

СӘТБАЕВ
УНИВЕРСИТЕТИ



**NON-PROFIT JOINT STOCK COMPANY
“KAZAKH NATIONAL RESEARCH TECHNICAL
UNIVERSITY NAMED AFTER K.I. SATBAYEV”**

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**REGULATIONS
ON VERIFYING THE WRITTEN PAPERS
FOR PLAGIARISM**

R.029-04-01-03.01-2025

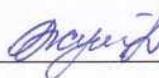
Almaty 2025

PREFACE

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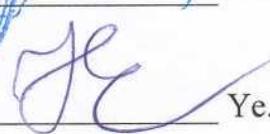
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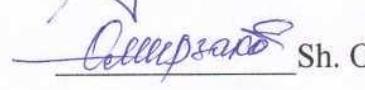
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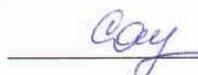
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3. CONFIRMED by EMC decision, minutes # 1 dated « 29 » 09 2025.

4. APPROVED by Board's decision dated « 13 » 10 2025. # 16

5. INTRODUCED for the first time

CONTENT

1	Field of application	5
2	Regulatory references	5
3	Aim and objectives of regulations	5
4	General provisions	6
5	Designations and abbreviations	6
6	Terms and definitions	6
7	Procedure for applying "Strike plagiarism.com" anti-plagiarism system	8
8	Procedure for verifying the thesis/master's thesis/doctoral thesis for plagiarism	9
9	Rights and obligations of students and teaching staff	9
	Change registration sheet	12

1 FIELD OF APPLICATION

1.1 The given "Regulations on verifying the written works for plagiarism" (hereinafter referred to as the Regulations) has been developed for the purpose of ensuring the principles of academic integrity and in accordance with the regulatory legal acts of the Ministry of Science and Higher Education of the Republic of Kazakhstan, as well as the internal regulatory documents of the University.

1.2 The requirements of this Regulation apply to all students of the University, regardless of the level of education, as well as to the University's faculty members and other employees engaged in teaching activities.

2 REGULATORY REFERENCES

The given Regulations on anti-plagiarism at Kazakh National Research Technical University named after K.I. Satpayev were elaborated in accordance with:

- Law of the Republic of Kazakhstan "On education" dated July 27, 2007 # 319-III LRK (with amendments and additions as for 05.05.2017).
- Law of the Republic of Kazakhstan "On copyright and related rights" dated June 10, 1996 # 6-I.
- Qualification requirements for educational activities of organizations providing higher and (or) postgraduate education, and the list of documents confirming the compliance with them, approved by the decree of Minister of Republic of Kazakhstan's Science and Higher Education dated January 5, 2024 # 4.
- State mandatory standard of higher and postgraduate education, approved by the decree of Minister of RK Science and Higher Education # 2 dated July 20, 2022.
- Standard rules for the activities of higher and postgraduate education organizations, approved by the order of Minister of RK Education and Science dated October 30, 2018 # 595.
- Rules for organizing the educational process on credit technology of education in higher and (or) postgraduate educational institutions, approved by the order of Minister of RK Education and Science dated April 20, 2011 # 152.
- Rules for awarding the degrees, approved by the order of Minister of RK Education and Science dated March 31, 2011 # 127 (*as amended by the order of Minister of RK Science and Higher Education dated 06.01.2025 # 4*)
- Internal regulatory documents of K. Satbayev KazNRTU.

3 AIM AND OBJECTIVES OF REGULATIONS

3.1 **Aim** is to ensure academic integrity, prevent and identify cases of unfair borrowing, and to ensure that students and teaching staff (*hereinafter referred to as TS*) are responsible for the originality of their work.

3.2 Objectives:

3.2.1 Improving the educational process quality at University in those areas where students and TS are required to independently perform educational and scientific work.

3.2.2 Increasing the effectiveness and competitiveness of the results of educational, scientific, scientific-technical, design, scientific-methodological and creative activities of students, as well as University TS.

3.2.3 Protection of intellectual property rights of University, TS and students.

3.2.4 Evolving an intolerant attitude towards plagiarism among TS and students.

4 GENERAL REGULATIONS

4.1 All work under the given regulations is supervised by Board's member - Vice-Rector for Academic Affairs.

The general control is carried out by Rector.

4.2 Regulations are mandatory for all students and University TS.

4.3 These Regulations are posted for public review on University's official website.

5 DESIGNATIONS AND ABBREVIATIONS

- **TS** - is a teaching staff;
- **KazNRTU named after K. Satbayev** - is a non-profit joint-stock company “Kazakh National Research Technical University named after K.I. Satbayev.”

6 TERMS AND DEFINITIONS

The following terms and definitions are used in the given Regulations:

The work being evaluated:

– **Plagiat** (*plagiat, plagiarism*) - intentional attribution of authorship to someone else's work.

– **Plagiarism in a thesis/project, master's/doctoral dissertations, articles** are borrowings of fragments from other texts published in paper or electronic form, without specifying the full references to sources and enclosing other people's materials in quotation marks or other graphic and syntactic highlighting.

– **StrikePlagiarism.com** (hereinafter referred to as System) is an anti-plagiarism Internet system that enables to check the originality of graduation papers (theses/projects, master's/doctoral theses) and educational-methodical work (*edition*) of TS.

– **Antiplagiat.com** is a system for checking the texts for borrowings, designed to assess the originality of scientific, educational and journalistic works by

analyzing documents and comparing them with an extensive database of sources, including scientific articles, online resources, student papers and other texts.

– **The alarm** 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, as well as the authors of the publications (TS) to the validity of using the given symbols, the presence of which may indicate an attempt to falsify the coefficients in Similarity Report. Documents that contain an alarm are highlighted in yellow in the document list, and in the corresponding Similarity Reports, are marked with an exclamation mark.

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

– **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.

Value limit of Similarity Coefficient # 1 recommended by the System is no more than 50%.

– **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 an online resource), consisting of at least 25 words.

– Value limit of Similarity Coefficient # 2 recommended by the System is no more than 5%.

– **Author** is a student of bachelor's, master's, doctoral degree program or a teacher who provides their work for verification in the System.

– **Administrator** is an employee whose functions include account administration, including creating accounts, deleting accounts, resetting or adding checks to other users' accounts, updating passwords, and so on.

– **Operator** is an employee of the graduation department responsible for uploading graduation papers to the System.

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

– **Self-plagiarism** - using the text of one's earlier publications in a situation where it is frowned upon or not allowed. The author, who is engaged in self-plagiarism, thus creates a false impression of the novelty of the material contained in the article.

– **Enunciating the false quotations** is the addition of quotations from a false author to the text, or quotations that are not related to the author.

– **Falsification of data** – distorting the information or data regardless of the specific field of application: manipulation or dissemination of false information.

7 PROCEDURE FOR APPLYING «STRIKEPLAGIARISM.COM»/«ANTIPLAGIAT.COM» SYSTEM

7.1 Checking for borrowings in final qualifying papers of students at the level of higher and postgraduate education, as well as educational and methodological work (*edition*) of TS is conducted using "Strikeplagiarism.com" and "Antiplagiat.com" system.

7.2 System does not determine the priority of document creation, i.e. which document was created earlier, whether it was analyzed or found by the 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 based on Similarity Report alone. This conclusion can be reached only after a deeper analysis of the document.

7.3 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.

As well as the availability of:

- Self-plagiarism;
- Presenting the false quotes;
- Falsifying the data;
- Write-off (checking the Cross-validation report).

7.4. Exceeding the set value in Similarity Coefficient # 1 means excessive use of borrowings, such as: "don't forget that" or "you can say that." Since all languages have commonly used phrases of five or more words, exceeding the established value of Similarity Coefficient # 1 gives only a general idea of the possibility of plagiarism and requires additional verification by Supervisor for violating the academic integrity principles.

7.5. However, the recommended total value of Similarity Coefficient # 1 should not exceed for:

- theses/ projects - 30%/20%
- **doctoral dissertations – 15%**
- master's theses - 20%
- independent written works - 40%
- term papers - 40%
- textbooks, teaching aids - 20%.

For the value of Similarity Coefficient # 2, they must not exceed:

- theses/projects - 5%
- **doctoral dissertations – 5%**
- master's theses - 5%
- independent written work - 5%
- term papers - 5%
- textbooks, teaching aids - 5%.

8 PROCEDURE FOR VERIFYING THE THESIS/MASTER'S THESIS/DOCTORAL THESIS FOR PLAGIARISM

8.1 Student work (qualification work, term paper, diploma, master's thesis/doctoral thesis, etc.) **must be checked for borrowings using an anti-plagiarism system** before passing a preliminary defense (admission to defense).

8.2 **The work is considered eligible for preliminary defense only if there is a conclusion on the results of an anti-plagiarism check** confirming the acceptable level of originality established by the internal regulatory documents of the educational organization.

8.3 The student uploads the work to "strikeplagiarism.com" system. If the percentage of uniqueness provided by the program meets the established requirements, then the student in the system sends their work to the supervisor. Supervisor examines the report on the review of borrowings in the given work, based on "Borrowings", "Citations" and "Originality" indicators. Each work is checked individually in the system.

8.4 When checking theses / master's theses / doctoral theses of graduate students at the bachelor's, master's and doctoral levels during the plagiarism check, SC1 – 50%, SC2 – 8% (for creative specialties SC2 – 25%). Also, special attention is paid to "Warnings and alarms" section, an item letter replacement. Students are prohibited from making any substitution from any language.

8.5 In case of exceeding the permissible level of borrowing or detection of incorrect use of sources, the student is obliged to finalize the work in accordance with the supervisor's comments and re-check for originality before the preliminary defense date.

8.6 If evidence of plagiarism is found in the final work, the applicant is not allowed to defend the thesis (project) and is subject to expulsion from University.

8.7 Responsibility for compliance with the requirements for the timing and results of the anti-plagiarism check lies with the student and supervisor.

9 RIGHTS AND OBLIGATIONS OF STUDENTS AND TEACHING STAFF

9.1 Students have the right to:

- to get acquainted with the text of the given Regulations;
- to defend against unjustified accusations of violating these Regulations and to provide evidence.

9.2. Students are required to:

- to get acquainted with the text of the given Regulations and know the consequences of its violation;
- strictly observe academic integrity in executing the evaluated and unappreciated works;

- use a method of transmitting someone else's speech and thoughts, indicating the author, the title of the work and the page;
- at the end of the evaluated works, indicate the list of references;
- use reliable and trusty sources of information.

9.3 Teaching staff have the right to:

- to get acquainted with the text of the given Regulations;
- to defend against unjustified accusations of violating these Regulations and to provide evidence.

9.4 Teaching staff are required to:

- to carry out information work among students about the inadmissibility of plagiarism;
- to train and support students in choosing reliable and trusty sources of information;
- teach how to design footnotes, references, and references;
- the head of students' work **is obliged to**: inform the department head, institute director or another head of the structural unit about cases of violation of these Regulations.

9.5 **Supervisor** is responsible for preliminary quality control and academic integrity of students' work, including:

- verification of compliance of the content with the topic and requirements for independence level;
- assistance in forming the students' skills of correct citation, references to sources and compliance with academic integrity principles;
- conducting a preliminary analysis of the text for borrowings (if there is access to the relevant systems).

9.6 The scientific supervisor **is obliged to**:

- inform students about the requirements for the text originality and the acceptable level of borrowings;
- check the work before submitting for defense and, if necessary, return it for revision if an unacceptable level of borrowing or incorrect links are found.
- in case of detection of unfair borrowing after the approval of the work for the defense, the supervisor bears **disciplinary responsibility** within the limits established by K. Satbayev KazNRTU internal regulations.

9.7 A supervisor who systematically allows work with a high level of borrowing to be defended may be suspended from performing the functions of a supervisor for a certain period of time by the department's decision.

9.8 Institutes and departments are responsible for executing the given Regulations.

9.9 Ignorance of these Regulations rules does not release from responsibility for their violation.

9.10 These Regulations come into force from the date of their approval and are valid until their cancellation in accordance with the established procedure or by another authorized official of University.

Change registration sheet _____
document designation

Serial number changes	Section, paragraph document	Type of change (replace, cancel, add)	Number and date notices	Change made	
				Date	Last name and initials, signature, position