

REGULATIONS

for Checking Final Qualification and Written Works for Plagiarism

1. General Provisions

1.1. These Regulations define the procedure for checking final qualification papers (FQPs), master's theses, term papers, and other written works of JAIU students for plagiarism, as well as the procedure for using the results of such checks in grading and admission to the defense.

1.2. These Regulations are part of the Quality Management System (QMS) and implement the provisions of:

1. JAIU Regulations on Academic Integrity and Plagiarism Prevention;
2. Regulations on Theses and State Examinations;
3. Regulations on Coursework and Written Assignments;
4. local regulations on the protection of personal data and the use of information systems.

1.3. Purpose of the Regulations:

1. to ensure academic integrity and the originality of written assignments;
2. to prevent plagiarism and unethical practices;
3. to establish uniform, transparent requirements and procedures for all educational programs and departments.

1.4. **Plagiarism** is defined as the intentional or unintentional appropriation of the results of another person's intellectual work, manifested in the use of another person's texts, ideas, data, or illustrations without proper citation and/or reference to the source, as well as self-plagiarism (the reuse of one's own work without attribution).

1.5. **Plagiarism checking** refers to the automated and expert analysis of a text using a specialized system (software) officially approved by the university via a rector's order.

2. Scope of Application

2.1. The following are subject to mandatory plagiarism checks:

1. final qualification papers (bachelor's and specialist degrees);
2. master's theses;
3. written assignments as part of final assessment (if required by the educational program);
4. term papers (according to the list of disciplines approved by the department/educational program);
5. research articles prepared by students at the department's request (if necessary).

2.2. At the discretion of the department/educational program, the following may also be reviewed:

1. essays, reports on research internships, and term papers;
2. other written works relevant to the assessment of competencies.

2.3. These Regulations apply to work completed in Russian, Kyrgyz, English, and other languages of instruction offered at JAIU.

3. Means and Levels of Plagiarism Checking

3.1. Plagiarism checks are conducted using:

1. one or more specialized systems (Antiplagiat, Turnitin, etc.), the list of which is approved by order of the rector;
2. if necessary, using internal and open databases (JAIU thesis archive, repositories, journals, etc.).

3.2. For each system, the following is established:

1. the type of plagiarism to be considered (text, translation, self-citation, etc.);
2. report parameters (inclusion/exclusion of the bibliography, appendices, regulatory acts, commonly accepted formulations, etc.).

3.3. **Originality thresholds** (the proportion of “unique” text) are set out in the table (Appendix 1) and may vary by type of work, language, and level of study (bachelor’s/master’s).

Example (may be adjusted in Appendix 1):

- Bachelor’s thesis: at least 70% original text;
- Master’s thesis: at least 75%;
- Term paper: at least 60%.

3.4. The final decision on whether the work meets the originality requirements is made by the thesis advisor/committee, taking into account:

1. the nature of the borrowings (citation with/without references, the volume of borrowings from a single source);
2. the proportion of unavoidable technical similarities (definitions, standard formulations, etc.);
3. the proportion of the student’s own previously published works (self-citation).

4. Procedure for checking final theses and written assignments

4.1. Preparatory stage

4.1.1. The department informs students and faculty members:

1. requirements regarding the originality of the text;
2. deadlines and procedures for verification;
3. a list of elements excluded from the review (bibliography, appendices, etc.).

4.1.2. Upon submitting the final version of the work, the student signs:

1. a declaration of authorship and academic integrity (Appendix 2);
2. consent to have the work checked in the system.

4.2. Uploading and Initial Check

4.2.1. Theses/papers are uploaded to the plagiarism detection system:

1. either by the student themselves via the personal account (if available);
2. either by a designated staff member of the department/educational program;
3. or by the secretary of the State Examination Commission/methodologist, in accordance with the internal distribution of duties.

4.2.2. **The final version** of the thesis, approved by the academic advisor and formatted according to the department’s requirements, is uploaded.

4.2.3. The system generates a **plagiarism report**, which is saved electronically and, if necessary, printed.

4.3. Expert Analysis of the Report

4.3.1. The plagiarism report must be analyzed by the academic advisor (for bachelor's and master's theses) and/or an authorized representative of the department (for term papers and other works).

4.3.2. The analysis takes into account:

1. the overall originality percentage;
2. the percentage of citations and self-citations;
3. the presence of large passages ($\geq 2-3$ consecutive sentences) matching a single source;
4. the presence of improper borrowing (without citations or with an attempt to conceal it).

4.3.3. Based on the results of the analysis, the supervisor/responsible person makes one of the following conclusions:

1. **“Recommend for defense/approval”** – the work meets the requirements for originality;
2. **“Return for revision”** – the text requires reworking, proper citation formatting, and reduction of the volume of borrowings;
3. **“Deny admission to defense”** – signs of gross plagiarism or deliberate appropriation of another's text have been identified.

4.3.4. The conclusion is recorded on the appropriate form (Appendix 3) and filed in the case (or uploaded to AIS/eBilim).

5. Re-examination and restrictions

5.1. The student has the right to submit a revised paper for re-evaluation **once** (or the number of times established by the department/program) within the deadlines set by the defense/examination schedule.

5.2. Upon re-evaluation:

1. the version history (initial and revised) is retained;
2. reports on all versions may be submitted to the committee/examination board if necessary.

5.3. In the event of repeated attempts to “circumvent” the system (artificial alteration of the text, distortion of the format, “breaking up” of words, etc.), the work may be referred to the Academic Integrity Committee for review.

6. Actions upon detection of plagiarism

6.1. Upon detection of significant improper borrowing (gross plagiarism), the department head or department:

6.1.1. Conduct a meeting with the student, explain the nature of the allegations, and give the student an opportunity to explain the situation.

6.1.2. Prepare an official memo/report with an attachment containing the system's report and a selection of suspicious passages.

6.2. Depending on the severity of the violation:

a) **Minor violation** (citation errors, small fragments without references):

1. the work is returned for revision;
2. the student corrects the citations and revises the text within the specified timeframe.

b) **Moderate degree** (significant amount of borrowing without citations, but without clear intent to plagiarize the entire work):

1. the work may be returned with the condition that it undergo substantial revision;
2. at the department's discretion, the grade may be lowered, and additional counseling on academic integrity may be required.

c) **Severe degree (gross plagiarism)** – purchasing the work, mass copying of others' sources without citations, replacing only the title information, etc.:

1. the student may not be allowed to defend the work or take the exam;
2. a grade of “unsatisfactory”/“fail” is assigned;
3. the matter may be referred to the Academic Integrity Committee for consideration of disciplinary measures (up to and including expulsion—in cases of gross repeated violations).

6.3. If plagiarism is detected **after the defense** (e.g., following a complaint or internal review), the Academic Integrity Committee and university administration have the right to:

1. initiate an internal investigation;
2. consider revising the grade, annulling the assessment results, including revoking the issued diploma (in cases provided for by law).

7. Appeal Procedure

7.1. A student who disagrees with the results of the review or the findings of plagiarism has the right to file **an appeal** in the prescribed form (Appendix 4) within ___ calendar days of being notified of the result.

7.2. The appeal is reviewed by:

1. the department;
2. if necessary, by the Academic Integrity Committee and/or the Quality Council.

7.3. Based on the results of the appeal review, the committee may:

1. uphold the original conclusion;
2. order a re-evaluation (using a different system or by a different expert);
3. change the decision (e.g., “gross plagiarism” → “revision” if there are compelling arguments and errors in the interpretation of the report).

8. Documentation and Storage

8.1. For each final course project, master's thesis, or term paper subject to mandatory review, the following must be generated:

1. an electronic plagiarism report;
2. a conclusion by the supervisor/person in charge regarding the results of the review;
3. if necessary—minutes, memos, and commission decisions.

8.2. Reports and related documents are stored:

1. in an electronic archive (AIS/eBilim or local storage);

2. and/or in paper form in the department/educational program files.

8.3. The recommended retention period for reports on final qualification projects and master's theses is **at least 5 years**; for term papers, **at least 1–3 years** (as established by the JAIU File Classification System).

9. Monitoring and Improving the Procedure

9.1. The Internal Monitoring and Quality Department and/or the Academic Affairs Department shall annually analyze:

1. the proportion of theses not admitted to defense due to plagiarism;
2. typical violations (citation errors, extensive borrowing, etc.);
3. the effectiveness of preventive measures (lectures on academic integrity, instructional materials).

9.2. Based on the results of the analysis, the following may be implemented:

1. changes to the originality thresholds;
2. adjustments to curricula (inclusion of modules on academic writing);
3. changes to the Academic Integrity Policy and these Regulations.

10. Final Provisions

10.1. These Regulations shall enter into force on the date of approval by order of the Rector of JAIU.

10.2. Amendments and additions to these Regulations shall be made at the initiative of the Rector, Vice Rectors, the Quality Council, departments, and the Academic Integrity Commission, and shall be approved by order of the Rector.

Appendix 1

RECOMMENDED MINIMUM LEVELS OF TEXT ORIGINALITY for Theses and Written Works

This table is approximate; you may adjust the percentages in accordance with the decisions of the Academic Council.

No.	Type of work	Level of preparation	Language of the work	Minimum originality percentage*	Permissible percentage of proper citations (with references)	Note
				≥ 70%		
				≥ 75%		
				≥ 60%		
				≥ 75%		
				≥ 60%		
				≥ 50–60%		

*The originality percentage is determined based on the report from an approved plagiarism detection system, **minus**:

1. the bibliography,
2. appendices (if applicable),
3. official wording from laws, state standards, clinical protocols, etc.

Appendix 2

STUDENT DECLARATION on authorship and academic integrity

JALAL-ABAD INTERNATIONAL UNIVERSITY (JAIU)

I, _____
(Full Name)

a student of the _____
of the educational program _____
in the _____ year, group _____,

hereby confirm that the work I am submitting:

Type of work:

- Final Qualifying Project (FQP)
- Master's thesis
- Term paper
- Internship report
- Other (specify): _____

Thesis topic:

was completed **by me personally**, and I:

1. Have not used other people's texts, results, illustrations, or other materials without proper citations and correct formatting of the borrowed content.
2. Have not borrowed significant portions of the work from others' theses, dissertations, articles, essays, internet resources, or other sources, passing them off as my own text.
3. Have not commissioned or purchased this work from third parties, nor have I used ready-made works found in the public domain under my own name.
4. I have not previously submitted this work (in its unaltered form) as a thesis/course paper/report for another discipline or at another university without explicitly indicating this and obtaining approval from my advisor (self-plagiarism).
5. I am familiar with the Regulations on Academic Integrity and Plagiarism Prevention at JAIU and am aware of the possible consequences of plagiarism being detected (including denial of the defense, cancellation of the grade, and expulsion in cases provided for by law).

I consent to:

1. the verification of this work using text-matching systems employed by JAIU;
2. the storage of an electronic version of the work and the verification report in the university's archive;
3. Use of excerpts from the work (with attribution) for educational and research purposes.

I confirm that all information provided in this declaration is accurate.

Date: “_” _____ 20

Student's signature: _____

Full name of the academic advisor (for thesis/master's): _____
Signature (if necessary): _____

Appendix 3

CONCLUSION ON THE RESULTS OF THE REVIEW THESIS / WRITTEN WORK FOR PLAGIARISM

JAIU

1. General Information

1.1. Type of work:

Final Course Project Master's Thesis Term Paper Internship Report Other: _____

1.2. Topic of the paper:

1.3. Student: _____

Faculty: _____ Program: _____

Year: _____ Class: _____

1.4. Academic Advisor / Supervisor: _____

Department: _____

1. Verification Information

2.1. Date of verification: “_” _____ 20

2.2. Plagiarism detection system (Antiplagiat, Turnitin, etc.):

2.3. System report number/ID (if available): _____

2.4. Report parameters (if necessary):

1. Bibliography excluded: yes no

2. Appendices excluded: yes no

3. Other settings: _____

1. Check results

Indicator	Value
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Main sources of borrowings (top 3–5):

1. Expert assessment of the nature of the borrowings

4.1. Assessment of citation accuracy:

Generally correct; no major violations found

There are isolated passages without citations that require revision

Significant instances of incorrect borrowing have been identified (suspected plagiarism)

4.2. Special remarks (if any):

1. Conclusion based on the results of the review

Based on the system report and expert analysis:

5.1. The work **meets** the requirements for originality and may be accepted for defense/credit.

5.2. The work **may be accepted** after **mandatory revisions** (correction of citations, reworking of specific sections) by “_” _____ 20.

5.3. The work **does not meet** the requirements for originality; there are signs of **gross plagiarism**.
Recommendation:

1. deny admission to the defense / issue a “fail”;
2. forward the materials to the JAIU Academic Integrity Committee.

Additional recommendations for the student / department:

1. **Signatures**

Advisor / Supervisor:

Position _____ /Full Name/ _____ (signature)

Date: “_” _____ 20

Department Chair (if applicable):

_____/signature/ Date: «_» _____ 20

Appendix 4

STUDENT APPEAL FORM based on the results of a plagiarism check

JAIU

To: _____
(Dean of the Faculty / Chair of the Academic Integrity Committee / etc.)

From the student: _____
Faculty: _____ Program: _____
Year: _____ Class: _____
Contact phone number / email: _____

1. Information about the work

1.1. Type of work:

Final Qualifying Work Master's Thesis Term Paper Internship Report Other: _____

1.2. Topic of the work:

1.3. Academic advisor: _____

1.4. Date of plagiarism check: “_” _____ 20

Plagiarism detection system: _____

1.5. Originality percentage indicated in the report: _____ %

1. Essence of the appeal

I request a review of the results of the plagiarism check of my work and the decision made, as (state your arguments):

(possible arguments: incorrect counting of citations, inclusion of the bibliography, regulatory acts, appendices, my own previously published works, etc., in the calculation)

1. Student's requests

Check and/or describe the desired option:

- Re-check the work in the system (with refined parameters).
- Send the report for a second expert review (to another specialist / committee).
- Change the wording of the decision (e.g., from “gross plagiarism” to “revision”).
- Other: _____

1. Attachments (if any)

- Copy of the plagiarism check report
- Comments from the academic advisor
- Copies of the author's own publications (if self-citation is present)
- Other materials: _____

1. **Student's signature**

Date of appeal submission: «_» _____ 20

Signature: _____

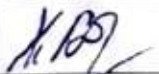
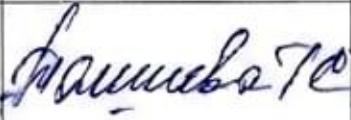







CHANGE LOG

Change No.	Basis for Amendment	Pages	Summary of the amendment	Revision	Signature	Date
1						
2						
3						

Edition: 1.000

Effective date: “ ” 20

APPROVAL SHEET

No	Position / Role	Full Name	Signature	Date
1	Developed by	Kanetova D.E.		29.12.25
2	Approved: head of the responsible department			29.12.25
3	Approved: Head of the Educational and Informational Department	Kanetova D.E.		29.12.25
4	Approved: leading specialist for quality	Kalmuratova A.		29.12.25
4	Approved: head of the legal affairs and human resources department / lawyer	Sydykova B.J.		29.12.25
5	Approved: vice-rector for academic affairs	Sadyrova N.A.		29.12.25
6	Approved: vice-rector for science, SR and GE	Asilova Z.A.		29.12.25
7	Endorsed / considered in the established manner	JASU Scientific Council		29.12.25.

