

Scientific-Educational and Industrial Complex
“Jalal-Abad State University named after B. Osmonov”

REVIEWED

at the meeting of Academic
Council of JASU named
after B. Osmonov
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APPROVED

by the Rector of JASU
named after B. Osmonov
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REGULATIONS

on the Operation and Use of the "Anti-Plagiarism" System

Manas, 2026

1. General Provisions

1.1 These Regulations have been developed to establish the procedure for the use of the "Anti-Plagiarism" system (the "Anti-Plagiarism" software package) (hereinafter referred to as the "Anti-Plagiarism" system at Jalal-Abad State University named after B. Osmonov (hereinafter referred to as the University) for the collection and verification of academic and research works. This includes graduation theses prepared by students (hereinafter referred to as the students), Candidate and Doctoral dissertations written by postgraduate and doctoral students of the University, book publications, monographs, as well as research and development reports compiled by structural divisions and staff of the University, for the presence of illegitimate borrowings from published sources.

1.2 These Regulations are introduced in order to enhance the quality of organization and the effectiveness of educational and research activities aimed at ensuring a high level of independence in the execution of academic and research works, encouraging the creative activity of students, as well as the acquisition and application of new knowledge by staff, and ensuring compliance with the intellectual property rights of citizens and legal entities.

1.3 These Regulations shall apply to all structural divisions of the University involved in educational, research, and other types of activities that comply with the University Charter.

1.4 Coordination and monitoring of the plagiarism verification process shall be carried out by designated officials from among the University's Vice-Rectors, approved by the Rector's decree. The organization of document verification, depending on their types, shall be carried out by the divisions specified in the relevant sections of these Regulations.

1.5 These Regulations have been developed taking into account the requirements of the Law of the Kyrgyz Republic "On Education" dated August 11, 2023, No. 179; the Regulations "On the Structure and Conditions for the Implementation of Professional Educational Programs of Vocational Education in the Kyrgyz Republic" (2004); the Decree of the Government of the KR "Regulations on the Final State Certification of Higher Education Graduates in the KR" (Bishkek, dated May 22, 2024, No. 258, Appendix 4); the Decree of the Government of the KR "Regulations on the Procedure for Awarding the Stamp of approval of the Ministry of Education and Science of the KR to Educational Publications" (Bishkek, dated May 22, 2024, No. 258, Appendix 2); and the Charter of JASU named after B. Osmonov

1.6 As necessary, supplements and amendments may be introduced into the "Regulations on the Procedure for Checking Written Works for the Presence of Borrowings at JASU named after B. Osmonov» in accordance with the established procedure.

2. Key Terms and Definitions

Plagiarism — the intentional misappropriation of authorship over another person's ideas or inventions, and the publication of another person's work or fragments of another person's work under one's own name without citing the source of borrowing.

Plagiarism may occur in the following forms:

- **verbatim reproduction** of the source text;
- **paraphrasing** — the restatement of another person's text by replacing words and expressions without changing the content of the borrowed text;
- **text manipulation.**

Borrowing — the insertion of a portion of another author's text into one's own work without making changes to the original, determined by the similarity coefficient.

Correct Citation — the provision of an excerpt from a text with an indication of the author and the title of the work, in an amount justified by the purpose of citation.

Incorrect Citation — the provision of an excerpt from a text without indicating the author and the title of the work, or in an amount not justified by the purpose of citation.

Non-independently Executed Works — citation in an amount not justified by the purpose of citation, or citation performed without conducting independent research.

Text Originality — the ratio of the number of unique elements (words, phrases) to the total number of elements.

Text Manipulation — deliberate actions aimed at altering verification results, which manifest as the intentional replacement of characters, insertion of spacing, micro-spaces, white characters, or the presence of paraphrasing.

Character Replacement — characters from other alphabets may mimic alphabet letters specific to the language of the document. Each language has its own code, and when replacing a letter from one alphabet with another, the code of the entire word changes.

Spacing — increased distances between letters may mimic spaces, causing words to merge in the analyzed text. Since the system searches by a strict combination of words, replacing or breaking the word combination may result in difficulties in finding similarities.

Micro-spaces — zero-width spaces between letters or words may also result in the incorrect division of words in the analyzed text.

White Characters — characters with a white font color may replace spaces, causing words to merge in the analyzed text.

Final Document Originality Score — the ratio of the volume of original text to the volume of borrowed text.

Text (of a Document) — material typed by means of computer technology, submitted by the author in digital and printed formats.

EML — educational and methodological literature.

Educational Literature — works created as a medium of instruction or personnel retraining, designed for a specific educational institution or for self-education.

Educational and Methodological Literature — works containing guidelines for the independent study of disciplines, as well as for the acquisition and consolidation of knowledge through various practical activities (such as methodological guidelines for term papers, graduation theses, etc.).

Educational Publication — a publication intended for students of various ages and educational levels, containing systematized information of a scientific or applied nature, presented in a format suitable for learning and teaching, and aimed at achieving educational objectives.

The "Anti-Plagiarism" System — a software system designed to verify academic and scientific works for the presence of unauthorized borrowing from published sources.

Administrator — a staff member of JASU named after B. Osmonov responsible for the administration and maintenance of the "Anti-Plagiarism" system.

Department Supervisor (Responsible Person of the Department) — a user of the "Anti-Plagiarism" system who coordinates the activities of faculty members within their respective department.

Academic Supervisor (Research Supervisor) — a user of the "Anti-Plagiarism" system engaged in teaching activities, who performs the verification and assessment of graduation qualification works, graduation theses, and master's dissertations submitted by students.

3. General Rules for Verification

3.1 The following types of academic and scientific works are subject to verification:

- bachelor's graduation qualification works, specialist's graduation theses, and master's dissertations;

- scientific-methodological and educational-methodological publications, textbooks, study guides, and educational-methodological manuals published in the state and official languages;
- dissertations submitted for preliminary evaluation (peer review) at the University department;
- monographs;
- scientific and scientific-methodological reports;
- scientific works and articles submitted by students, faculty (teaching staff), and employees for publication in scientific-methodological and scientific journals;
- scientific works and articles submitted to university, interuniversity, national, and international scientific research competitions.

The work submitted for verification must necessarily include a title page, a table of contents, and the full text of the chapter being verified. This requirement ensures that all essential components of the academic work are available for review.

3.2. Verification of works is carried out based on the application in the prescribed form (Appendix 1)

3.3 The works submitted by students and JASU faculty members (academic staff), as well as materials received from third-party organizations, shall be verified based on the approved cost estimate.

3.4 The procedure for submitting academic and scientific works for verification through the "Anti-Plagiarism" system establishes the following deadlines:

- graduation qualification works, specialist graduation theses, and master's dissertations — no later than 20 working days prior to the commencement of the Final State Certification (the work of the State Attestation Commission) in accordance with the approved schedules of JASU;
- scientific works — no later than 10 working days prior to the deadline for the acceptance of publications, on a rolling basis as they are submitted;
- dissertations — no later than 10 working days prior to the date of the preliminary evaluation (defense) at the university department;
- educational-methodological publications — on a rolling basis as they are submitted;
- monographs — on a rolling basis as they are submitted;
- scientific reports — in accordance with the schedule of academic departments;

3.5 Works submitted for verification through the "Anti-Plagiarism" system shall be submitted in electronic format (.doc, .docx) to the responsible persons performing the verification.

3.5 The following timeframes are established for verification through the "Anti-Plagiarism" system:

- graduation qualification works, graduation theses, and master's dissertations — no more than 3 working days from the date of submission for verification;
- scientific works — no more than 3 working days from the date of submission for verification;
- dissertations — no more than 5 working days from the date of submission for verification;
- educational-methodological publications — no later than 5 working days from the moment of submission for verification.

3.7 Evaluation Criteria for Works

A work is considered to have successfully passed the verification with a positive result if it meets the following criteria:

Graduation qualification works:

- bachelor's graduation qualification works — not less than 50% of the original text (experimental, analytical, or other sections);
- graduation qualification works of secondary vocational education (SVE) — not less than 40% of the original text (experimental, analytical, or other sections);
- specialist's graduation theses — not less than 50% of the original text (experimental, analytical, or other sections);
- master's dissertations — not less than 60% of the original text (experimental, analytical, or other sections);

Research Papers:

- papers submitted for interuniversity and international competitions — minimum 60–65% originality rate;
- papers submitted for publication in academic journals — minimum 80% originality rate;
- papers submitted for publication in conference proceedings — subject to the requirements set by the conference organizers, but minimum 60% originality rate.

Educational and Methodological Publications:

a) Textbooks:

-Humanities and Languages:

- authored — minimum 35% originality rate;
- author-compiler — minimum 30% originality rate.

-Engineering and Natural Sciences:

- authored — minimum 45% originality rate;
- author-compiler — minimum 40% originality rate.

b) Study Guides

-Humanities and Languages:

- authored — minimum 35% originality rate;
- author-compiler — minimum 30% originality rate.

-Engineering and Natural Sciences:

- authored — minimum 45% originality rate;
- author-compiler — minimum 40% originality rate.

c) Methodological Guidelines:

- author-compiler — minimum 25% originality rate.

3.8 The presence of plagiarism in a Graduation Thesis / Diploma Project, Master's Thesis, educational or research papers in an amount exceeding the borrowing threshold set by these Regulations shall result in a negative decision regarding its defense (or publication).

3.9 Authors of papers that fail the initial check within the "Anti-Plagiarism" system have the right to revise them and undergo a re-check within the specified deadlines. During the revision process, the author must not make any modifications to the paper aimed at bypassing the detection algorithms of the "Anti-Plagiarism" system.

3.10 In the event of a negative conclusion upon re-checking within the "Anti-Plagiarism" system, the paper shall not be admitted to the defense.

3.11 The report from the "Anti-Plagiarism" system check, or, in the case of an expert evaluation, the experts' formal opinion, shall be enclosed with the paper along with the supervisor's feedback (or external review).

3.12 The author of the submitted qualification papers, dissertations, research works, or educational and methodological materials must justify in the comments on any borrowings used in the text that such borrowings are legitimate.

4. Procedure for Checking Written Papers

4.1 Checking Graduation Theses, Diploma Projects, and Master's Dissertations

4.1.1 The completion of Graduation Theses (GT), Diploma Projects (DP), and Master's Dissertations (MD) by University graduates is an essential condition for ensuring the effectiveness of the educational process, as well as for developing students' skills in independent academic and research work.

4.1.2 The verification of GT/DP and MD for the presence of borrowings (plagiarism) shall be ensured by the "Anti-Plagiarism" system administrator of JASU.

4.1.3 The checking of papers for the presence of borrowings shall be carried out by the designated system administrator within the timeframes established by these Regulations.

4.1.4 For the purpose of verification, GT/DP and MD shall be accepted in electronic versions in .doc and .docx (Microsoft Word) formats.

4.1.5 The responsibility for the timely submission of GT/DP and MD for checking within the "Anti-Plagiarism" system within the timeframes established by these Regulations shall rest with the student and the academic supervisor.

4.1.6 The system sends Similarity Reports to the email addresses of both the author and the academic supervisor who sent the paper.

4.1.7 The designated system administrator does not evaluate the content of the research paper, but performs exclusively a comparative analysis.

4.1.8 Upon successful completion of the Anti-Plagiarism procedure, the work shall be admitted to the defense. Following the defense, the hard copy (or text version) of the GT/DP and MD shall be stored at the department for a period of five years.

4.1.9 In the event that the GT/DP or MD fails to meet the originality rate requirements set by these Regulations, the work must be revised by the student under the previously assigned topic and resubmitted for a re-check within the established deadlines.

4.1.10 Failure to eliminate plagiarism following the verification process, or the student's inability to resolve plagiarism issues within the deadlines set by these Regulations due to various reasons, shall result in the paper not being admitted to the defense. In such cases, the paper shall be subject to revision, and its defense shall be postponed to another period determined by the university administration.

4.2 Checking Dissertations and Thesis Abstracts

4.2.1 The checking of the paper for the presence of borrowings via the "Anti-Plagiarism" system shall be carried out at the initiative of the applicant.

4.3 Checking Monographs

4.3.1 The author of the monograph shall submit the manuscript of the monograph in hard copy and electronic formats to the Science Department as it becomes available.

4.3.2 In the event that the monograph fails to meet the established originality rate threshold (70%), the paper shall be returned to the author along with a full plagiarism check report.

4.4 Checking Articles in Academic Collections, Journals, and Proceedings of Scientific and Methodological Conferences

4.4.1 The author of a scientific article shall submit it in digital format within the deadlines established by the journal publication schedules and in compliance with the requirements for research papers. The managing editor of the academic journal shall arrange for the checking of the scientific article for the presence of plagiarism. In the event of non-compliance with the originality standard, the paper shall be sent back for revision along with a printed copy of the check report.

4.5 Checking Educational and Methodological Publications

4.5.1 The author(s) of the educational and methodological publication shall submit the work to the Director of Academic Policy (DAP) of JASU in hard copy and electronic forms. The Director of Academic Policy (DAP) of JASU shall decide whether to forward the paper for checking via the "Anti-Plagiarism" system. In the event of a positive decision regarding the verification, the author(s) shall send the electronic version of the work to the designated email address.

4.5.2 The system administrator shall check the work for plagiarism within **[number]** working days from the date of receipt of the educational and methodological publications using the "Anti-Plagiarism" system, and a verification certificate shall be provided to the author.

4.5.3 In the event that the educational and methodological publication fails to meet the established originality rate threshold, the work shall be returned to the author along with a full check report.

4.5.4 In the event that the author disagrees with the decision to return the work, the publication issue shall be resolved by the Director of Academic Policy (DAP), where a decision on a re-check for plagiarism shall be made if the author insists upon it. If the plagiarism check reveals a critically low originality rate and non-compliance with the established standards, the work shall not be admitted for publication.

5. Authority and Responsibility

5.1 By decree of the University Rector, an employee shall be appointed responsible for administering the "Anti-Plagiarism" system — the System Administrator. The account for the "Anti-Plagiarism" System Administrator shall be created by an authorized representative of the antiplagiat.ru company. The Anti-Plagiarism System Administrator shall serve as the liaison between the University and antiplagiat.ru on all technical matters regarding the functioning of the "Anti-Plagiarism" system.

5.2 The responsibility for the timely submission of GT/DP and MD for checking via the "Anti-Plagiarism" system shall rest with the students and their academic supervisors.

5.3 The Heads of the graduating departments shall be held responsible for:

- compliance with these Regulations (ensuring that all criteria for GT/DP and MD are met);
- the proper execution of checks by designated persons to ensure absolute consistency between the hard copies and electronic versions of GT/DP and MD received from students and department staff.

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Procedure for Submitting Materials to the "Anti-Plagiarism" System

Materials subject to verification in the "Anti-Plagiarism" system must be sent to the designated email address: **antiplagiat.JAGU2026@mail.ru**.

The verification results shall be sent in electronic format to the corresponding email address. When submitting materials, the following requirements must be strictly observed:

- **Provide the author's full name;**
- **Indicate organizational affiliation** (for students: specify the group and institute/college; for faculty members: specify the department/PCC and institute/college; for non-JASU staff: specify the name of their organization);
- **Specify the type of submitted material** (article, educational and methodological guide, study guide, qualification paper, master's dissertation, etc.);
- **Attach a scanned copy of the document confirming payment;**
- **Save the file under a name, that matches the title of the submitted material.**

Failure to comply with the above requirements shall result in the materials being rejected for consideration.

Submitted works shall be reviewed within the timeframes established by the relevant Regulations, after which the results shall be sent by e-mail.