.2011. (as amended # 563 dated 12.10.2018.)

- Standard rules for admission to educational organizations implementing educational programs of higher and postgraduate education, approved by Order of Minister of Education and Science of the Republic of Kazakhstan dated October 31 2018. # 600;

- Rules of credit technology of education at Kazakh National Research Technical University named after K.I.Satbayev (Master's), (Doctorate PhD).

3 Terms and definitions

The following basic requirements and definitions are used in this Regulation:

3.1 **Plagiarism** (*plagiat, plagiarism*) — intentional attribution of authorship to someone else's work.

3.2 **Plagiarism in a thesis/project, master's / doctoral dissertation, an article** is borrowing fragments from other texts published in paper or electronic form, without specifying a full reference to sources and enclosing other people's materials in quotation marks or other graphical and syntactic highlighting.

3.3 **StrikePlagiarism.com** (hereinafter referred to as System) is an anti-plagiarism Internet system that allows to check the originality of graduation papers (theses/projects, master's/doctoral dissertations).

3.4 **An alarm signal** is a notification in Similarity Report indicating the presence of characters from the alphabets of other languages in the document being checked. The alarm function draws the attention of Supervisor to the validity of the use of these symbols, the presence of which may indicate an attempt to falsify coefficients in Similarity Report.

Documents that contain an alarm signal are highlighted in yellow in the list of documents, and in the corresponding Reports, Similarities are marked with an exclamation mark.

3.5 **Similarity Report** is a document created by System that contains information about borrowings found in the document being checked.

3.6 **Similarity Coefficient # 1** is a value (expressed as a percentage) that determines the level of borrowings found in certain sources (university database, database of other universities, and Internet resource) consisting of at least 5 words. The limit of Similarity Coefficient value is # 1, for Master's theses no more than 30%, for Doctoral theses no more than 15%.

3.7 **Similarity coefficient # 2** is a percentage value that determines borrowings taken from certain sources (university database, database of other universities participating in the database exchange program and Internet resource), consisting of at least 25 words. The limit of Similarity Coefficient value # 2, for Master's and Doctoral dissertations is no more than 5%.

3.8 **Author** is a student of Bachelor or Master's degree program who provides the work he-she has done for verification in System.

3.9 **Operator** is a graduate department's employee responsible for uploading the graduation papers into System.

3.10 **Graduation thesis** is an independent scientific research written by Author for the purpose of public defense and obtaining a degree**.**

4 General rules of verification

4.1 The following types of work are subject to mandatory verification:
- theses/ projects;
- master's dissertations;
- doctoral dissertations.

4.2 The examination of graduation papers should be carried out no later than 10 working days before the thesis/project / master's thesis/doctoral dissertation defense.

4.3 Verification of all graduation papers for the presence of illegal borrowings is realized due to System.

System's task is to accurately determine the degree of possible similarity in the registered text compared to the content in databases and Internet. System provides the above information, which makes it possible to make an independent assessment regarding the legality of borrowings found in the analyzed content of the

document. The purpose of the system is to provide materials to the user for making a decision on the independence of writing the work.

Thus, Similarity Reports should always be analyzed by the supervisor. The works under review should not be evaluated solely on the basis of (percentage) rates of Similarity Coefficient. It is necessary to check the document contents — whether the quotations are correctly indicated, and whether they are borrowed from the documents listed in the bibliography.

System does not determine the priority of creating documents, i.e. which document was created earlier - analyzed or found owing to System and accepted as the source. Thus, even in case of uncertainty, the user cannot determine which document is the original and which is a copy only on the basis of Similarity Report. This conclusion can be reached only after a deeper analysis of the document.

4.4 Exceeding the set value in Similarity Coefficient # 1 means excessive use of borrowings, such as: "it is not worth forgetting that" or "we can say that". Since all languages have commonly used phrases of five or more words, exceeding the established value of Similarity Coefficient # 1 only gives a general idea of the possibility of plagiarism and requires additional verification by scientific supervisor.

However, the meaning of these terms in the total volume of borrowings, as well as their impact on Similarity Coefficient # 2 percentage, should not exceed 5 percent.

4.5 Similarity Coefficient # 2 more accurately determines the borrowings found in the document being checked. Its value is calculated in the same way as for Similarity Coefficient # 1, but it identifies phrases of 25 words.

Scientific supervisors are recommended to make a detailed analysis of all reports in which Similarity Coefficient # 2 exceeds the value of 5 percent.

4.6 Exceeding the established value of Similarity Coefficient # 2 is a reliable signal of identifying the unacceptable borrowings in the document. The presence of borrowings requires verification by Supervisor, as this may be the fact of copying someone else's content (for example, the correctness of the quotation marking).

4.7 Authors of works that have not been verified due to System have the right to finalize and re-check them within the time limits set by Supervisor.

4.8 Checking for plagiarism of one work can be carried out no more than three times. Two times the check is at the university's expense, and the subsequent ones are at Author's expense (Appendix 6).

4.9 In case of receiving a negative conclusion during the second check through System, the work is not allowed for defense.

4.10 If there is a slight deviation from the established values, the final decision on admission to the work's defense is made by Supervisor and the corresponding department's head.

4.11 Based on Similarity Report, Supervisor and the department head draw up "Protocol for Similarity Report analysis by Supervisor" (Appendix 2) and "Protocol for Similarity Report analysis of the department head" (Appendix 3), where a

decision is made related to the final work's admission / non-admission to the defense.

4.12 Protocols of Similarity Report analysis of Supervisor and the department head are published in two copies, one of which is put in the final work together with the supervisor's appraisal and the review, while the other for attachment to Author's personal file.

5 The procedure for conduct verification

5.1 Assignment of Operators

Due to the profile institute's order, the list of Operators from each department responsible for checking graduation papers for plagiarism is approved (Appendix 4).

Operators list is provided to System Administrator to create individual accounts in System. After receiving the logins and passwords from Administrator, Operators have access to System in order to download the graduation papers.

5.2 Operators accept graduation papers from Authors in paper and electronic format (DOC, DOCX, ODT or RTF). After uploading the final work to System, Operator fills in "Protocol of work acceptance by System Operator and confirmation of the identity related to written and electronic versions" (Appendix l).

5.3 Operator keeps a record of all inspections of graduation papers in Inspection Log (Appendix 5).

5.4 Upon completion of final work check, System automatically sends Similarity Report to Supervisor's email address.

5.5 Author has the right to get acquainted with verification results of the work performed by them.

5.6 In case of exceeding the permissible percentage of plagiarism, Author has the right to one repeated (paid) check of the final work with the help of System. Payment for repeated inspections is carried out through Cash Register 24 payment system. The cost of repeated inspection is 8000 tenge (excluding the commission).

To make a payment through the terminal, Author must go to "education" section, find "anti-plagiarism check (strikeplagiarism.com)" menu item, and enter the login of Operator responsible for uploading their work to System in the appropriate field on the terminal screen.

When you reload the work, the work's latest version is saved in System.

To pay via the Internet, Author must go to the website www.kassa24.kz. Next, in "education" section, find "anti-plagiarism check (strikeplagiarism.com)" menu item and enter in the appropriate field the login of Operator responsible for uploading their work to System.

Author provides the payment receipt to Operator, after which Operator reloads their work. When you reload the work, the latest version of the work is saved in the System.

Operator visits the website of anti-plagiarism system "strikeplagiarism.com", searches for the transaction number in "codes" section and, if the payment is confirmed by Author, re-checks for plagiarism.

5.7 If plagiarism is not eliminated after checking the work or Author's inability for various reasons to abolish plagiarism within the time limits set by Regulation, the work is not allowed to be protected, it is subject to processing. The work defense is postponed for another time period established by University administration. The topic of the work cannot be changed in this case.

5.8 In case of plagiarism after the repeated checks of work in System, Author is considered not to have fulfilled the curriculum and is subject to expulsion from University. The order on expulsion of Author is issued by Institute directorate based on Supervisor's Similarity Report analysis protocols and department head on non-admission to the defense.

6 Responsibility for implementing the given Provision

6.1 Administrator responsible for the administration of StrikePlagiarism.com System and creation of accounts and passwords for Department Operators is appointed by Information Technology Department Director.

6.2 Due to Order of the specialized institutes, Operators of graduate departments responsible for uploading the graduation papers into System are appointed.

6.3 Only students and employees of KazNRTU named after K.I.Satbayev are allowed to use System to check graduation papers.

6.4 The author is responsible for plagiarism in the final work and for the timely receipt of their work for verification within the time limits set by the given Regulation.

6.5 Director and responsible Deputy Director of the profile institute are in charge of monitoring the implementation of the process related to checking the graduation papers in System.

7 Final Provisions

7.1 The given Regulation is approved by Board Chairman - University Rector.

7.2 Regulation may be amended and supplemented in connection with the educational process' improvement.

Appendix 1

Protocol of acceptance of work by System Operator and confirmation of the written and electronic versions' identity

1. Author: _____

2. Title: _____

3. Coordinator: _____

4. System operator: _____

5. Date of the uploaded work: _____

6. Division: _____

7. Document type: _____

8. Verification result: _____

The work in the written version is identical to the electronic versions

9. The number of pages: _____

10. Page numbers assigned for comparison: _____

_____
Full name. System operator's signature

This protocol was drawn up in two copies intended for:
- Author of the final work
- System Operator

Appendix 2

Protocol of Similarity Report analysis by Supervisor

I declare that I have read the Full Report of Similarity, which was generated by System for detecting and preventing plagiarism in relation to the work:

Author: _____

Title: _____

Coordinator: _____ __

Similarity coefficient 1: _____

Similarity coefficient 2: _____

Alert: _____

After analyzing Similarity Report, I state the following:
- The borrowings found in the work are bona fide and do not have signs of plagiarism. In this connection, I recognize the work as independent and allow it to be defended;
- The borrowings found in the work do not have signs of plagiarism, but their excessive number raises doubts about the value of the work, in essence, and the lack of independence of its author. In this connection, the work should be re-edited in order to limit borrowings;
- The borrowings found in the work are unfair and have signs of plagiarism, or it contains deliberate distortions of the text, indicating attempts to conceal unfair borrowings. In this connection, I do not allow the work to be defended.

Justification:

_____
_____
_____
_____
_____

«___»____ 20.   _____

date/m./y.   Supervisor's signature

Appendix 3

Protocol of Similarity Report analysis by the department head

The department head declares that he/she has read Full Report of Similarity, which was generated by System for detecting and preventing plagiarism in relation to the work:

Author: _____

Title: _____

Coordinator: _____ __

Similarity coefficient 1:_____

Similarity coefficient 2: _____

Alarm: _____

After analyzing the Similarity Report, the department head states the following:
-   The borrowings found in the work are bona fide and do not have signs of plagiarism. In this connection, the work is recognized as independent and is allowed to be defended;
-   The borrowings found in the work do not have signs of plagiarism, but their excessive number raises doubts about the value of the work, in essence, and the lack of independence of its author. In this connection, the work should be re-edited in order to limit borrowing;
-   The borrowings found in the work are unfair and have signs of plagiarism, or it contains deliberate distortions of the text, indicating attempts to conceal unfair borrowings. In this connection, the work is not allowed to be defended.

Justification:
_____
_____
_____
_____
_____

«___ »____ 20 г.   _____
date/m./y.   Full name. Department head's signature

Appendix 4

The list of operators

№	The first name	Surname	Contact number	Corp.el.address/ personal mail	Departmnet	Institute	Number of works to be checked
1							
2							
3							
4							
5							

Approved by the decision of the Board «01» 04. 2022. №5

Appendix 5

Audit log

№	Author's full name	Specialty	Cont. number, email addr.	Department, Institute	Supervisor's full name	The number of inspections carried out (max.3)
1						
2						
3						
4						
5						

Appendix 6

The cost of the repeated checks for plagiarism

The allowed number of the repeated checks	Cost (tenge)
A repeated check	8000tenge

CHANGE REGISTRATION SHEET _____

Serial number of changes	Section in document	Change type (replace, cancel, add}	Notification number and date	Change made	
				Date	**Surnames and initials, signature, position**

Approved by the decision of the Board «01» 04. 2022. №5