**Appendix 1**

**Approved by: International Black Sea University Governor**

**Council Resolution #25, 19/06/2024**

**International Black Sea University**

**Academic Integrity Policy**

**Tbilisi**

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# Article 1. General Provisions

1.1. The policy of academic integrity (hereinafter "policy document/document") regulates the issues of academic integrity at " International Black Sea University" LLC (hereinafter "University"), defines the mechanisms of response to it in case of violation, and establishes appropriate measures of responsibility;

1.2. The University adheres to the principles of intellectual property and, through the mechanisms established by the mentioned document, is directed to reveal the appropriation of the results of other people's work in any form and to respond accordingly;

1.3. The existing document aims to promote the protection of academic ethics in the process of scientific and academic activities in the university, the introduction of international scientific standards, the establishment of forms of responsibility to protect academic integrity, the reputation and prestige of the university;

1.4. The requirements of academic integrity apply to all persons defined in this clause who are authorized to create, publicize, and/or publish educational or scientific research products within the framework of a study program or research, namely:

a) on the academic and invited staff of the university;

b) on bachelor's, master's, and doctoral theses;

c) on projects developed within the framework of educational subjects, written assignments, and others;

d) on scientific journals published at the university;

e) on books published on behalf of the university;

f) on scientific papers prepared based on research centers;

g) on ​​published collections of scientific research events conducted under the auspices of the university;

1.5. Each participant using this document is obliged to follow the principles outlined in the "Academic Honesty Policy";

1.6 Compliance with the principles of academic integrity is strictly controlled by the Center for Academic Writing, the Vice-Rector for Research and the University Administration;

1.7 The University promotes awareness and sharing of academic integrity in the academic space.

# Article 2. Main types of plagiarism

2.1. Direct plagiarism - unaltered copying from someone else's work or source without citation or other type of reference;

2.2. Self-plagiarism - repeating one's own already used opinions, work, or part of work without reference;

2.3. Mosaic plagiarism - combining and/or paraphrasing ideas taken from different sources to obtain a new text, when individual authors are not indicated and cited;

2.4. Casual plagiarism - the use of someone else's ideas and/or text, even in a paraphrased form, without citing and citing the source carelessly at the initial stage of research.

# Article 3. Prevention and detection of plagiarism

3.1. To prevent plagiarism, the educational program of all levels of teaching at the university provides mandatory training courses, which include the study of issues of academic integrity;

3.2. Periodic monitoring of students' papers/research process by scientific supervisors, as well as review of completed papers, verification/study of used literature and sources helps to study and detect issues related to plagiarism;

3.3. The staff and students of the university are informed about the protection of academic integrity through information meetings, training, and the mentioned document, which is published on the website of the university;

3.4. The persons specified in paragraph 1.4 of this document are informed about plagiarism by the university's regulatory documents: the academic integrity policy document, the code of ethics, the regulation of master studies, the regulation of doctoral studies and dissertation council;

3.5. To prevent plagiarism, the university uses a special anti-plagiarism electronic program.

# Article 4. Inspection of papers

4.1. To prevent the protection of academic integrity in the university space, the educational or scientific research product created within the framework of the educational program is subject to checking with the electronic plagiarism detection program: papers are uploaded to the special anti-plagiarism electronic program to check for plagiarism; Students' papers are checked for plagiarism by the student, scientific supervisor and academic writing center;

4.2. The electronic version of the scientific research product must be accompanied by a statement from the student/academic staff that the presented scientific research product does not contain elements that violate academic integrity, the opinions of other authors are indicated in the established manner, and the norms of academic integrity are observed when using research methods;

4.3. After checking the paper in the electronic program, if plagiarism/similarity of the text is found, the student/thesis supervisor/school dissertation council and the academic writing center check the papers and prepare a conclusion on the presence or absence of a violation of academic integrity in the paper (the scientific supervisor submits the conclusion to the academic writing center); The results are communicated to the student;

4.4. The mentioned issue is regulated by relevant documents, Master's Education Regulations, Doctoral Education and Dissertation Council Regulations,

# Article 5. Detection/confirmation of plagiarism and responsibility for violations of academic integrity

5.1. In case of discovery of plagiarism/similarity of the text, the final decision will be taken by the supervisor/school/dissertation council and academic writing center;

5.2. The volume of direct citation certified by the relevant document should not exceed 15% of the entire work; The presence of unverified text in the paper will not be allowed (0%); If more than 15% text similarity is found, the student corrects the paper within 5 (five) calendar days;

5.3. When the anti-plagiarism electronic system detects more than 15% similarity in the scientific journals of the university, the paper is returned to the author, and the right to publish the same paper in the same journal is lost;

5.4. The electronic conclusion received on the scientific work of the academic staff is reviewed by the vice-rector in the research direction, with the dean of the school, experts in the field, and the head of the academic writing center;

5.5. Sanctions for violations of the principles of academic honesty are defined and regulated by the relevant regulatory documents: Labor Bylaws on Labor Discipline of Academic, Scientific and Invited Personnel; The rule governing the disciplinary responsibility of students; Code of Ethics; Provision of graduate studies; Regulation of Doctoral Education and Dissertation Council;

# Article 6. Response to forms of violation of academic integrity:

6.1. Responding to violations of academic integrity and assigning appropriate responsibility is carried out in the manner established by this Code, based on the principles of impartiality, investigation of the circumstances of the case, and justice;

6.2. In case of violation of academic integrity, the university is obliged to take disciplinary measures against the student/academic staff/employee established by this policy document and the internal normative acts of the university, in accordance with the procedures established by the same document;

6.3. In the university space, the student/academic staff is obliged to:

a) To be guided in the teaching-learning and research process according to the rules established by this document;

b) Not to engage in any form of breach of academic integrity or encourage breach of academic integrity, either intentionally or negligently;

c) To follow the style of academic writing approved by the university (decoration of bibliographic data, citation style, manner of writing the paper, etc.);

d) To respect the works and copyrights of others;

e) To cite properly the sources used when using the works of other authors in your work.

f) To refrain from activities and behavior inappropriate for students/academic staff;

6.4. Students/academic staff are not allowed to:

a) Appropriating the result of another person's intellectual work, namely the work done by another author (s) and presenting it as one's work and using them without proper citation or reference;

b) Any source of ideas, information, research results, text, tables, diagrams, questionnaires, etc. copying without proper citation or reproducing with minor changes;

c) Conducting research using falsified, unverified data.

Article 7. Disciplinary sanctions in case of violation of academic integrity

7.1. Disciplinary sanction is a measure of responsibility applied by the rector of the university to the student/academic staff in case of violation of academic integrity in the presented study or scientific-research product;

7.2. In case of violation of academic integrity, disciplinary measures may be taken against the student/academic staff, which are provided by the internal normative documentation of the university.

7.3. When the fact of violation of academic integrity is detected, the student/academic staff on behalf of the university is prohibited from publishing the scientific research product in which the fact of violation of academic integrity was detected;

7.4. In case of sanction for violation of academic integrity, the student/academic/administrative staff is obliged to submit a corrected study and/or scientific research product during the next academic semester.

# Article 8. Academic Integrity Protection Commission

8.1. The facts of violation of the principles of academic honesty will be studied by the Academic Integrity Protection Commission, which is conducting its activities guided by the legislation of Georgia, the university statutes, this code, and other internal legal acts in force at the university and prepares a relevant conclusion;

8.2. The commission is guided by the principles of legality, equality, confidentiality, impartiality, integrity and independence in its activities;

8.3. The composition of the commission should exclude conflicts of interest; A person who has a personal interest cannot participate in the work of the commission;

8.4. If the member of the commission does not apply for self-removal if there is a reason for removal, the member of the commission, the applicant, or a possible violator of academic integrity has the right to request the removal of this person with a substantiated written statement at any stage of the commission's activity; The issue of removal of a person included in the commission is decided by the commission without the participation of this person;

8.5. The purpose of the Academic Integrity Protection Commission is to promote the protection and development of the principles of academic integrity in the university;

8.6. At the first session, the commission elects the chairman, deputy chairman, and secretary by open vote;

8.7. The commission will study the facts of violations of the principles and norms of academic integrity by the university student(s)/staff and, to respond to these facts, make appropriate decisions;

8.8. The commission includes 5 (five) members from persons with a doctor's degree in the relevant field (field, specialty) or an academic degree equivalent to it; Commission members must have research experience and high qualifications in the given field of research;

8.9. The commission is obliged to protect the confidentiality of the alleged violator of academic integrity until the fact of violation of academic integrity is confirmed; The commission is obliged not to disclose information until the completion of the commission's work;

8.10. The commission has the right, at any stage of the current proceedings, to invite the applicant to the commission session and, if necessary, request written and verbal explanations on the issues raised during the work of the commission;

8.11. The composition of the commission, in accordance with their competence, is determined by the rector of the university based on the proposal of the vice-rector in the research field;

8.12. The commission is accountable to the rector of the university;

8.13. The chairman of the commission signs and presents the decisions made at the commission's meeting to the rector of the university;

8.14. The commission's secretary performs the organizational and technical support of the commission's activities;

8.15. Based on the decision made by the commission, the rector of the university, within 5 calendar days after the relevant decision, decides on the application of disciplinary measures against the person;

# Article 9. Appealing the decision made by the commission (appeal)

9.1. A person who does not agree with the decision made by the commission, within 3 calendar days after the decision is made, has the right to appeal the commission's decision and write to the rector of the university and request an appeal of the issue;

9.2. Within 3 calendar days after receiving the appeal application, the rector of the university creates a temporary appeal commission, which cannot include a member of the academic integrity protection commission;

9.3. The conflict of interest should be taken into account when considering the complaint;

9.4. During the review of the appeal by the appeal commission, the person has the right to attend the session and present his opinions and evidence;

9.5. As a result of considering the complaint, the appeals commission has the right to make one of the following decisions:

A. On leaving in force the decision made by the Academic Integrity Protection Commission;

B. On applying the measure of disciplinary responsibility provided for in this document to the violator;

9.6. The decision made by the appeal commission, within 3 calendar days after the decision is made, is sent to the rector of the university and the person against whom the disciplinary proceedings were conducted;

9.7. The decision of the appeal commission is final.

# Article 10. Final Provisions

10.1 Students, staff, and employees of the university are obliged to familiarize themselves with this document, and the administration is obliged to post the mentioned information on the website;

10.2. This document shall enter into force upon its approval by the Governing Board.

10.3. Any changes and additions to this document must be approved by the Governing Board.