




Detection of the plagiarism and response
Mechanisms on it

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The Rector of the Georgian
Aviation University, Professor


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Georgian Aviation University
**Mechanisms for detecting and responding to
plagiarism**

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I.Changes

Changes are made with the participation of the Rector and the Quality Assurance Service. Changes for confirmation will be provided to the Rector of the University. Execution of a procedure in violation of the above, rule is unacceptable.

Compiled by:	Approved:
Quality Assurance Service	Rector
Date:	Date:

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ii. History of changes

Of change №	Grounds for change	Modified Pages	Date	Of change Initiator



2.Document control

Document Control Documentation control is the subject to the procedures specified in the Quality control book. The purpose of these rules and procedures is to create a system that will enable employees to easily recognize documents and use them in the organization. All controlled documents must be created and saved in the format and according to the rules that are described in the Quality control book. This will create a system of procedures by which the creation, updating and distribution of documents will be easy

2.1 List of documents to be sent:

Organization	format	Copy number
Quality Assurance Service	Print	Original copy
Quality Assurance Service	electronic	Electronic version
University Website	electronic	Electronic version
Faculties	electronic	Electronic version



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4. Definitions of terms

1. The terms used for the purposes of this Regulation have the following meanings:
2. Direct plagiarism - the use of someone else's work without the author's indication - misappropriation and/or copying without someone else's permission. Use-assignment can be several phrases, a segment, or an entire paper. This will not be considered direct plagiarism if a person has instructions to use someone else's work, in particular, the text is enclosed in quotation marks and/or the identity of the said author and/or the quoted text is clearly separated from the author's text.
3. Paraphrased plagiarism - a paraphrase of someone else's opinion without an explicit reference to the author and/or its use with a slight change in the words of the author. It will not be considered a paraphrased plagiarism if it is clear to whom the author answers and the source are mentioned/indicated in the text or at the end of the text.
4. Careless plagiarism - misquoting by negligence - omission or confusion of important information when referring to authors or sources.
5. Mosaic plagiarism - when a person combines opinions taken from different sources in a work and associates them with each other as a combined opinion/work. In the case of mosaic plagiarism, you can specify a scientist/author at the end of the article, but when reading the text used, the original opinion of the author and/or place of insertion of the quote is not clear.
6. Self-plagiarism - performance/use/publication of the same work or important parts of the same work twice or more times by the author without quoting his own work or a corresponding reference and obtaining the right.
7. Hidden cooperation - academic dishonesty, which means not following the rules established when working on group projects to deceive and/or mislead others, which means not allowing the work performed in a group to be imposed on a person.



5. The main part

Article 1: General provisions


This rule includes procedures and mechanisms to eliminate and respond to plagiarism at the Aviation University of Georgia (hereinafter referred to as the University).

Article 2: Aims and purposes

1. The purpose of this rule is to introduce mechanisms for mutual respect, protection of the reputation of the university, teachers, and students, as well as to ensure the intellectual property of the university, respect for the work of others inside and outside the university. Procedures and mechanisms for their prevention and response.
2. For the purposes of this Regulation, all actions related to the use of someone else's work, idea, audiovisual, literary, or other work without notification of the author shall be considered plagiarism.


Article 3: Basic Principles

1. For the purposes of this rule, the University is based on four main principles:
 - 1.1. Awareness;
 - 1.2. Prevention;
 - 1.3. The mechanism of detection;
 - 1.4. Response mechanisms.
2. The university, based on the principle of awareness, creates an appropriate legal act/acts, ensures their implementation, which means that the rules are introduced to the university staff, students, professional students and available to them at any time.
3. Preventive measures of the University are awareness-raising as well as the introduction of plagiarism teaching in training courses, modules of any level, and checking the rules of plagiarism protection during the evaluation process.
4. Based on the principle of a detection mechanism, the University allows any interested person to make a statement about a possible case of plagiarism, as well as introduces other procedures that include verification of works created in the University space by the University staff, the creation and use of electronic databases, the introduction of comparison and/or testing. Programs.
5. The university should ensure the introduction of response mechanisms, in particular, the work of the standing committee, their consideration of a specific issue, and decision-making.

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Article 5: Use of plagiarism

1. The staff of the University, as well as any student, professional student, trainee, working or invited to the premises of the University, must comply with the requirements outlined in this Rule and its Annex, otherwise, procedures for responding to plagiarism will be carried out.
2. In the process of implementation of the University activities and implementation of each educational program on plagiarism prevention:
 - 2.1. The academic and invited staff as well as other staff, students, professional students, interns are obliged to observe the rules outlined in this article;
 - 2.2 Any staff of the university, as well as students, professional students, interns, are obliged to familiarize themselves with definitions of the form of plagiarism and to apply relevant rules in any activity;
 - 2.3 University staff, including academic and visiting staff, shall take information and prevention measures, in particular for professional students and students, to explain to plaintiffs the inadmissibility of plagiarism, its consequences, identification mechanisms, and response procedures;
 - 2.4 University staff, including academic and visiting staff, must comply with the requirements of this rule when evaluating the work of students, professional students, students to ensure that their work is evaluated according to the criteria defined by this rule;
 - 2.5 University staff, including academic and guest staff, must identify plagiarism in the course of their activities and immediately contact the university administration in writing about possible plagiarism;
 - 2.6. The student, professional student, the trainee is obliged to apply in writing to the administration of the university in case of possible plagiarism;
 - 2.7 Any staff of the University, as well as a student, professional student or trainee, has the right to participate in the hearing of a plagiarism case if the case is related to human activity;
 - 2.8. Any staff of the University, as well as the student/professional student/student, has the right to submit a request to the Commission in case of plagiarism against his/her and/or someone else's work;
 - 2.9. The student, professional student, the student is obliged to be guided by the requirements of the legal acts in force at the University when developing documents.

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Article 6: Plagiarism testing authority and verification procedures

1. The use of plagiarism is reviewed by the Permanent Commission (hereinafter referred to as the Commission), which is established by the order of the Rector and includes the dean's ex officio, program managers, and the head of quality assurance.
2. Applications for plagiarism are submitted by the administration of the Commission for consideration and appropriate action. The Commission also has the right to consider the use of plagiarism on its own initiative.
3. the author of the application, the author of the article, the manager of the article, and/or another person may participate in the review process together with the commission.
4. In the case of plagiarism, the Commission also has the right to consider the issue and request an appropriate response.
5. The thesis supervisor is obliged to identify a case of plagiarism before defending a thesis (if any), and if such a thesis is submitted for defending a thesis, the supervisor will be responsible together with the student.
6. The Commission shall consider the issue provided for in this article within 10 working days from the date of application and make the following decision:
7. In the case of plagiarism by a professional student, student, trainee during the course module, the university staff has the right to record zero points in the course module, without discussion by the commission. The student, professional student, the trainee has the right to request that such a case be considered by a permanent plagiarism commission.
 - 7.1. For students:
 - 7.1.1. Written warning;
 - 7.1.2. Rating 0; 7.1.2.
 - 7.2. For teachers:
 - 7.2.1. Written warning;
 - 7.2.2 Deprivation of academic degree.
8. Decisions on voting are taken by majority vote.

Article 7: Review of the commission decision

1. The commission's decision may be appealed to the city court in accordance with the rules established by law.