

REGULATIONS

for checking a dissertation for the use of material by a doctoral student without reference to the author and source of borrowing (plagiarism)

I. The procedure for checking for plagiarism of a doctoral dissertation carried out at the Kazakh-British Technical University

1. To undergo the pre-defense procedure for a dissertation at the Faculty/School/Research and Educational Center (hereinafter referred to as the structural unit), the doctoral candidate submits an application to the head of the structural unit to check the doctoral dissertation for plagiarism, as well as to process and store his work in the database (Appendix 1).

2. The head of the structural unit approves the application and appoints a person responsible for the procedure from among the faculty of the unit.

3. Within 3 working days after submitting the application, the doctoral candidate is obliged to provide the responsible person of the structural unit with a printed and electronic version of the doctoral dissertation for verification.

4. The printed version is provided bound with the doctoral candidate's signature, the electronic version is provided in DOC, DOCX, PDF format on an electronic medium. The file is signed with the doctoral candidate's full name and the name of the type of work.

5. The responsible person of the structural unit within 3 working days checks the identity of the printed and electronic versions of the submitted doctoral dissertation and sends the electronic version to the Center for Postgraduate Education Support (hereinafter referred to as the CPES). If differences are found between the texts, the work is not allowed to be checked in the Turnitin plagiarism detection and prevention system or another system officially used at KBTU.

6. The CPES manager will check the dissertation through the Turnitin plagiarism detection and prevention system within 3 working days after receiving it. The system generates full and brief reports. The manager transfers the reports electronically to the responsible structural unit. The responsible structural unit is obliged to transfer these reports to the doctoral student's scientific adviser and the head of the structural unit.

7. The scientific supervisor analyzes the system reports and fills out the analysis protocol (Appendix 3) within 5 working days.

8. The head of the structural unit also analyzes the system reports and fills out the analysis protocol (Appendix 4) within 5 working days.

9. Then the head of the structural unit and the scientific supervisor jointly make one of the following decisions:

- 1) revision is required;
- 2) accept the dissertation for pre-defense (the work must contain 70% or more of the original text, a complete absence of plagiarism without reference to the author).
10. There are no regulated deadlines for revising a doctoral dissertation and they depend entirely on the doctoral student. After the doctoral student has revised the dissertation, the plagiarism check procedure is repeated.
11. If the structural unit makes a positive decision, i.e. after passing the pre-defense in the structural unit, the doctoral dissertation is sent to the Dissertation Council for acceptance for defense.
12. After the dissertation is accepted for defense, within 2-5 calendar days, the Academic Secretary sends electronic system reports, copies of the Analysis Protocols of the scientific supervisor and the head of the structural unit to two independent experts from the Dissertation Council appointed by the Chairman of the Dissertation Council to check the dissertation for the use of material by the doctoral student without reference to the author and the source of plagiarism.
13. Each expert prepares a separate expert opinion and sends it to the dissertation council within 10 (ten) working days from the date of appointment.
14. The expert opinion must contain the following points:
 - compliance of the topic and dissertation with the specialty in which the doctoral student studied;
 - compliance of the dissertation with the requirements of the Rules for Awarding Degrees.
15. The experts are required to check the dissertation and all publications of the doctoral student in which the main scientific results of the dissertation are published for the presence of incorrect and illegal borrowings (plagiarism) using a plagiarism checker program. Within 10 calendar days, they submit to the Academic Secretary a conclusion on the check of the dissertation for the use of material by the doctoral student without reference to the author and the source of borrowing (plagiarism) in the form of an analysis protocol (Appendix 5).
16. Based on the conclusion of the dissertation council experts, the dissertation council at its meeting makes a decision on accepting or refusing to accept the dissertation for defense.
17. If a doctoral candidate's dissertation is refused acceptance for defense due to the presence of illegal borrowings in the text of the dissertation, the academic secretary of the dissertation council shall send the doctoral candidate a reasoned conclusion on the refusal to accept the dissertation for defense or on the postponement of the dissertation defense date.
18. If necessary, the chairman of the dissertation council may appoint specialists who are not members of the dissertation council, including from third-party organizations, as independent experts.

II. Anti-plagiarism procedure for a doctoral dissertation completed at another university

19. If the doctoral dissertation was not completed at the Kazakh-British Technical University (i.e. at another university), but is submitted for defense to the KBTU Dissertation Council, the procedure for preventing and detecting plagiarism of the doctoral dissertation is carried out before the start of the procedure for accepting documents for consideration by the Dissertation Council

20. When submitting documents to the Dissertation Council, the doctoral candidate fills out an application (Appendix 2) and submits the doctoral dissertation in written and electronic form to the Academic Secretary of the Dissertation Council.

21. The Academic Secretary of the Dissertation Council compares the written and electronic versions within 3 working days. If the texts are not identical, the work is returned to the doctoral candidate for revision. The doctoral candidate is obliged to provide identical versions of the work to the Academic Secretary of the Dissertation Council within two working days.

22. The Academic Secretary sends the electronic version to the CPSC.

23. Within 3 working days after the receipt of the dissertation, the Manager of the Center for the Prevention of Plagiarism will check it through the Turnitin plagiarism detection and prevention system. The system generates full and brief reports. The Manager forwards the reports electronically to the Academic Secretary.

24. Within 5 calendar days, the Academic Secretary sends the electronic reports of the system to the Dissertation Council to check the dissertation for the use of material by the doctoral student without reference to the author and the source of borrowing (plagiarism).

25. Within 10 working days, the Expert Committee submits to the Academic Secretary a conclusion on the check of the dissertation for the use of material by the doctoral student without reference to the author and the source of borrowing (plagiarism) in the form of an analysis protocol (Appendix 5).

26. If the experts discover facts of illegal borrowing, the documents for the defense of the dissertation will not be accepted until the deficiencies are corrected.

27. There are no regulated deadlines for finalizing the doctoral dissertation and they depend entirely on the doctoral student. After the doctoral student has finalized the dissertation, the plagiarism checking procedure is repeated.

28. After a positive conclusion from the experts, the Dissertation Council reviews the doctoral candidate's documents for acceptance for defense.

To the responsible structural unit (dean of the faculty/ Head of the Scientific and Educational Center)

Full name, academic degree, title _____

from doctoral student _____
FULL NAME

Specialty/area of training _____

Tel. _____

STATEMENT

I request that you initiate the procedure for checking for plagiarism of the doctoral dissertation on the topic «_____».

I confirm that I have read the Regulations on the detection and prevention of plagiarism in force at JSC KBTU and undertake to comply with them.

I confirm that I have been informed of the rules regarding the verification of independent work. Based on the above, I declare that I agree to the processing of my work for the purpose of performing the plagiarism detection and prevention procedure, as well as to the storage of the same in the digital database of the Turnitin system.

I declare that my work «_____»:
title of work

- was done by me independently;
- does not violate copyright in accordance with the Law of the Republic of Kazakhstan "On Copyright and Related Rights";
- does not contain data and information that was obtained by me illegally.

In addition, I declare that the text of the work submitted by me for processing and located on the transmitted electronic medium is identical to its written version.

For verification, I provide my dissertation in electronic and printed form.

Date _____ Full name _____ Signature _____

**To the Scientific Secretary
of the Dissertation Council of KBTU
by specialty/direction of personnel training «_____»
Full name, academic degree, title _____**

**from a doctoral student
Full name _____
University _____**

**Specialty / direction of training _____
Tel. _____**

STATEMENT

I request that you initiate the procedure for checking for plagiarism of the doctoral dissertation on the topic «_____».

I confirm that I have read the Regulations on the detection and prevention of plagiarism in force at JSC KBTU and undertake to comply with them.

I confirm that I have been informed of the rules regarding the verification of independent work. Based on the above, I declare that I agree to the processing of my work for the purpose of performing the plagiarism detection and prevention procedure, as well as to the storage of the same in the digital database of the Turnitin system.

I declare that my work «_____»:
title of work

- was done by me independently;
- does not violate copyright in accordance with the Law of the Republic of Kazakhstan "On Copyright and Related Rights";
- does not contain data and information that was obtained by me illegally.

In addition, I declare that the text of the work submitted by me for processing and located on the transmitted electronic medium is identical to its written version.

For verification, I provide my dissertation in electronic and printed form.

Date _____ Full name _____ Signature _____

Protocol for the analysis of the report by the scientific supervisor

I confirm that I have read the full report generated by the plagiarism detection and prevention system in relation to the work:

Author:

.....

Title of the work:

.....

Brief results of the Turnitin system test

- borrowings _____;
- citations _____;
- originality _____;
- sources _____.

After analyzing the report, I state the following:

- The borrowings found in the work are bona fide and do not have signs of plagiarism. In this regard, I recognize the work as independent and allow it to be defended.

- The borrowings found in the work do not have signs of plagiarism, but their excessive number raises doubts regarding the value of the work, in essence, and the lack of independence of its author. In this regard, the work must be edited again in order to limit borrowings.

- The borrowings found in the work are unfair and have signs of plagiarism, or it contains deliberate distortions of the text, indicating attempts to conceal unfair borrowings. In this regard, I do not allow the work to be defended.

Justification: _____

Date _____ **Full name** _____ **Signature** _____

Protocol of analysis of the report of the head of the structural unit

The head of the structural unit declares that he/she has familiarized himself/herself with the full report that was generated by the plagiarism detection and prevention system in relation to the work:

Author:

.....

Title of the work:

.....

Brief results of the Turnitin system test

- borrowings _____;
- citations _____;
- originality _____;
- sources _____.

After analyzing the report, I state the following:

- The borrowings found in the work are bona fide and do not have signs of plagiarism. In this regard, I recognize the work as independent and allow it to be defended.

- The borrowings found in the work do not have signs of plagiarism, but their excessive number raises doubts regarding the value of the work, in essence, and the lack of independence of its author. In this regard, the work must be edited again in order to limit borrowings.

- The borrowings found in the work are unfair and have signs of plagiarism, or it contains deliberate distortions of the text, indicating attempts to conceal unfair borrowings. In this regard, I do not allow the work to be defended.

Justification: _____

Date _____ **Full name** _____ **Signature** _____

Report Analysis Protocol
Expert Commission of the Dissertation Council of JSC "Kazakh-British Technical University" in the specialty / direction of personnel training _____

The Dissertation Council Commission of JSC Kazakh-British Technical University in the specialty/area of personnel training _____ consisting of:

- 1) _____
- 2) _____
- 3) _____

declares that he/she has read the full report generated by the plagiarism detection and prevention system in relation to the work:

Author:

.....

Title of the work:

.....

Brief results of the Turnitin system test

- borrowings _____;
- citations _____;
- originality _____;
- sources _____.

After analyzing the report, I state the following:

- The borrowings found in the work are bona fide and do not have signs of plagiarism. In this regard, I recognize the work as independent and allow it to be defended.

- The borrowings found in the work do not have signs of plagiarism, but their excessive number raises doubts regarding the value of the work, in essence, and the lack of independence of its author. In this regard, the work must be edited again in order to limit borrowings.

- The borrowings found in the work are unfair and have signs of plagiarism, or it contains deliberate distortions of the text, indicating attempts to conceal unfair borrowings. In this regard, I do not allow the work to be defended.

Justification: _____

Conclusion:

1) The work does not contain any facts of illegal borrowing, the originality is more than 70% and is recommended for consideration at the meeting of the Dissertation Council on the issue of acceptance for defense.

2) The work requires revision and is not recommended for consideration at the meeting of the Dissertation Council on the issue of acceptance for defense.

Date _____

Members of the Expert Commission:

- 1) Full name, academic degree, title _____ signature _____
- 2) Full name, academic degree, title _____ signature _____
- 3) Full name, academic degree, title _____ signature _____