

APPROVED BY

Chairman of the Management Board -  
Rector of NAO "Karaganda University  
named after academician E.A.Buketov"

Prof. N.O. Dulatbekov

« » 2023

**Regulations for checking educational, scientific, diploma works, master's  
and doctoral dissertations for plagiarism**

**1 General Provisions**

1.1 These regulations are developed to establish the procedure for using an automated program for checking borrowing (hereinafter referred to as the system) at NAO Karaganda University named after Academician E.A. Buketov (hereinafter referred to as the University). The regulations define the procedure for checking printed materials for subsequent publication in the open press, submitted by students, undergraduates, doctoral students and the teaching staff of the university, for the presence of borrowings from publicly available electronic systems and printed publications.

The purchase of an automated program (system) is carried out annually through public procurement.

The system is used by authors or persons responsible for checking text documents for the presence of borrowings from publicly available online sources and printed publications.

The borrowing system is a software tool for checking and detecting legal and illegal borrowings in the documents being checked, indicating their volume and sources, and is mandatory for checking text documents for the presence of borrowings from publicly available online sources and printed publications and making recommendations on admission to the defense of final qualifying works of students, master's and doctoral dissertations / projects, as well as to the open press of all types of scientific, educational and methodological works of teachers and university staff.

1.2 These Regulations define the procedure for checking for uniqueness:

1.2.1 articles published in scientific journals, monographs, scientific reports;

1.2.2 educational and teaching materials, diploma works (projects) and master's dissertations/projects submitted for defense to attestation commissions, doctoral dissertations/projects submitted for defense to dissertation councils of the University and other universities.

1.3 Checking of text documents and materials listed in paragraphs 1.2.1 and 1.2.2 is carried out for:

- compliance with the intellectual property rights of individuals and legal entities;

- improving the quality indicators of publications, as well as dissertations defended in the dissertation councils of the university;

- scientific potential and novelty of materials, including the relevance of the proposed topics in accordance with the Academic Honesty Rules of KarU named after E.A. Buketov, as well as to reduce and prevent corruption risks, increase the competitiveness of the University and strengthen its image as a leading university in the region and the republic.

1.4 These Regulations establish the work of all structural divisions of the University (hereinafter referred to as divisions) involved in educational, research and other activities that comply with the University Charter, the results of which can be presented in the form of documents and materials listed in paragraphs 1.2.1-1.2.2.

## **2 Normative references**

2.1. This Regulation was developed in accordance with the Law of the Republic of Kazakhstan "On Education"; the Law of the Republic of Kazakhstan "On Science"; the State General Mandatory Standard of Higher and Postgraduate Education, approved by the order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated July 20, 2022 No. 2; the Model Rules for the Activities of Educational Organizations Implementing Educational Programs of Higher and (or) Postgraduate Education, approved by the order of the Minister of Education and Science of the Republic of Kazakhstan No. 595 dated October 30, 2018; the Model Regulation on the Dissertation Council, the Rules for awarding degrees, as well as internal regulatory documents of the University: "Regulation on the Academic Council of Karaganda University named after E.A. Buketov", "Academic Honesty Rules of KarU named after E.L. Buketov".

## **3 Definitions and designations**

All of the following terms refer only to this Regulation.

System Administrator - an employee responsible for academic work at the Department.

Borrowing - including any whole fragments from someone else's document in your own material.

Monograph - a fundamental work on a specific scientific problem, created individually or by a group of authors, reflecting the history of the issue, the current state, ways to solve the problem and prospects for the development of the studied area.

Scientific publication - a publication containing the results of theoretical and (or) experimental research, as well as cultural monuments and historical documents scientifically prepared for publication.

Report - a document created by the "AntiPlagiat.VUZ" system, which displays the result of checking the text for the presence of borrowings.

A short report shows the percentage of originality, a list of borrowing sources.

A full report shows the percentage of originality, a list of borrowings.

of someone else's text with a synonymous replacement of words and expressions without changing the meaning.

Forgery in the performance of scientific works - submitting a scientific work performed by another person as one's own work in order to pass the plagiarism check. If the text is used without the author's permission, the latter cannot be qualified as a participant in the forgery.

Users - persons who check educational, scientific, diploma works, master's and doctoral dissertations for plagiarism using an automated computer platform with the right to access the system, based on the submissions of heads of structural divisions and deans of faculties.

The program is the "Antiplagiat.VUZ" system, located on the website <http://www.antiplagiat.ru>, which is used to check written works, specified in paragraphs 7), 8) of paragraph 4.1, for the presence of borrowings from publicly available sources.

Copying scientific works - the use of any printed or handwritten sources not permitted (including using electronic means).

The percentage of originality is the proportion of text fragments of the document being checked that were not found in any source against which the check was carried out, in relation to the total volume of the document in characters.

Fabrication of data and results of scientific work - the formation of fictitious data or intentional distortion of information about data sources and the results obtained in order to pass the plagiarism check.

Citation - a fragment of the text of the document being checked, which coincides or almost coincides with a fragment of the text of the source and is not formatted in accordance with the citation rules, without providing complete bibliographic information about the source.

#### **4 Procedure for checking written works**

4.1 Preliminary verification of written works for the presence of borrowings from publicly available sources is carried out using the program, and for each type of written work, this Regulation establishes the required level (percentage) of originality corresponding to the criteria:

1. diploma works (projects) in bachelor's degree programs - at least 60%; for humanities specialties - at least 55%;
2. educational and methodological publications (textbooks, teaching and teaching aids, etc.) - at least 60%;
3. master's projects of a specialized direction - at least 60%;
4. master's dissertations of a scientific and pedagogical direction - at least 65%;
5. scientific works (including monographs, scientific articles) submitted for publication in scientific publications - at least 70%;
6. doctoral dissertations of PhD submitted for preliminary examination to the department - at least 85%, for humanities specialties - at least 80%.
7. course works (projects) - at least 55%;
8. scientific works submitted to university, regional competitions of student works, for publication in conference materials - at least 55%; scientific

works submitted to republican, international competitions of student scientific works must meet the requirements for these works by the provisions on competitions, and in their absence, the level (percentage) of originality should be at least 60%.

4.2 In the submitted works, the volume of legitimate borrowing assumes the use in the text of the names of institutions, public authorities and local self-government bodies; references to regulatory legal acts; texts of laws; lists of literature; repetitions, including frequently repeated stable expressions and legal terms; quoting text, excerpts from documents for their analysis, as well as self-citation, etc.

4.3 In the system, diploma works and master's dissertations are checked by Users authorized by the dean of the faculty, doctoral dissertations are checked by the Academic Secretary of the dissertation council, educational, teaching and methodological publications (textbooks, teaching and teaching aids, etc.) by a person authorized by the Chairman of the Academic Council, scientific publications (monographs, scientific works, etc.) by a person authorized by the Chairman of the Scientific and Technical Council.

4.4 In case of non-compliance of the originality with the requirements provided for in this Regulation, the person responsible for compliance with the order of work verification creates a commission to analyze the report, based on the results of which a final decision is made on the presence of borrowings and plagiarism.

### **5 Diploma works and master's dissertations**

5.1 Diploma works and master's dissertations/projects undergo a plagiarism (uniqueness) check procedure, which is provided by the graduating departments. Control over the independent fulfillment of written works by students is carried out using the System.

5.2 The supervisor is responsible for submitting the student's written work for verification within the established timeframe, analyzing the verification results, making a decision on revision and re-verification for plagiarism.

5.3 The student is obliged to submit the thesis in hard copy and electronic form for anti-plagiarism verification within the established timeframe. He/she is personally responsible for the identity of the printed and electronic material of the written work.

5.4 The timeframe for checking the thesis, master's thesis/project for anti-plagiarism is set no more than 3 working days from the date of submission of the work for verification.

5.5 Based on the results of the plagiarism check, the responsible person from the department must print out the generated program report and familiarize the student with it. In this case, the results should not exceed the limit value corresponding to paragraph 4.1 of these Regulations. After that, the report is confirmed by the personal signatures of the checker and the student.

5.6 The author of the thesis, master's thesis/project, who has not passed the verification using the Program, must necessarily revise the final work and submit it for re-verification.

In case of failure to eliminate plagiarism after checking the work or the student's inability for various reasons to eliminate plagiarism within the established timeframe, the work is not allowed for defense.

If the student disagrees, expressed in writing, with the results of the plagiarism check, an appeal commission is created, the chairman of which is the dean of the faculty. The appeal commission makes a final decision on the issue under consideration.

5.7 Based on the results of the verification of the thesis and master's dissertations/projects, a decision is made on its admission to the defense by the decision of the meeting.

5.8 Verification of scientific works submitted to republican, international competitions of student scientific works is carried out by the secretary.

## **6 Educational materials and scientific works**

6.1 Educational, teaching-methodical publications (textbooks, teaching and teaching aids, etc.) and scientific publications (monographs, scientific works, articles, etc.) are required to undergo a plagiarism check procedure using the "Antiplagiat. VUZ" system.

6.2 The author of an educational (scientific) publication must submit the manuscript in hard copy and electronic form to the Academic Council (Scientific and Technical Council) of the university.

6.3 The Chairman of the Academic Council (Scientific and Technical Council) of the university organizes the verification of the educational publication (monograph) for plagiarism within five working days from the date of receipt using the Program and provides the author with a printed verification report. The verification report is confirmed by the personal signatures of the secretary of the Academic Council (secretary of the STC) of the university and the author of the educational publication (monograph). The anti-plagiarism report is submitted to the Academic Secretary of the university.

6.4 The educational and scientific publication should not exceed the limit value of the Coefficient established by these Regulations. The authors of the submitted works in the comments on the borrowings used in the text must justify that the borrowings are of a legitimate nature.

6.5 In case of non-compliance of the educational (scientific) publication with the established level of originality of the text, the work is returned to the author for revision.

6.6 If the educational (scientific) publication complies with the established originality norms, the work is recommended for publication in open print or for release in electronic form.

6.7 The verification for plagiarism in scientific articles is carried out by the executive secretary of the journal. The author of the scientific article submits it in electronic form within the timeframes established by the journal release schedules and in accordance with the requirements for scientific articles.

6.8 In case of non-compliance of the article with the originality norms, it is sent for revision with the subsequent submission of a verification report in the

System. If the article is not corrected after revision and does not comply with the originality norms, the editorial board decides not to publish it.

### **7 Doctoral dissertations**

7.1 The preliminary check of the dissertation (abstract) of the doctoral student for the presence of borrowed material in the work without reference to the author and the source of borrowing using the System is carried out by the scientific advisor. The final check of the texts of doctoral dissertations is carried out by the Academic Secretary by the secretary of the dissertation council within three working days from the date of submission of the original text of the work using the System. After verification, the author of the dissertation provides the head of the graduating department with a printed verification report signed by the doctoral student and the supervisor.

7.2 The limit value of the Similarity Coefficient of the dissertation must correspond to the parameters of paragraphs 6) of paragraph 4.1. If the dissertation (abstract) does not meet the established standards of originality of the text, the work is returned to the author for revision with written comments, set out in the extract from the minutes of the department meeting, and if it meets the standards of originality, the work is recommended for defense, which is reflected in the extract from the minutes of the department meeting.

7.3 If there is a recommendation for defense, the doctoral student submits the manuscript of the dissertation (abstract) in printed and electronic form to the Academic Secretary of the dissertation council.

7.4 The Academic Secretary of the dissertation council one month before the scheduled date of defense sends the accepted dissertation to the National Center for Scientific and Technical Expertise (NCSTE) for verification of the doctoral student's use of borrowed material without reference to the author and the source of borrowing.

7.5 If there are facts of plagiarism, indicated in the NCSTE certificate, in the reviews of official reviewers and unofficial reviews on the university's Internet resource, the Commission of the dissertation council checks the dissertation for plagiarism. The conclusion on the verification results is submitted to the dissertation council no later than eight working days before the defense of the dissertation.

7.6 The dissertation council, based on the conclusion of the Commission of the dissertation council (no later than 7 (seven) working days before the defense), decides on the admission of the doctoral student to the defense or removes the dissertation from the defense. The dissertation council informs the doctoral student of the decision made within 2 (two) working days, and the relevant information is posted on the university's Internet resource (with the exception of cases of defending dissertations containing state secrets and information for official use).

## **8 Powers and Responsibilities**

8.1 When checking educational materials (textbooks, teaching aids) in the System, the author is responsible for conducting and the results of the verification.

8.2 The author of the thesis is responsible for the timely submission of the work for verification in the System in the manner and within the timeframes established by these Regulations. The supervisor is responsible for allowing the thesis to be defended based on the verification results in the System. The User appointed by the dean of the faculty is responsible for conducting the verification of the thesis in the System. The head of the department is responsible for responsibility for compliance with the order of checking the thesis in the System and allowing the thesis to be defended.

8.3 In the performance of master's dissertations, responsibility for conducting the verification in the System is assigned to the employee appointed by the dean of the faculty (User). The author of the master's dissertation is responsible for the timely submission of the dissertation for verification in the System. The supervisor is responsible for allowing the master's dissertation to be defended based on the verification results in the System. The head of the department is responsible for compliance with the order of checking the master's work in the System and allowing the master's work to be defended.

8.4 When writing a monograph, the author is responsible for conducting the verification in the System.

8.5 When writing scientific articles in journals, scientific articles in conference proceedings, scientific works, the author is responsible for the originality of the data provided, and the editor of the publication and (or) the secretary are responsible for the verification.

8.6 In the performance of a doctoral dissertation, the author is responsible for the timely submission of the dissertation for verification and for the correspondence of the text of the defended dissertation to the content of the file placed in the "Antiplagiat. VUZ" system. The scientific consultant is responsible for allowing the dissertation to be defended. The academic secretary of the dissertation council is responsible for checking the dissertation for the use of borrowed material without reference to the author and the source of borrowing in the System and the National Center for Scientific and Technical Expertise.