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"Approved"
By Order of the Chairman

of the Management Board
№167-N dated 04/14/2022

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By Order of the Chairman

of the Management Board-Rector
№342-N dated 09/21/2023

INTERNAL REGULATORY DOCUMENTS

POSITION


ON CHECKING WRITTEN WORK FOR BORROWING

POCWWFB IRD 02.2063 - 2022

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Preface

1 DEVELOPED AND SUBMITTED BY THE DEPARTMENT OF ACADEMIC AFFAIRS (name of the structural unit that developed it POCWWFB)

2 APPROVED AND PUT INTO EFFECT by order of the chairman
 (official approving the document) Board of Directors of 14.04.2022 №167-N
 (name, date and number of the approving organizational and administrative document)

3 DEVELOPERS:- Director of the Department of Academic Affairs – Zhurgenov Zh.S. academic degree, academic title, full name

– Chief Manager of the Department of Academic Affairs - Nurmukhanova K.Zh.

academic degree, academic title, full name


– Quality Assurance Manager –

academic degree, academic title, full name

4 FIRST CHECK PERIOD
FREQUENCY OF CHECKING


2027 y.
 5years

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1 Scope

This regulation establishes the procedure for checking all types of graduation papers for plagiarism: diploma papers (projects), master's and doctoral dissertations (projects), term papers, as well as educational and methodological literature, monographs, articles, reports on scientific research published by structural divisions and employees of the university.

This regulation is applied in order to ensure a high level of fulfillment of academic assignments and research papers written independently by the faculty and students of NJSC KATRU named after S.Seifullin.

This procedure has been developed in accordance with the provisions of the Code of Academic Integrity of NJSC KATRU named after S.Seifullin.

2 Normative references

The current regulation contains references to the following regulatory documents:
 Labor Code of the Republic of Kazakhstan dated November 23, 2015 №414-V;
 Law of the Republic of Kazakhstan dated July 27, 2007 №319-III "On Education";
 Charter of NJSC "Saken Seifullin Kazakh Agrotechnical University";
 OS VND 01.1011-2020 Internal regulatory documents. Organization standard. Rules for the construction, presentation and execution of quality management system documentation;

DP VND 01.1006-2020 Internal regulatory documents. Documented procedure. Documentation management;

DP VND 01.1007-2020 Internal regulatory documents. Documented procedure. Quality records management.

3 Definitions


3.1 In this regulation, terms and definitions are used in accordance with the State Standards of the Republic of Kazakhstan and ST RK ISO 9000.

3.2 Digital version (digital format) is a document that is compiled in accordance with the current requirements for writing final theses and is presented in electronic form.

4 Designations and abbreviations

The following abbreviations are used in this regulation:

- NJSC KATRU named after S.Seifullin – Kazakh Agrotechnical Research University named after S.Seifullin;
- PPPRPZ – position on checking written works for plagiarism;
- DAA – academic affairs department;

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- PTS – professor-teaching structura;
- IRD – internal regulatory documents;
- DT – digital transformation;
- QC – Quality Committee;
- LS – legal service;
- AD – administrative department.

5 Responsibility and authority

5.1 The Director of the Department of Academic Affairs is responsible for developing the Position on the Check of Written Works for Borrowing (hereinafter referred to as the PCWB), namely for its content and structure, while the Quality Committee (hereinafter referred to as the QC) is responsible for its design, approval and implementation.

5.2 The PCWB must be agreed upon with the Member of the Management Board - Vice-Rector for Operations, Director of the Department of Academic Affairs (hereinafter referred to as the DAA), Director of the Administrative Department (hereinafter referred to as AD), Director of the Legal Service (hereinafter referred to as LS) and the Director of the QC, who are noted in the "Approval Sheet" (Appendix A).

5.3 The CC prepares an order to put this regulation into effect, which is approved by the Chairman of the Management Board - Rector.

5.4 The head of the department is responsible for communicating the regulation to the employees of the relevant departments. A record of familiarization must be made in the "Familiarization Sheet" (Appendix B).

6 General Provisions


6.1 The following are subject to mandatory verification:

- all types of final and written works stipulated by the curriculum of educational programs and involving assessment of knowledge;
- educational and methodological literature, monographs of the faculty and university staff intended for publication in the university printing house;
- research results submitted for publication (scientific works, reports, articles) of students, teachers and employees of NJSC KATRU named after S.Seifullin, for publication in scientific and methodological publications.

Verification of the uniqueness of written works intended for other publications outside the university is carried out on the basis of a personal application of the author and / or the authors' collective and the decision of the Deputy Chairman of the Board for Academic Affairs.

6.2 Verification of written works to identify illegal borrowings is carried out using the Antiplagiat. HEI software.

6.3 Submission deadlines for verification using the Antiplagiat. HEI software are established for: - graduation theses, in accordance with the defense schedule approved by the deans of the faculties;

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- written and coursework, according to the submission schedule;
- reports on scientific work, scientific articles by students, faculty and university staff.

6.4 Standard coursework and coursework projects that include a calculation and graphic part (tables, graphs, diagrams, drawings, charts, etc.), as well as a calculation part, where more than 50% contain calculations for completing the task, are not subject to verification for the presence of borrowed material and use of text using the Antiplagiat. HEI software. These coursework (projects) are checked for borrowing in departments by a commission approved by the Faculty Council and consisting of at least three teachers.

6.5 Written work is subject to verification using the Antiplagiat. HEI software must be submitted in digital pdf or docx format.

6.6 The threshold values for passing the check for plagiarism in the Antiplagiat. HEI system are as follows:

- written exam answers – 30%;
- term paper/project – 40%;
- diploma paper/project – 50%;
- master's dissertation/project – 60%.

All structural elements of the written work, except for the appendix, are subject to check for plagiarism.

6.7 Certificate of verification using the Antiplagiat system. The university is issued to the author/authors' team.

6.8 Written work subject to verification for plagiarism via Antiplagiat. The university is not allowed to defend without a certificate of verification of the written work in this system.

6.9 Necessary plagiarism present in graduate and scientific works implies the lawful use in the text of the names of companies, government bodies and local government bodies; references to legislation; texts of laws; bibliography; repetitions, including frequently repeated expressions and legal terms; quotations, excerpts from documents for analysis, as well as citations of one's own works, etc.


6.10 Authors and/or groups of authors who refer to borrowings used in their own written works, comments on scientific works, must justify that the borrowings are legal in accordance with the provisions of the Law of the Republic of Kazakhstan on Copyright and Related Rights dated June 10, 1996.

7 Procedure for checking written works for illegal borrowing

7.1 The originality of written works is checked using the Antiplagiat. HEI software.

7.2 Written works subject to checking for originality are checked in accordance with the deadlines for submitting works specified in the internal documents of the university:

7.2.1 All term papers subject to verification for originality are accepted and verified by the DAA manager.

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7.2.2 Diploma papers/projects, master's dissertations/projects are verified for plagiarism via the Platonus AIS, the "Graduation Papers Control" module (hereinafter referred to as the GPC module).

7.3 The responsibility for the timely submission of the work for verification of uniqueness in accordance with the current deadlines rests with the author and/or the authors' team.

7.3.1 Responsibility of the participants of the "Graduation Papers Control" module in the Platonus AIS:

The student is responsible for the timely submission, content, and correct design of the graduation paper presented in the GPC module, sent for verification for plagiarism. Failure to upload the thesis to the Platonus AIS on time (determined automatically), poor quality work (determined by the academic supervisor), incorrect formatting (determined by the quality controller) of the thesis, illegal borrowing (determined in the Platonus AIS via Antiplagiat.HEI) and other violations of the established requirements will result in non-admission to the final assessment. The academic supervisor of the thesis (project), master's dissertation (project) is responsible for allowing the substantive part of the thesis to be checked for illegal borrowing. The supervisor of the diploma thesis (project), master's dissertation (project) is responsible for admitting the diploma thesis to checking for illegal borrowing for its compliance with the methodological instructions of the university and state standards for design (current internal standards of higher educational institutions and other state standards in the professional sphere of the educational program).


The head of the department is responsible for the organization and correct work of students, academic supervisors, supervisors in the module "Control of diploma thesis" when sending the diploma thesis (project), master's dissertation (projects) for checking for illegal borrowing.

7.4 If the Antiplagiat. HEI system marks the uploaded work as "suspicious", an additional check is carried out for bypass systems.

7.5 The results of checking the diploma thesis that does not meet the established requirements for the originality of the text mean that the student is obliged to eliminate borrowings. In this case, the topic of the work cannot be changed. In the AIS "Platonus" a student is given 3 (three) opportunities to check the final work for borrowings.

7.6 After the first check with a result below the threshold value of originality (if there are typical tasks, calculations, etc. in the final work uploaded to the search module "kazatu-kz"), the student has the right to appeal to the appeals committee. Based on the full report on the check for borrowings, the appeals committee counts the percentage of citations for this module as originality.

7.6.1 If the result of the originality of the text is below the established value after the third check, the student has the right to appeal to the department's appeal committee no more than once in the current academic year, by submitting an application (graduation thesis, full check report, explanation from the academic supervisor) with a justification for disagreement with the Antiplagiat check result.

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7.6.2 The department's appeal committee reviews the student's application and makes a decision (within 1 working day):

a) grant permission for an additional check for plagiarism in the AIS "Platonus", if there is a report/certificate with an indicator higher than the minimum established value of text originality (it is recommended to check "by the United Collection" (all search modules) in antiplagiat.ru, since this database is connected to the AIS "Platonus"). The appeal committee provides the protocol to the Registrar's Office (via the Documentologist ECM);

b) add the percentage of originality of the text of the thesis in the case of self-citation (see the full report on the check for plagiarism provided by the student). The appeal committee provides the protocol to the Registrar's Office (via the Documentologist ECM);

c) refuse to consider the application, indicating the reason. The appeal committee provides the protocol to the Registrar's Office (via the Documentologist ECM).

7.7 Admission to the defense of a written work that does not meet the requirements for the originality of the text specified in this procedure is considered a violation of official duties and the Code of Academic Integrity by the person making the decision to admit such work to the defense. The student is responsible for violations within the framework of the Code of Academic Integrity.

8. Procedure for making changes

8.1 Amendments to the Regulations are made only with the permission of the Member of the Management Board - Vice-Rector for Operations, and must be documented with his (their) signature. Sheets removed from the amended version of the Regulations are stored with the document on permission to make changes.

8.2 Amendments, as well as approval of the Regulations, are made in accordance with the requirements of DP IRD 01.1006-2023 in paragraph 8.4.1.

8.3 Amendments to the Regulations are made by the senior manager of the QC with a mandatory mark in the "Change Registration Sheet"

9 Storage and distribution

9.1 The responsibility for transferring the approved regulation (original) for storage in the CC lies with the head of the development department.

9.2 The responsibility for storing and sending the PPPRRPZ to departments lies with the CC.

9.3 The PoCWWfB are registered in electronic format in the WORKSPACE electronic document management system and sent to all departments.

