

Regulations on Checking Student Papers for Plagiarism and the Publication of Bachelor's, Specialist and Master's Theses on the HSE Corporate Website

1. General Provisions

1.1. These Regulations set forth the procedure of checking papers written by students in Bachelor's, Master's and specialist degree programmes (hereafter, "students") at National Research University Higher School of Economics (hereafter, "HSE") for plagiarism, and the publication of theses and annotations thereto in Russian and English (hereafter, "annotations, theses"), written by students of HSE and its affiliated campuses, on the HSE corporate website (portal) (<http://www.hse.ru>).

1.2. Student papers shall be checked for plagiarism with the aim of improving the quality of the teaching process, student discipline, and fostering fair competition at HSE.

1.3. Student papers include all papers prepared by students in writing during interim assessments in accordance with their respective course programmes, and during final state certification. They include written homework assignments, reports, essays, tests, term papers, theses, and final examination papers in academic writing prepared in English (hereafter, "final examination papers").

1.4. Annotations and student theses are published on HSE corporate website (portal) (hereafter, the "HSE website") with the aim of improving teaching quality, building a database of annotations and theses, disclosing information on the personal webpages of academic supervisors on theses prepared under their supervision, and informing all interested parties of HSE student's academic activities.

1.5. Annotations and theses prepared by HSE students are published on the HSE website by all HSE subdivisions (hereafter, "subdivisions") engaged in providing core higher education programmes.

1.6. These Regulations and amendments thereto shall be approved by a HSE directive.

2. Principal requirements on checking student papers for plagiarism

2.1. Term papers, theses, and final examination papers prepared by HSE students shall be subject to mandatory checks for plagiarism.

2.2. The level of copied ideas in written homework assignments, reports, essays and tests may be optionally checked at the discretion of course teachers (hereafter, "teachers").

2.3. Student papers, mentioned in paragraph 2.2 hereof, shall be turned in as electronic files in text format (*.doc, *.rtf, *.txt), or in *.pdf, after a file has been saved in the text editor. All student papers must include a standard cover page as their integral element. In turn, teachers shall specify whether or not students should turn in their papers in hard copy.

2.4. Teachers may independently check papers mentioned in paragraph 2.2 hereof for plagiarism by using the HSE Antiplagiat system. To get access to the system, teachers must send an application to the Public Relations and Information Resources Office at: antiplagiat@hse.ru. The teacher's full name, place of work and e-mail should be specified in the application.

3. Procedure for checking student term papers, theses and final examination papers for plagiarism

3.1. Coordinators of degree programmes (hereafter, "programme coordinators") shall be responsible for handling the procedure for checking student term papers, theses and final examination papers for plagiarism. Their duties include:

3.1.1 giving consultations to students and teachers of degree programmes in regards to the established checking procedure;

3.2.1 preparing reports based on the results of checks of student term papers, theses and final examination papers for plagiarism;

3.3.1 arranging obtained information before its publication on the HSE website (portal).

3.2. Within time limits prescribed by the directive of a degree programme (faculty)¹, students download files with their term papers, theses or final examination papers, saved in text format (*.doc, *.rtf, *.txt), or in *.pdf, through a special form, which is accessible via the student's own personal account in HSE LMS. Then, the file shall be automatically routed from HSE LMS to the information system, which thusly detects the percentage of copied material in the student paper.

3.3. When downloading a thesis, an annotation in English and Russian should be added to respective fields (this requirement is not mandatory for students of English-taught programmes who may fill in annotations in English only). The thesis file will not be uploaded if the required fields for annotations are left blank, as the system will report an error in this case.

3.4. Recommended requirements for thesis annotations:

3.4.1 Individual annotations should not exceed 4,000 symbols.

3.4.2 An annotation shall outline:

- the goal of a paper;
- the objectives set in the paper;
- the results achieved.

3.5. The student's full name and title of the paper should be featured in the file name, which will be published on the HSE website.

3.6. Within the time limits prescribed by the directive, but no later than 7 working days prior to the scheduled defense of a thesis, students shall be required to verify the details provided in their personal account in HSE LMS, including their personal profile, information on their academic supervisor, title of the paper in Russian and English, as stipulated in the directive², then download the final file with the thesis, fill in the annotation

¹ Deadlines for the presentation of the final version of: a thesis shall be defined by the faculty dean's directive "On the final state certification"; a term paper – as per the degree programme academic supervisor's directive "On approving topics, supervisors and consultants of term papers"; the final examination paper - in the academic writing course programme.

² A directive on approving the topics of term papers/thesis and setting deadlines for presentation of final versions of term papers/theses shall be issued no later than December 15 of the current academic year (see paragraph 4.2.7 of the Regulations on Term Papers and Theses Prepared by Students at the Bachelor's, Specialist and Master's level at HSE).

fields in Russian and English, and express their position on the publication of the full version of the thesis on the HSE website (portal). Based on the results from checks of this information, registration forms shall be automatically generated in the student's personal account in HSE LMS. The student shall be required to print out the form and submit it to the respective programme office along with a full version of their thesis.

3.7. Programme coordinators shall prepare reports on initial technical review of student term papers/theses/final examination papers. Information on term papers/theses/final examination papers, which account for less than 80% original content, shall be forwarded to the head of the HSE subdivision where the academic supervisor of a term paper/thesis/final examination paper is employed, with a copy to the relevant academic supervisor (thesis-related information must be provided no later than 5 working days to the scheduled date of a thesis defense). Copies of letters with such reports shall be sent to the secretaries of local State Certification Boards (SCBs).

3.8. The final decision as to whether or not copied material in student term paper/thesis/final examination papers were used appropriately, as it appears from reports provided by programme coordinators, shall be made by the academic supervisor of each paper, respectively.

3.9. Academic supervisors of theses must verify texts for originality no later than 3 working days to the scheduled date of a thesis defense, provided that an initial technical verification has identified over 20% in borrowed material. If plagiarism is detected, academic supervisors must follow the procedure established by HSE bylaws. If the percentage of borrowed material is acceptable, academic supervisors shall write a review of students' theses with an opinion regarding text originality. Such reviews must be submitted to local SCB secretaries.

3.10. Local SCB secretaries shall familiarise local SCB members with reviews provided by academic supervisors which may be taken into consideration in final assessments.

4. Publication of annotations and full-text versions of theses in electronic format on the HSE website (portal)

4.1. Annotations and full-text versions of theses shall be downloaded onto the HSE website (portal) via HSE LMS. This form is available to students on their personal account pages when a thesis is downloaded for a plagiarism check.

4.2. The following details shall be stored in HSE LMS while a student's thesis is being prepared:

- student's full name;
- faculty;
- degree programme;
- group;
- full name of academic supervisor;
- title of thesis in Russian and English, as stipulated in the directive.

4.3. When the full-text version of a thesis and annotations are submitted to the programme office, the student must provide a statement of originality on the thesis published on the HSE website (Appendix 1), and indicate whether or not they grant or refuse to pass on to HSE the publication right to the full-text version of the thesis on the website (specifying the reason for refusing this right).

4.4. If the thesis is prepared by two students or more, the statement of originality of the thesis shall be provided by one of them, on condition that all authors of the thesis fully agree to grant HSE the publication right. Their personal details shall be provided in respective fields of the form.

4.5. Programme coordinators shall designate a person responsible for providing consultations to students and handling preparations for publishing theses on the HSE website (hereafter, “designated managers”).

4.6. Details of a thesis downloaded by a student shall be available to the designated manager in their personal account in HSE LMS. Thesis details must contain the following fields: student’s last name, first name, patronymic/middle name; title of thesis in Russian and English; year of defense; academic supervisor’s last name, first name, patronymic/middle name; annotation fields in both Russian and English; a file with a full-text version of the thesis; a note on the results of the technical verification of potentially borrowed materials; the thesis’ grade; a note with the student’s consent to publication of the thesis on the HSE website.

4.7. Within three working days after a thesis defense, the designated manager shall do the following in their personal LMS account:

- check the grade given to the student for their thesis defense;
- verify correspondence of the downloaded file to the defended thesis;
- verify that annotations in Russian and English have been provided;
- set the “ready for publication on the website” option, provided that the student’s consent has been obtained.

4.8. In the event of any discrepancies between the file downloaded by the student to HSE LMS and the text of the thesis presented for defense, the student shall be subject to disciplinary measures for violating academic norms applicable to student papers, as per the procedures established by HSE.

4.9. HSE’s Public Relations and Information Resources Office shall make sure that pages with downloaded student theses, which appear on the HSE website, contain titles in Russian and English, the full name of the student and their academic supervisor, the appropriate HSE subdivision, year of defense, and annotations in Russian and English. Thesis-related information shall be presented in Russian on the Russian version of the HSE website, and in English in the English version of the website. In addition, a full-text version of student theses with the date of their downloading to HSE information systems shall be published in the following cases: if the “ready for publication on the website” option was set by the designated manager, and if a grade of 7 or higher was given to the student for their thesis defense on a 10-point scale.

4.10. HSE’s Public Relations and Information Resources Office shall publish references to webpages of theses prepared under the supervision of a student’s academic supervisor on the latter’s personal webpage. References given in the Russian personal webpages of teachers lead to the Russian version of the thesis, and references given in the English language webpages of teachers link to the English version of the thesis. Academic supervisors may refuse to display such references on their personal webpage by setting the “Hide” option on their personal account.

Appendix 1

to Regulations on Checking Student Papers for Plagiarism and on Publication of Bachelor's, Specialist's, Master's Theses on the HSE Corporate Website

STATEMENT

on the originality of a student thesis published on the HSE website (portal)

I _____, final year student of the degree programme _____ at the Bachelor's/Specialist's/Master's level (*specify as applicable*), Faculty of _____, hereby declare that this thesis has been composed solely by myself. Thus, it:

1. does not reproduce any of my own previous works without due reference thereto;
2. does not reproduce the work created by other authors without reference to academic or research literature sources, articles, websites, completed assignments or notes of other students;
3. has not been previously submitted for a higher degree;
4. includes properly used quotations and references;
5. includes a complete bibliographical list of sources and references used in this thesis.

I am aware that any violation of quotation and reference rules is considered as cheating or an attempt at misrepresentation and, thus, shall be qualified as a violation of HSE's Internal Regulations.

I hereby grant HSE / refuse to grant HSE (underline as applicable)

(specify the reason for refusing the publication right)

the publication right to my thesis entitled

(title of the thesis)

prepared by myself as part of my degree programme, in order to reproduce and publish it in full (i.e., make it universally available) free of charge, indicating my authorship, date of production and information about my academic supervisor, on the HSE corporate website (portal) www.hse.ru, so that the full version of my thesis may be accessed by any user of this website, from any place, and at any desired time

Date: _____

Signature: _____

Appendix 2

to Regulations on Checking Student Papers for Plagiarism and on Publication of Bachelor's, Specialist's, Master's Theses on the HSE Corporate Website

**STATEMENT
on the originality of a student thesis prepared by two or more students and
published on the HSE website (portal)**

I _____ and _____,

final year students of

the following degree programme: _____

at the Bachelor's/Specialist's/master's level (*specify as applicable*),

Faculty of _____, hereby declare that this thesis has been composed solely by us. Thus, it:

1. does not reproduce any of our previous works without due reference thereto;
2. does not reproduce work created by other authors without reference to academic or research literature sources, articles, websites, completed assignments or notes of other students;
3. has not been previously submitted for a higher degree;
4. includes properly used quotations and references;
5. includes a complete bibliographical list of sources and references used in this thesis.

We are aware that any violation of quotation and reference rules is considered to be cheating or an attempt at misrepresentation and, thus, shall be qualified as a violation of HSE's Internal Regulations.

We hereby grant HSE / refuse to grant HSE (underline as applicable)

(specify the reason for refusing the publication right)

the publication right to our thesis entitled

(title of thesis)

prepared by ourselves within the framework of the degree programme of higher education, in order to reproduce and publish it in full (i.e., make it universally available) free of charge, indicating our authorship, date of producing this work and information about our academic supervisor, on the HSE corporate website (portal) www.hse.ru, so that the full version of our thesis may be accessed by any user of this website, from any place, and at any desired time

Date: _____

Signature: _____