



AVICENNA
Batumi Medical University

„Approved by“

*the Rector's Order N01-09/17, Annex 1, October 5,
2022 of Avicenna - Batumi Medical University*

**Regulations for
Academic Honesty Principles
at Avicenna - Batumi Medical University**

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Article 1. General provisions

1.1. The given regulation defines the main principles of academic honesty at AVICENNA, Ltd, Batumi Medical University, types of academic dishonesty and plagiarism, the measures to avoid the prevent them as well as procedures and mechanism to detect and react on academic dishonesty/plagiarism.

1.2. The given regulation aims at promoting academic honesty, intellectual property protection, copyright recognition and detection of academic dishonesty/plagiarism via introduction the effective mechanisms, prevention.

1.3. The given document regulates the activities of academic/guest staff (hereinafter-a lecturer) implementing educational process at the University and the students;

1.4. The university ensures publicity and availability of the given regulation on the AVICENNA website.

Article 2. Principles of academic Honesty

2.1. The university recognizes the following main principles of academic honesty:

- a) Recognition of academic honesty as one of the main values in the process of the University activities, teaching, learning and research;
- b) Maintenance/expression of responsibility, respect, trust, non-discriminatory approach, transparency, impartiality and justice in the process of university activities, teaching, learning and research;
- c) Promoting academic honesty self-awareness and academic honesty awareness among the university staff and students;
- ☐) Inadmissibility of academic dishonesty in the university activities.

Article 3. Types of academic dishonesty¹

3.1. Academic dishonesty is

3.1.1. Academic fraud - A deliberately committed dishonesty aimed at self-presentation or obtaining some benefits based on personal interests, in particular:

- a) To obtain, use and distribute any scientific – academic work or any other educational material or resource (statistic data, research outcomes, video-audio material, etc) without authors' permission;
- b) Subjective attitude, dictating, copying, cheating, hindering the work of other students during the teaching-learning process, academic and scientific activities as well as providing students with the exam test by the lecturer, sending the exam materials, taking the exam instead of someone, etc
- c) To perform a scientific – academic work/assignment on behalf of another person or to appropriate or procure other's work.
- d) Forgery or attempting to falsify the assessment.

3.1.2. Lie – based on personal interest, to provide or intentionally distribute false information in the process of carrying out scientific and pedagogical activities, in particular:

¹ <https://www.osgf.ge/files/2016/Publications/Plagiat - ge - 2016.pdf>

a) to invent/fabricate a reason based on illness or family matter, to avoid disciplinary responsibility due to the violation of obligations born by the labour relations;

b) To change (falsify) data, sources, the research results, correspondence or any other type of information in order to achieve the desirable results.

3.1.3. Professional indifference – to neglect the professional obligations by the academic staff that is expressed in negligence and/or indifference to the responsibilities, functions and obligations born by the labour relations in the process of pedagogical activity and by indifferent, unprofessional and non-collegial attitude towards the university staff.

3.1.4. Plagiarism – To appropriate/use the creation, work, ideas, opinions or any other intellectual property of others without copyright obtaining, including:

a) Direct plagiarism: To use other’s work without referring to the author;

b) Self-plagiarism: To re-present one’s old work of ones or its significant part as a new one, without citing;

c) Paraphrased plagiarism: - To change the wording of someone else’s opinion without alteration of the main content and structure of the text, without referring to the author;

d) Negligent plagiarism - Incorrect or incomplete citation due to negligence;

e) Mosaic plagiarism - To combine opinions taken from different sources, without reference to the authors.

3.2. In the scientific-research work it is not considered to be plagiarism to use the names of the normative or legal acts issued by the central/local government and organizations, extracts from various legislative norms, the list of used literature, terminology, citation in line with the stated regulation, etc.

Article 4. To avoid plagiarism – preventive measures

4.1. The following **preventive measures** are implemented in the university to avoid plagiarism:

a) To introduce academic writing culture;

b) To organize informational meetings with both students and academic and visiting staff to raise awareness on academic honesty and self-awareness of academic honesty;

c) To ensure availability of the given regulation as well as other instructions to avoid plagiarism (to place on web-site), implementation regular information meetings and other activities on academic honesty issues.

d) To introduce procedures and mechanism to detect, avoid and react on plagiarism cases;

e) To detect plagiarism, to apply **Turnitin**, the plagiarism detection software, (hereinafter – antiplag system or “Turnitin program”) that would ensure the effective verification of the work (comparison of the text with other works/materials and in case of similarity, reflection of the documents with which the similarities would be detected in the software report)

f) Discussion of the plagiarism related issues and implementation of the relevant discipline measures (if the relevant ground is present).

Article 5. detection of plagiarism and the procedures and mechanisms to react on it

5.1. The facts of academic dishonesty (plagiarism) can be detected at the university either by verification and processing the material presented in physical form (report of the

supervisor/reviewer's report – in line with the **annex 1** of the present regulation) or electronically, with the help of the anti-plagiarism system that ensures detection of similarities in the text of the work with the other works.

5.2. Scientific-research works, articles, books, monographs or other publications (before public presentations) developed within the university activities are mandatorily subject to be checked in the anti-plagiarism system.

5.3. The work will be checked for plagiarism after the author submits an application of the **Originality of Work (Annex 2** of this regulation).

5.4. The academic work of the academic/guest staff should contain 85% of the original text as the lowest requirement and the students scientific academic work should meet the 70% of the original text as minimum level of requirement.

5.5. Academic/guest/scientific staff of the university is obliged to verify in the anti-plagiarism system the work developed under his/her supervision and/or under the component of his/her teaching course/program that requires necessity to cite/refer the source.

5.6. Anti-plagiarism system (Turnitin) is administered by the Health and Longevity Research Center of the university (hereinafter – the "Center") .

5.7. In the event of coincidence/similarity of the work is detected by the anti-plagiarism system, the content of the work is proceeded by the relevant responsible person (head of the study course, reviewer/center employee and/or supervisor of the scientific work/project manager). The author has the right to redraft the paper (no more than 1 times), and in case if the plagiarism is confirmed, the person who violates academic honesty is subject to the disciplinary responsibility.

5.8. The results of work verification in the anti-plagiarism software and a report on the presence / absence of plagiarism are sent to deputy rector in the field of academic and strategic development, no later than 3 working days after the conclusion whether plagiarism is present/absence is received.

5.9. If there are signs of plagiarism (suspected), in order to study the issue in details and ensure to draw a fair, impartial and objective conclusion, the percentage of plagiarism received via anti-plagiarism software and content of the work are thoroughly checked by the disciplinary commission (hereinafter - the "commission"). The deputy rector in the field of academic and strategic development asks for commission call presenting the administration letter to the rector.

5.10. The members of the disciplinary commission are the deputy rector in the field of academic and strategic development, the dean of the relevant faculty/school, the head of quality assurance service, guest expert, if needed, in the scientific research field of the paper.

5.11. If plagiarism is confirmed, the disciplinary commission defines the type and severity of the academic honesty violation as well as response mechanism/disciplinary responsibility measure.

Article 6. Response mechanisms to the plagiarism cases in the works of the university staff

6.1. After checking the scientific - research paper, article, book, monograph or any other publication of the scientific nature developed by the university employee, when working at the university, in the anti-plagiarism software, if the coincidence/similarity of the work is detected, the work is sent back to the author given the opportunity to submit the modified version of the paper (only once).

6.2. The modified version of the paper is again checked in the anti-plagiarism system and in case if plagiarism/coincidence is detected again, the author is notified about the results and disciplinary proceedings are initiated against him/her. The deputy rector in the field of academic and strategic

development asks for the disciplinary commission call presenting the administration letter to the rector.

6.3. In case if the author disagrees with the negative evaluation of the anti-plagiarism software, the paper is evaluated by the invited expert(s) from the scientific research field (Field expert(s)). The disciplinary commission takes the final decision on the acceptance of the paper.

6.4. In the framework of the disciplinary proceedings, the commission checks the presence of the plagiarism in the paper/thesis and, if confirmed, determined the disciplinary responsibility measures.

6.5. In the process of the disciplinary proceedings, the alleged violator of the academic honesty is given a reasonable period to present an explanation. He/she has right to participate in the oral hearing or require presence of his representative at the hearing or to hold an oral hearing in public.

6.6. If the fact of the academic dishonesty/plagiarism is proved, the university employee may be the subject to one of the sections stated below provided for in the Avicenna Charter:

- A) a note;
- B) warning;
- C) pronunciation;
- D) Deduction of the labour remuneration, not more than 50 % of the one-time labour remuneration;
- E) Monitoring of the person's further scientific -research activities;
- F) Dismissal from the position/unilateral cancellation of the contract /employment relations;

6.7. Type of the disciplinary responsibility for the university staff depends on the attitude of the author of the paper to the plagiarism, the type of the plagiarism and percentage of the plagiarism in the paper.

6.8. degree of plagiarism detected in the scientific paper of the university employee can be qualified as follows:

- a) Low level - the share of plagiarism/coincidence in the paper doesn't exceed - 5% ;
- b) average level - the share of plagiarism/coincidence in the paper is - 6-10%;
- c) High level - the share of plagiarism/coincidence in the paper is - 11-15% and more.

6.9. If as a result of the investigation performed by the commission under the disciplinary proceedings, the fact of plagiarism/coincidence is not confirmed in the paper, the commission conclusion is reflected in the MoM (Minutes of Meeting) and the author/alleged violator, the violation informant (if any) and the rector are informed on the received conclusion.

6.9. The Copies of anti-plagiarism verification protocol(s) and commissions conclusions are kept in the personal file of the person (author) violating academic honesty.

Article 7. Response mechanisms to the plagiarism cases in the works of the university students

7.1. In case of student's paper/thesis, the plagiarism detection/response mechanisms are applied both to written task under the syllabus and to the scientific - research paper/project within the educational project as well as the papers to be presented at the student scientific conferences.

7.2. The rule to plan, implement and evaluate the research component under the educational program is defined by the “**Rule to plan, implement and evaluate of the scientific-research component**” of the University.

7.3. If the coincidence/similarity in the student’s thesis is detected, the paper is sent back to the student given the opportunity to submit the modified version of the paper (only once). .

7.4. If plagiarism/coincidence is detected again in the anti-plagiarism system, the author is notified about the results and disciplinary proceedings are initiated against him/her. The deputy rector in the field of academic and strategic development asks for the disciplinary commission call presenting the administration letter to the rector.

7.5. If the author disagrees the negative evaluation of the anti-plagiarism system, the paper/thesis is evaluated by the other employee of the school from the same scientific field(the same or the other field representative of the school) or invited expert/experts (field experts). The disciplinary commission takes the final decision on the acceptance of the paper.

7.6. In the process of the disciplinary proceedings, the alleged violator of the academic honesty is given a reasonable period to present an explanation. He/she has right to participate in the oral hearing or require presence of his representative at the hearing or to hold an oral hearing in public.

7.7. If the fact of the academic dishonesty/plagiarism is proved, considering the degree of violation, academic honesty violator/the author of thesis/paper shall face disciplinary responsibility.

7.8. The student may be the subject of the sanctions in line with Avicenna internal regulations:

- a) Note
- b) Warning
- c) Cancellation of the positive evaluation (if evaluated) / Reflection of the negative evaluation of the thesis/paper.
- d) Cancellation of the current financial benefits (if the relevant legal Avicenna act exist on such benefit)
- e) Termination of the student’s status

7.9. The size/type of the disciplinary responsibility to be applied to the student depends on the attitude of the author of the paper to the plagiarism, the type of the plagiarism and percentage of the plagiarism in the paper.

7.10. degree of plagiarism detected in the scientific paper of the university student can be qualified as follows:

- a) Low level - the share of plagiarism/coincidence in the paper doesn’t exceed 5%;
- b) average level - the share of plagiarism/coincidence in the paper is - 6-20%;
- c) High level - the share of plagiarism/coincidence in the paper is - 21-30% and more.

7.11. If as a result of the investigation performed by the commission under the disciplinary proceedings, the fact of plagiarism/coincidence is not confirmed in the paper/thesis, the commission conclusion is reflected in the MoM (Minutes of Meeting) and the author/alleged violator, the violation informant (if any) and the rector are informed on the received conclusion.

7.12. In case if the plagiarism is detected after the qualification is awarded to the students, disciplinary commission shall investigate the case upon the application of the interested person; If the plagiarism is confirmed, the qualification awarding body is entitled to take a decision to annul the qualification.

Article 8. Appeal

- 9.1.** The decision to establish plagiarism/academic dishonesty fact can be appealed to the academic council with 10 (ten) working days since the plagiarism related decision is taken.
- 9.2.** The appellant is entitled to attached an independent's expert report on absence of plagiarism in his paper to the complaint (appeal). In this case, the appellant must provide experts service at his own expense).
- 9.3.** An alleged violator of academic honesty and everyone involved in investigation attends the session of the academic Council on the review of appeal.
- 9.4.** The process of appeal includes hearing the parties positions and the decision is taken by majority votes.
- 9.5.** Based on the appeal reviewed, the decision of the academic council can be as follows:
- a) Appeal is satisfied;
 - b) Appeal is not satisfied;
- 9.6.** If the appeal is satisfied, the conclusion on absence of plagiarism in the appellant paper is reflected in the academic council report.
- 9.7.** If the appeal is not satisfied, the decision of the academic council can be appealed in court, in line with the acting Law of Georgia.

Article 9. Final provisions

- 10.1.** The given regulation is approved by the rector's ordinance.
- 10.2.** After the formation of the Academic Council of Avicenna, the given regulation can be amended or/and new edition can be approved by the academic council of the University, in accordance with the University's statutes, regulations and the legislation of Georgia.

**Review of the scientific supervisor/reviewer
 on the relevance of the paper/thesis**

(Name, Surname of the Author)

Scientific-research paper/thesis

(Name of the paper/thesis)

Is performed in line with the regulations of Avicenna, Batumi Medical University

<i>Signs of plagiarism in not detected in the paper/thesis, therefore, the relevant procedure is possible to be launched</i>	<input type="checkbox"/>
<i>Signs of plagiarism in detected in the paper/thesis, therefore, the relevant procedure is not possible to be launched</i>	<input type="checkbox"/>

**Name, Surname of
 Supervisor/reviewer**

**Academic position/status of a
 guest teacher status
 position/status of a guest teacher
 status**

Signature:

Date:

Author's Statement on the originality of the paper/thesis

I,

(Name, surname of the author)

I declare with full responsibility that **my paper/thesis** on the topic:

It is original, developed and presented in compliance with “Regulations for Academic Honesty Principles” and ethical principles of Avicenna. Opinions, statements and research outcomes of the other authors are referred in line with the established rule.

I am aware that if the fact of academic dishonesty on my part is detected, I become the subject of disciplinary responsibility.

Signature:

Date:
