

Non-entrepreneurial (non-commercial) legal entity - the Patriarchate of Georgia
Order of the Rector of St. Tamar King University

No. 060/01 December 5, 2018 St. Tbilisi

A(A)IP University of the Patriarchate of Georgia named after St. Tamar King

On approval of procedures and mechanisms for plagiarism detection, prevention, response to plagiarism cases

According to Article 35 of the Law of Georgia - "Civil Code of Georgia", "On the Provision of Authorization of Educational Institutions and Approval of Fees" of the Order of the Minister of Education and Science of Georgia No. 99/N of October 1, 2010, non-entrepreneurial (non-commercial) legal entity - Saint Tamar King of the Patriarchate of Georgia In accordance with Article 4, Section 3, Article 14, Section 1, Section 3, Clauses "b", "e", "f" and "l" and Section 4 of the charter of the named university, E B: 1. To approve the procedures and mechanisms for plagiarism detection, prevention, and response to the plagiarism case of St. Tamar King University of the Patriarchate of Georgia in accordance with the appendix.

2. A copy of this order shall be published publicly. 3. Send this order to the structural units/staff of the university for execution within their competence. 4. I will control the execution of the order personally.

5. The order can be appealed according to the procedure established by the legislation of Georgia.

6. The order shall take effect immediately after signing.

Professor, Archimandrite Adam
(Vakhtang Akhaladze)

A handwritten signature in blue ink, appearing to read 'A. Akhaladze', is positioned to the right of the text block.

No. 060/01 December 5, 2018

Procedures and mechanisms for plagiarism detection, prevention, and response to plagiarism cases at the Saint Tamar King University of the Patriarchate of Georgia

Article 1. General provision

The present rule determines the obligation of the academic staff and students at the University of the Patriarchate of Georgia (hereinafter - the University) to respect the intellectual property of others, to protect academic integrity, not to allow the use of any form of plagiarism and to take care of the university's reputation. Also, awareness of plagiarism in the academic and student space, principles of academic integrity, mechanisms of plagiarism prevention, detection and response.

Article 2. Plagiarism

1. Plagiarism (Latin: Plagiatus) generally means using another person's work, appropriating it without mentioning the author, which is a dishonest act.
2. Plagiarism is against the university's bylaws, ethical standards, is a prohibited act, and both intentional and unintentional plagiarism is subject to sanctions.

Article 3. Forms of plagiarism

1. Direct plagiarism - the use and distribution of the text, idea, concept, visual or audio material, any kind of data of the result of someone else's intellectual work without indicating the author;
2. Paraphrased plagiarism - conveying someone else's opinion in one's own words without citing the author;
3. Mosaic plagiarism - a combination of opinions taken from different sources, when the individual author is not indicated;
4. Plagiarism by negligence - wrong citation due to negligence;
5. Violation of copyright - using someone else's work without obtaining copyright;
6. Self-plagiarism - repeated use of one's work without citing the original source;
7. minor "cosmetic" changes of the primary text (for example, changing the order of a few words or sentences if the meaning is the same) without indicating the author; Using unpublished material (student paper, blog, lecture notes, synopsis, lecture, word of mouth website, film, TV show, etc.) without crediting the author/source;
8. The use-distribution of well-known, "general knowledge" is not plagiarism and does not require reference to the source.

Article 4. Prevention of plagiarism

4.1. Prevention of plagiarism includes several aspects:

- Informing students and academic staff about plagiarism through this rule, which is available in public space.
- It is a mandatory document to be introduced at the moment of signing the contract.

4.2. Raising students' self-awareness:

- Giving written assignments (abstract, essay, article, presentation, etc.) from the very first year of teaching and giving explanations by the lecturer and checking for plagiarism.
- organization of informational meetings on the subject of plagiarism;

4.3. Organize public meetings for students and academic staff about the possibilities of checking texts in the plagiarism detection program.

4.4. All bachelor's, master's, doctoral level researches/theses and articles published in journals are mandatorily checked in the anti-plagiarism electronic program, which has a preventive effect on students and academic staff (this point will be implemented from 2019, step by step).

Article 5. Plagiarism detection mechanisms

5.1. The main mechanisms for detecting plagiarism are the conclusion of the lecturer, thesis supervisor, reviewer and electronic anti-plagiarism software.

5.2. In the case of a student, the lecturer of the training course is obliged to check the writing with the main literature provided by the syllabus and to respond accordingly.

5.3. The supervisor, reviewer and other person responsible for checking the paper are obliged to verify the paper in the following directions:

- Comparison of the literature indicated in the footnote of the work with the chapters / paragraphs / paragraphs of the work;
- comparison with existing basic literature related to the topic, which is not indicated in the footnote;
- Checking in the electronic anti-plagiarism program.

5.4. All articles, publications, reports, books, master's/dissertation papers created at the university are mandatorily checked in the electronic anti-plagiarism program within 10 days from the moment of final submission.

5.5. Verification of material in the electronic anti-plagiarism program is provided by the quality assurance service.

Article 6. Response mechanisms to plagiarism

6.1. If plagiarism is found in a written assignment created as part of the evaluation of a lecture course at the bachelor's, master's, and doctoral level, the lecturer of the course is entitled to cancel the written assignment without evaluation and inform the dean of the faculty(s) about it.

6.2. In case of discovery of plagiarism in a bachelor's/master's/dissertation work, the discoverer is obliged to inform the dean of the faculty(s) within 3 days.

6.3. In the event that the academic staff discovers a violation of the norms of good faith in the work, the person who discovers it shall contact the rector of the university within 3 days.

6.4. If the anti-plagiarism electronic program detects a text mismatch in the bachelor's/master's/doctoral research component, the subject supervisor checks and prepares a report on plagiarism in the thesis. If plagiarism is not found in the paper, the supervisor makes a note about it in his conclusion. If the existence or assumption of plagiarism is confirmed by the head of the community, the issue will be discussed in accordance with Articles 7 and 8 of this rule.

6.5. In the case of admission to the defense of the student, the conclusion and report prepared by the head of the community on the work prepared within the framework of the research component of the bachelor's/master's/doctoral theses will be submitted to the relevant collegial body.

6.6. If the supervisor's report confirms plagiarism, the author has the right to withdraw the paper for revision. A revised version of the requested paper can be submitted in the following semester. Dismissal of the work does not exclude disciplinary measures.

Article 7. Confirmation of plagiarism and response to bachelor's/master's/doctoral thesis

7.1. In connection with a bachelor's/master's/doctoral thesis, in case of discovery of plagiarism, the dean of the faculty(s) in agreement with the rector of the university creates the faculty's plagiarism commission, which will study the thesis and submit a conclusion to the dean of the

faculty(s) within 10 days. The conclusion is discussed in the presence of the author of the paper, who presents his position. The plagiarism commission of the faculty makes a decision on the presence/absence of plagiarism.

7.2. In the case provided for in the first paragraph of this article, by the decision of the Plagiarism Commission, the thesis is canceled and the protocol is sent to the dean of the faculty(s) for disciplinary responsibility.

7.3. Appropriate sanction of disciplinary responsibility will be applied to the student according to the established procedure.

Article 8. Confirmation of plagiarism and response to academic staff

8.1. In case of discovery of plagiarism in the research activity of the academic staff, within 10 days by order of the Rector, a "University Plagiarism Commission" is established, which will be staffed with qualified specialists of the relevant field, both from the university staff (if there is no conflict of interest) and from outside persons.

8.2. The commission will work out, after clarifying the case, issue a relevant conclusion no later than 30 days after the issuance of the relevant legal act.

8.3. The work of the commission should be confidential and should not harm the prestige of the academic staff until the plagiarism is confirmed.

8.4. The commission is accountable to the rector of the university.

8.5. The conclusion of the commission is notified to the person who violated the request (hereinafter - the violator), as well as to other persons related to the case (sponsor of the research project, other members of the group working on the project, etc.).

8.6. The violator is given the opportunity to present his response and arguments before the commission. In the event that the fact of violation is not confirmed, the rector of the university and the relevant faculty will activate all available mechanisms to restore the scientific reputation of the person.

8.7. In case of confirmation of the fact of violation against the person provided for in paragraph 1 of this article, together with the cancellation of the paper, taking into account the severity of the violation, the following disciplinary measures may be determined:

- to give a warning;
- All the author's articles should be challenged and checked for plagiarism or falsification;
- To retake the research component, he pays the corresponding amount of additional credit.
- to establish special monitoring of future activities;
- to terminate the status of a student (in the case of a master's student);
- to be dismissed from the academic position.

Article 9. Appeal

In case of confirmation of the fact of plagiarism, the relevant decision can be appealed according to the procedure established by the legislation of Georgia.

Article 10. Final Provisions

10.1. Amendments and additions to the mentioned rule are made by the decree document of the rector of the university.

10.2. University students and staff are obliged to familiarize themselves with this rule, and the administration is obliged to post the document in public space.

10.3. The rule shall take effect upon approval.