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BAU International University, Batumi LLC

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## **A rule for preventing, identifying and responding to plagiarism**

### **Article 1. General provisions**

1. This rule hereby determines the tools for preventing, identifying and responding to plagiarism at BAU International University, Batumi (hereinafter referred to as the teaching university).
2. This rule seeks to define an idea and forms of plagiarism, the tools for preventing and identifying it as well as measures to take in case plagiarism is detected.
3. This rule applies to students of the teaching university, academic and invited personnel as well as to any person involved in educational and/or scientific-research activities of the teaching university in any manner.

### **Article 2. An idea and forms of plagiarism**

1. Plagiarism is incorporation of someone else's work and/or ideas in your work without indicating its author/source.
2. Auto-plagiarism is also plagiarism which is defined as incorporation of the same work or important parts of the work twice or more without citing your own work.
3. Plagiarism can be unintentional as well as intentional. Negligent violation of the rule of citation is considered as unintentional plagiarism while intentional plagiarism is deliberate presentation of someone else's work and/or idea as your own work/idea.
4. Forms of plagiarism:
  - a) Direct plagiarism – incorporation of someone else's work (regardless its form) without giving acknowledgement to an author;
  - b) Paraphrasing- paraphrasing the work of others without giving acknowledgement to an author;
  - c) Mosaic plagiarism- incorporation of ideas obtained from different sources without giving acknowledgement to separate authors;
  - d) Purchase of work or a part of work from the other person and its presentation as your own.
5. Any form of plagiarism is academic offence leading to a corresponding disciplinary action.

### **Article 3. Tools for preventing plagiarism**

1. For preventing plagiarism, the teaching university ensures people involved in educational and/or scientific-research activities are informed about plagiarism. In addition, the teaching university puts effort into strengthening of writing culture through relevant courses.
2. For preventing plagiarism:
  - a) The faculty of the teaching university gives instruction about inadmissibility of plagiarism in corresponding educational documents.
  - b) The faculty of the teaching university ensures the academic and invited personnel, students as well as people involved in educational and scientific-research activities in any manner are familiar with internal normative acts regarding plagiarism.
  - c) The faculty of the teaching university gives instruction about inadmissibility of plagiarism in a rule for assessing works.
  - d) The teaching university holds informational meetings about plagiarism;

- e) The teaching university proposes workshops, courses and similar educational activities aiming at strengthening academic writing skills.
- f) If necessary, a working committee for eradicating plagiarism is formed at the teaching university which studies the current situation about plagiarism and develops necessary recommendations.
- g) The teaching university develops effective tools for identifying plagiarism.

#### **Article 4. Tools for identifying plagiarism**

1. For identifying plagiarism, the teaching university:
  - a) Verifies submitted works through an electronic software;
  - b) Undertakes double covert review of submitted works;
  - c) Creates electronic database of the works submitted at the teaching university.
2. Electronic software checks the similarity of the submitted work with other works.
3. In case the electronic software detects evident similarities between the submitted work and any other work, the work is sent to 2 reviewers recognized in a respective field who present their conclusions about a case of potential plagiarism.
4. A procedure of verification of works by reviewers is covert meaning that reviewers do not possess information about an author of a work, similarly, an author of the work does not possess information about personality of reviewers.
5. In case reviewers submit different conclusions, the work is sent to the third reviewer.
6. In case the conclusions submitted by the majority of reviewers confirm presence of plagiarism, the case materials as well as submitted conclusions are sent to the rector.
7. For detecting plagiarism, the works are also verified against the works in electronic database of the teaching university.

#### **Article 5. A rule for forming a temporary committee**

1. A disciplinary procedure regarding plagiarism is carried out by a temporary committee (hereinafter referred to as the committee) formed at the teaching university for responding to plagiarism.
2. The rector of the teaching university makes a decision to form the committee.
3. The committee must include 5 (five) members out of which 2 members are represented by the students' union and 3 (three) members are selected from the academic personnel.
4. When forming the composition of the committee existence of a conflict of interest must be excluded.
5. Any subjective or objective circumstances that might influence unbiased decision-making regarding a case can be considered as a conflict of interest.
6. The rector of the teaching university, an author of a submitted work, a supervisor as well as reviewers can not be members of the committee.
7. An author of a work shall have a right to request mediation for withdrawing a member of the committee.
8. A conflict of interest creates the basis for withdrawing a committee member. In particular, a committee member must be withdrawn if he/she is directly or indirectly interested in outcomes of a case or in any other circumstances doubting his/her impartiality.

9. In case of circumstances indicated in paragraph 8 of this article, a committee member must declare self-withdrawal. An application about self-withdrawal is submitted to the rector and it is considered satisfied upon receipt.

10. The committee makes a decision regarding withdrawal and/or refusal to withdraw a committee member with the majority of votes that must be well-justified.

11. In case a committee member is withdrawn, a new member is elected depending on whether a withdrawn member was a representative of the students' union or academic personnel.

#### **Article 6. A rule for reviewing a case by a temporary committee**

1. Within 10 (ten) days of formation of the committee, the committee reviews case materials and copies are sent to an author of a work.

2. An author of a work shall have a right to present his/her written position in relation to an issue under review within 10 (ten) days of receipt of case materials. Failure to submit such position, does not prevent the committee to review a case.

3. Within 10 (ten) days after a deadline for submitting a written explanation is expired, the committee appoints an interview. During interview, an author of a work has a right to present his/her position orally regarding a case in review.

4. In case an author of a work does not attend an interview, it will be postponed. In case a student fails to attend the second interview, the committee continues review of a case.

5. The committee shall have a right to invite reviewers, ask them questions and request explanations from them regarding conclusions submitted by them.

6. The committee shall have a right to invite experts for receiving conclusions from them in relation to a case under review.

7. The committee must investigate all circumstances that are essentials for a case and make a decision based on analysis and verification of those circumstances.

8. After all essential case related circumstances are studied, the committee organizes a secret ballot to decide whether to impose a disciplinary action or not against an author of a work.

9. 4 (four) votes of members of the committee are necessary for imposing a disciplinary action against an author of a work.

10. The committee must justify a decision to impose a disciplinary action against an author of a work.

11. The work of the committee is confidential; however, a final decision is public.

12. Before a final decision is made, a presumption that an author of a work has not committed any academic offence is valid.

#### **Article 7. Types of disciplinary actions**

1. In case the committee makes a decision to impose a disciplinary action against an author of a work, a justified decision of the committee is sent to the rector who makes a decision about a type of a disciplinary action depending on seriousness of an academic offence.

2. Types of disciplinary actions imposed against a student by the rector are:

##### **For students:**

a) A warning;

b) Assessment of a work with 0 (zero) point;

c) In case plagiarism is repeated 2 times- termination of a student status

**For academic or other personnel:**

a) A warning;

b) In case plagiarism is repeated 2 times, termination of an employment contract.

**Article 8. Appealing against a decision**

1. Decisions of the committee and the rector can be appealed within 1 (one) month of publication at Batumi Civil Court.