

 ASTANA IT UNIVERSITY	Limited Liability Partnership “Astana IT University”	OM-AITU-10
Regulations for Plagiarism Checking of Written Work at “Astana IT University” LLP		Revision 2

APPROVED
 Academic Council
 “Astana IT University” LLP
 (Protocol № 9 from
 February 27, 2024)

REGULATIONS FOR PLAGIARISM CHECKING OF WRITTEN WORK AT “ASTANA IT UNIVERSITY” LLP

Astana, 2025

Abbreviations

1. The following basic abbreviations shall be used in these Regulations:
 - 1) LLP - Limited Liability Partnership
 - 2) AITU - Astana IT University
 - 3) EP - Educational Program
 - 4) SCES - The state compulsory educational standards -
 - 5) MES RK - Ministry of Education and Science of the Republic of Kazakhstan
 - 6) MESHE RK - Ministry of Science and Higher Education of the Republic of Kazakhstan

1 General provisions

2. This regulation (further - Regulation) is developed in accordance with the Model rules of Activity of Educational Organizations Implementing Educational Programs of Higher and/or Postgraduate Education, approved by the Order of the MES RK dated October 31, 2018, No. 595. This Regulation is developed in accordance with the Model rules of activity of educational organizations implementing educational programs of higher and (or) postgraduate education, approved by the order of the MES RK from 31 October 2018 № 595. The State compulsory standards of higher and postgraduate education (hereinafter - SCES), approved by the order of the Ministry of Education and Science of the Republic of Kazakhstan dated July 20, 2022, No. 2; the Anti-corruption Standard to Ensure Openness and Transparency in Organizations of Higher and/or Postgraduate Education, approved by the order of the Minister of Education and Science of the Republic of Kazakhstan dated May 4, 2020, No. 174; the Rules for the Organization of the Educational Process on Credit Technology of Education, approved by the Ministry of Education and Science of the Republic of Kazakhstan dated April 20, 2011, No. 152; and the Rules of Academic Integrity of LLP "Astana IT University".

3. This regulation is developed to comply with the principles of academic integrity and to establish the procedure for using the 'Strikeplagiarism' system (hereinafter referred to as 'the System') at AITU, for verifying text documents (such as textbooks, study guides, monographs, scientific papers by employees, theses/projects by master's and doctoral students, graduate theses/projects, and written work of students on courses) for the presence of borrowings from publicly available online sources and printed publications. Information on the use of the System is available in the User Manual.

4. The verification of written work for plagiarism is based on the principles of academic integrity for students.

5. The procedures for checking plagiarism are standardized and mandatory for all participants in the educational process: students, teaching staff, administrative and management staff, and educational support staff.

6. The system is used with the following minimum indicators:

- for theses/projects: Similarity Coefficients: SC 1 - no more than 30%, SC 2 - no more than 5%; Uniqueness Coefficient (UC) - no less than 70%;

- for written work of students during the midterm and final terms: Similarity Coefficients: SC 1 - no more than 40%, SC 2 - no more than 5%; Uniqueness Coefficient (UC) - no less than 60%;

- for master's theses/projects, student research work, textbooks, manuals, monographs, and scientific papers by employees: Similarity Coefficients: SC 1 - no more than 20%, SC 2 - no more than 5%; Uniqueness Coefficient (UC) - no less than 80%.

7. Additional evaluation indicators (e.g., use of AI content, Quotation Coefficient (QC)) are applied if stipulated in the working curricula (syllabi) or other internal normative documents."

2 Procedure and procedures for checking written work

8. The verification of text documents and materials for borrowings is carried out in order to:

- Improvement of quality control of the educational process and training;
- Reducing and preventing the risks of copyright infringement;
- Adherence to the principles of academic integrity.

9. Verification of written work for borrowings from publicly available sources is carried out through the open access systems of the System.

10. For each type of written work, a required level (percentage) of uniqueness is established, which is reflected, depending on the type of work, in the syllabi and methodological guidelines.

11. Educational, educational and methodical editions (textbooks, teaching and training manuals, etc.) undergo a mandatory plagiarism check procedure. In case of discrepancy between the training edition and the established level of originality of the text, the work is returned to the author for further development.

12. Written evaluated works of students (term papers, theses (projects), master's theses (projects)) are checked for the presence of borrowed material and the use of text with synonymous replacement of words and expressions without changing the meaning (paraphrase), including the use of text translated from another language (hereinafter - borrowing).

Research papers of teachers and researchers submitted for publication, as well as diploma theses (projects), master's theses (projects) of students undergo the procedure of checking in the systems of borrowing detection.

13. Scientific supervisors and coordinators within 5 working days from the date of receipt of work for verification provide the procedure for passing the verification in the System. Responsibility for the direction and passing the evaluation of written evaluated works of students are responsible for the students, supervisors and coordinators.

14. The student has the right to submit one written assessed work for verification no more than 2 (two) times. The work which has not been checked in the System, is not allowed for further defense or publication.

15. The student or employee who does not agree with the results of the System's verification has the right to appeal within 1 (one) day from the moment of

receipt of the decision on exclusion to the Appeal Commission established by order of the Chairman of the Board - Rector at the beginning of the educational year.

16. In case of absence in the composition of the specialists to consider the complaint, the Appeal Commission to ensure an objective review has the right, in agreement with the Vice-Rector for Academic Affairs, to involve outside specialists, including on a paid basis.

17. The Appeal Commission considers the complaint of a student or employee within five (5) working days and makes one of the following reasoned decisions: to uphold the complaint or to reject the complaint.

The minutes of the meeting of the Appeal Commission shall be sent to all members and the applicant against signature.

In case of disagreement with the decision of the Appeals Commission, the applicant has the right to appeal against it in court.

18. Responsibility for violation of these Regulations shall be established in the manner prescribed by the University's Academic Integrity Rules.

Change registration record

Nº	Name of division	Nº of changes and additions	Date	Changes and additions
	Department of Academic Affairs			

Familiarisation sheet

Nº	Full name	Position	Date	Signature



StrikePlagiarism.com

ORIGINALITY IS A VALUE

USER MANUAL

Table of contents

- 1. Overview of the Strikeplagiarism.com - p. 3**
- 2. Log in process - p. 4**
- 3. Assignments - p. 4**
 - 3.1 Add an Assignment - p. 4**
 - 3.2 Upload documents to the assignment - p. 7**
 - 3.3 Peer-review assignment - p.9**
 - 3.4 Peer-review library settings - p.11**
 - 3.5. Manual pairing of students - p.13**
 - 3.6 Peer-review from student's perspective - p.13**
 - 3.7 Grading of reviews by the instructor - p.16**
 - 3.8 Assignment status - p.18**
- 4. Adding /Checking a Document - p. 18**
- 5. List of documents - p. 21**
- 6. Search for translation similarities - p. 26**
- 7. AI content search mode - p. 27**
- 8. Comment Tags - p. 28**
- 9. Grammar checking - p.30**
- 10. Similarity Report and its interpretation - p. 31**
- 11. Help - p. 31**
- 12. Data editing and logging out - p. 32**

1. Overview of the Strikeplagiarism.com

Strikeplagiarism.com is an IT tool dedicated to verifying the authenticity of text documents. The task of the system is to provide information that allows the identification of borrowings in the analyzed text and the sources.

The system detects in the analyzed document fragments identical to the texts available in comparative databases, including correctly marked quotes and footnotes and fragments that are not protected by copyright.

The system does not indicate whether the document was plagiarized.

**Strikeplagiarism.com compares all uploaded documents
to sources in the following databases:**

- RefBooks database;
- Database of partner organizations (database exchange program);
- The documents in the University's own database;
- Internet resources;
- Legal database.

The antiplagiarism system is provided as SaaS (Software as a service):

- Data processing takes place on the server of the service provider;
- To use the service you need a computer connected to the Internet.

2. Log in process

To log into the Strikeplagiarism.com, go to the website <https://www.strikeplagiarism.com>, and in the upper right corner click on the "Login" button.

After entering the login and password, click on „Login”.

3. Assignments

Assignments functionality allows you to organize the workflow of interaction between a teacher and the students, monitor student progress, set deadlines, and upload a revised version of the document.

3.1. Add an Assignment

The assignment is created by the supervisor or the system operator (deanery) on their accounts. Click the “Assignment” tab in the Menu field. At the new window click on “Add” at the right side of the window, and a new assignment will be created.

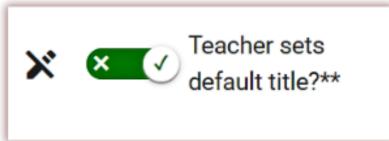
This screenshot shows the 'Assignments' section of the Strikeplagiarism.com interface. At the top, there is a brief description of what the section does. Below this is a search bar and a table listing existing assignments. The table columns include: #, Teacher, Short name, Title, Created, Due date, Status, Average SC1, Submissions, and Actions. One assignment is listed: '1 Nick Smith njrojq Plagiarism 2023-09-07 2024-01-01 03:00 71.91% 2 / 4'. To the right of the table is a green 'SUBMIT DOCUMENT' button and a more options menu. A red arrow points from the bottom right towards the green 'ADD' button at the top right of the table area.

A. Generate a Short name (Assignment code) for the assignment - to simplify enrollment process.

B. Add a Title.

This screenshot shows the 'Add Assignment' form. It includes fields for 'Short name*', 'Title*', 'Description', 'Submit Due date' (with a dropdown showing '11:59 PM'), 'Document type*', 'Email addresses', and 'Enable Peer-Review*'. There are also checkboxes for 'AI detection*' and 'Grammar check*'. At the bottom right are 'CANCEL' and 'SAVE' buttons. A small note on the right says 'Teacher sets default title?**' with a question mark icon.

If you want to allow editing the title of the document by the student, move the slider to the left, otherwise keep it right if you set the same title for all papers uploaded to the assignment (Teacher sets default title). 



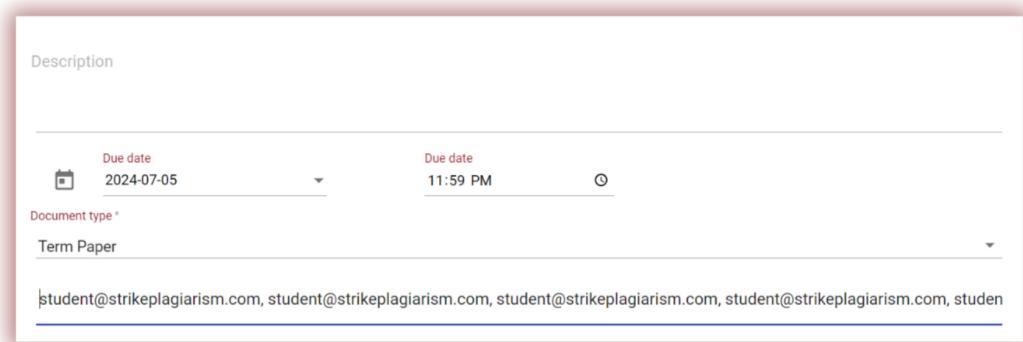
C. Add description of the assignment.

D. Set a deadline.

E. Enroll students to the assignment.

Enrollment of the students can be carried out in two ways:

First: Collect the student email addresses and paste them into the Email Address field. (see below)



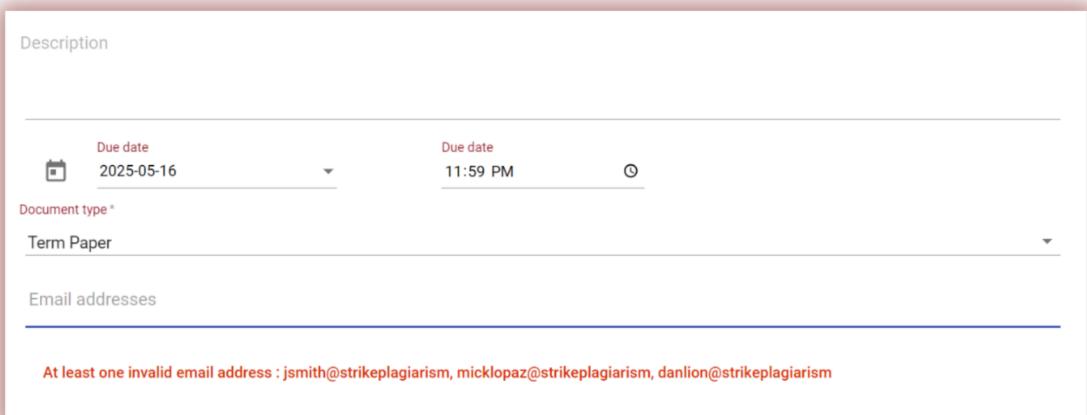
Description

Due date: 2024-07-05 Due date: 11:59 PM

Document type *: Term Paper

Email addresses: student@strikeplagiarism.com, student@strikeplagiarism.com, student@strikeplagiarism.com, student@strikeplagiarism.com, student@strikeplagiarism.com, student@strikeplagiarism.com, student@strikeplagiarism.com

In case the student account was not found, the System will display the list of the unregistered email(s) in red.



Description

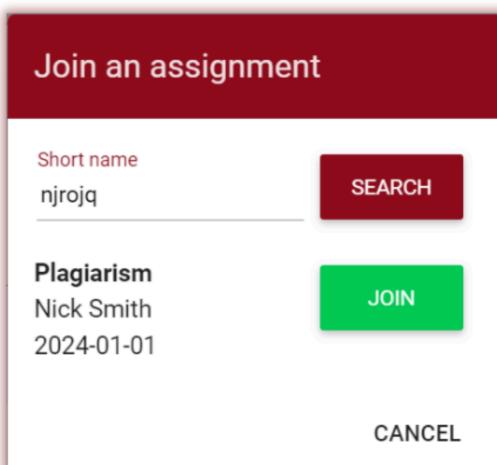
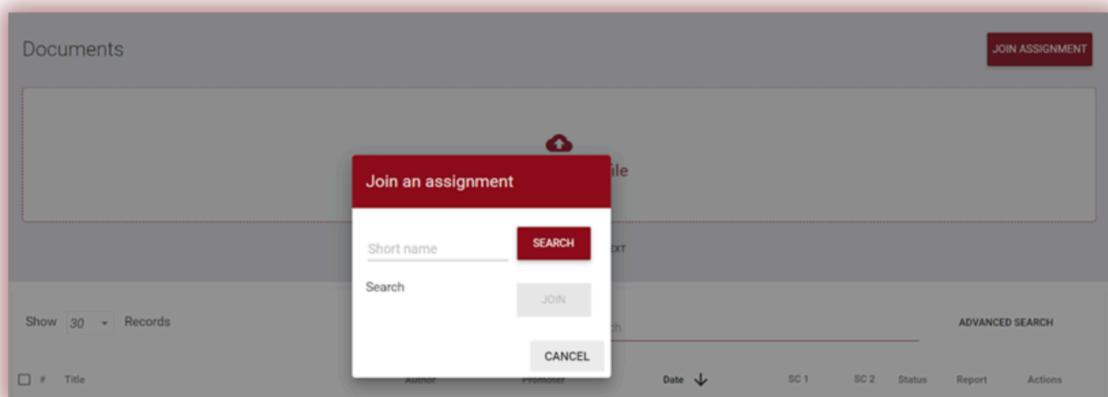
Due date: 2025-05-16 Due date: 11:59 PM

Document type *: Term Paper

Email addresses: At least one invalid email address : jsmith@strikeplagiarism, micklopaz@strikeplagiarism, danlion@strikeplagiarism

Note: make sure all student accounts were created (imported) by the Administrator or Unit Administrator in advance!

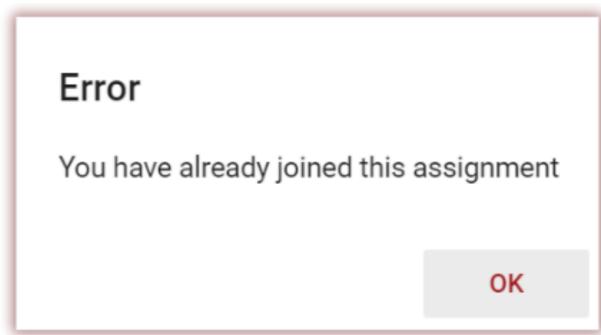
Second: Pass the generated Short name of the assignment to the student. The student can self-enroll to the assignment by clicking on Join the assignment, entering the Short name of the assignment, generated by the system, in the corresponding field.



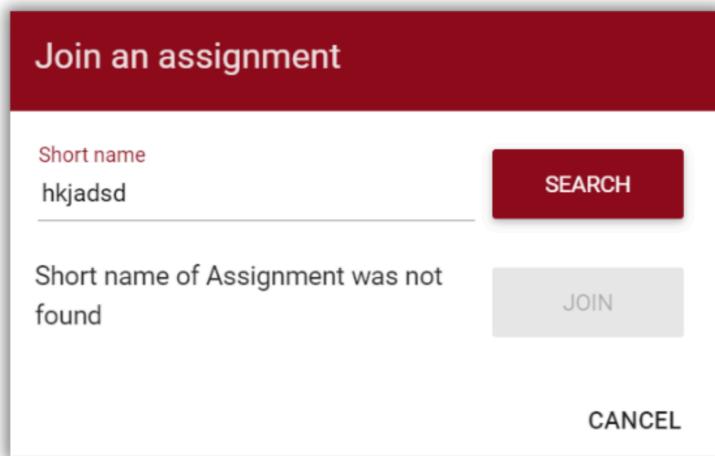
If the Short Name has no errors in its content, then the system will generate a draft(s) for all the students enrolled in their student accounts for uploading the document into it.

#	Title	Author	Coordinator	Date	SC 1	SC 2	QC	Status	Report
1	Plagiarism	Student Student	Nick Smith	2023-09-15					<button>SUBMIT DOCUMENT</button>

If short name was already used by the student, system will display the following notification:

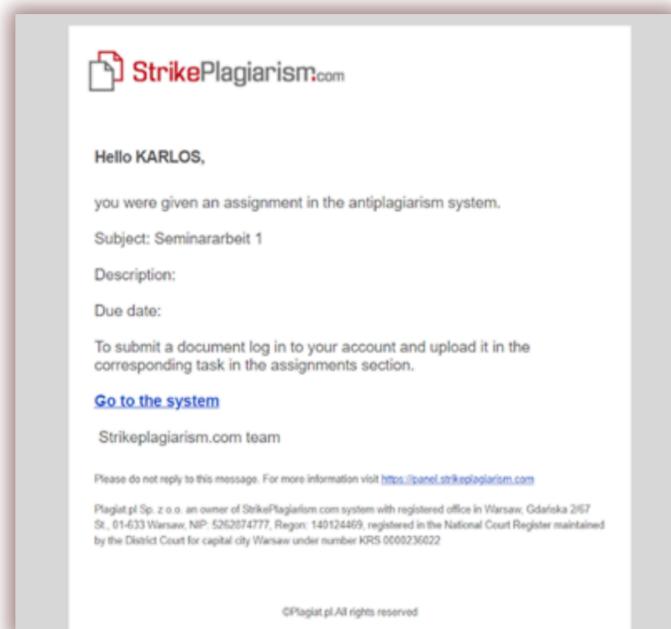


If the short name is incorrect the system will display the following notification:



3.2 Upload documents to the assignment

Once an educator has invited a student by adding the student's email address to the assignment, our system sends an email notification about the created assignment draft to the student, indicating its name and due date.



An assignment created by a supervisor is displayed in the Documents tab (green button - Submit Document).

Show 30 Records		Search		ADVANCED SEARCH					
#	Title	Author	Promoter	Date	SC 1	SC 2	Status	Report	Actions
1	Seminararbeit 1	Karlos Zwei	Lilli Eins	2022-12-06					
2	SA Karlos	Karlos Zwei	Lilli Eins	2022-11-07	21.64%	18.36%			

To upload a document to the assignment, click the button “Submit Document”. The student can correct the title of the document, if this option was activated by the supervisor (see above).

Upload document

File: SA1.docx

Paper's title *
Course paper

Author
Karlos Zwei

Promoter
Lilli Eins

Document type
Bachelor's Thesis

If the document was sent to the author for correction, the author uploads the next version of his document by clicking on the “Resubmit”.



A document can be re-uploaded to the same assignment as many times as it has been revised and returned for correction. The administrator can restrict the number of resubmissions in the Admin panel.

The supervisor can also upload a document to the assignment clicking on the Submit Documents button at the Assignment list at his user account.

#	Teacher	Short name	Title	Created	Due date	Status	Average SC1	Submissions	Actions
1	Nick Smith	njrojq	Plagiarism	2023-09-07	2024-01-01 03:00		71.91%	2 / 4	SUBMIT DOCUMENT

To bulk upload documents the supervisor needs to collect them and archive them into a ZIP file. Enter the assignment and click on the button “Submit document”, then download the ZIP file, fill in the metadata of the documents so that they are correctly reflected in the system and it is easier to find them during evaluation.

+
[Click to upload file](#)

1: File name 1.doc	Title *	Author *
Plagiarism1	James	
2: File name 2.doc	Title *	Author *
Plagiarism2	Mark	
3: File name 3.doc	Title *	Author *
Plagiarism3	Nick	
4: File name 4.docx	Title *	Author *
Plagiarism4	Sam	

[CANCEL](#)

[SAVE](#)

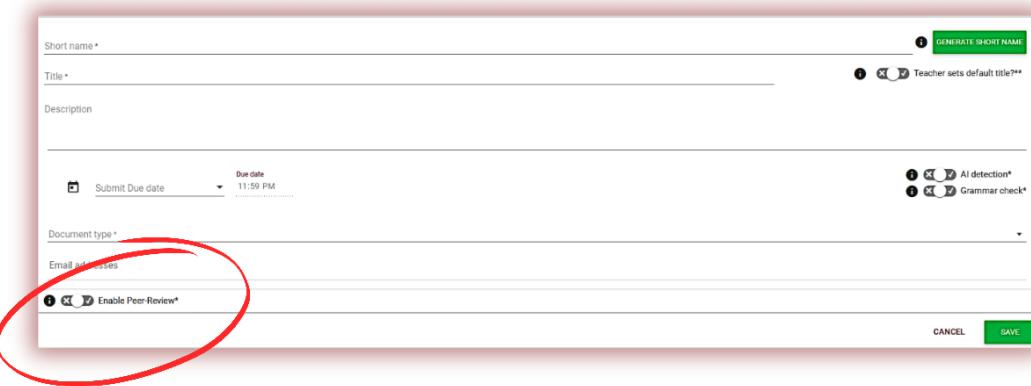
3.3. Peer-review assignment

A **peer-review assignment** is a type of educational or professional task where participants are required to review and provide feedback on the work of their peers. The assignment typically involves evaluating essays, research papers, projects, or presentations created by fellow students or colleagues. The purpose of peer-review assignments is to foster critical thinking, improve the quality of work, and promote collaborative learning.

To create a peer-review assignment a teacher has to enable peer-review in the assignment by moving the slider to the right.



Keep the slider at the left position if the standard Assignment has to be created:



After enabling a Peer-Review for the Assignment, the system will open the settings:

- **Maximum number of points** - maximum grade the student can receive by the instructor.
- **Number of distributed papers** means how many papers the system will distribute among the peers for the evaluation.
- **Students can self-select papers to review**, which means allowing students to select papers for a review by themselves from a list of peers.
- Disabling "**Student can see the names of the peers**" makes peer-review anonymous.
- **Review without submission** allows students to start reviewing papers even if the paper was not yet submitted by that student.
- **Review of own paper** makes the student review own papers as well as reviewing papers of the peers.
- **Review available for students FROM** means a date when the student will be able to start peer-review.
- **Review available for students UNTIL** means a due date for a peer-review.
- **Feedback available FROM** is a post date of a feedback.

Peer-Review Settings

Maximum number of points *
6

Number of distributed papers *
2

Students can self-select papers for review
2

Review available for students from
Enter a date

Review available for students until
Enter a date

Feedback available from
Enter a date

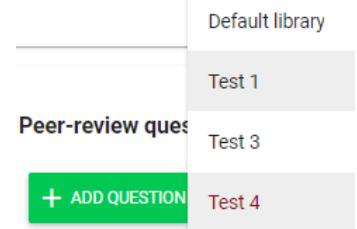
Students can see the names of the peers

Review without submission

Review of own paper

3.4. Peer-review library settings

- The next step is adding questions to the peer-review by clicking on **+ ADD QUESTION**.
- Otherwise, select questions from the library, but first choose a library you are interested in. Each library contains questions that can also be edited or deleted. Click on **ADD FROM A LIBRARY** to select questions from that particular library.
- If you did not select questions from the library, but created new ones, then you have the opportunity to add those questions to the library you selected by clicking on the **ADD TO A LIBRARY** button.
- Create a new library by clicking on the **CREATE LIBRARY** button, if necessary.
- Remember that your library is available only to you and is not available to other users.
- If you want your library to be available to other users or to export or import the library, please contact our support service. We can easily add this option.
- You can delete a library only if it does not contain any questions clicking on **DELETE LIBRARY**.



Add questions from library: Default library

<input checked="" type="checkbox"/> What is the name? Type of the question: Scale Scale: 5 Lowest value: 50 Highest value: 100	<input type="checkbox"/>
<input checked="" type="checkbox"/> What is the color? Type of the question: Text Minimum answer length: 1	<input type="checkbox"/>
<input checked="" type="checkbox"/> The biggest animal? Type of the question: Text Minimum answer length: 1	<input type="checkbox"/>

SELECT ALL DESELECT ALL CANCEL ADD QUESTIONS

Meantime, the instructor can do the following actions with the questions:

- add new question and select whether the questions will be text or scale type,
- delete,
- reorder,
- edit,
- add them to the library.

The instructor can create a scale size question and add scale size as well as lowest and a highest value.

"For example, please rate how well the student was able to correctly reveal the causes of the 1410 Battle of Grunwald? Please, note that 1- well described, 2- google enough, 3 - not described enough, 4- badly described, 5 - not described at all"

○ 1 ○ 2 ○ 3 ○ 4 ○ 5

The screenshot shows the 'Peer-review questions' interface. At the top, there are buttons for '+ ADD QUESTION', 'ADD FROM A LIBRARY', 'ADD TO A LIBRARY', 'CREATE LIBRARY', and 'DELETE LIBRARY'. Below this, three questions are listed:

- What is the name of the capital of Japan?
Type of the question: Text
Minimum answer length (words): 2
- What colors has a flag of Poland?
Type of the question: Text
Minimum answer length (words): 2
- The biggest animal?
Type of the question: Text
Minimum answer length (words): 1

Red arrows and callouts provide instructions for interacting with the questions:

- A red box with an arrow points to the first question's delete icon, with the text: "Delete the question clicking on the icons".
- A red box with an arrow points to the first question's move up/down icons, with the text: "Change the order of questions by moving them up or down".
- A red box with an arrow points to the third question's move up/down icons, with the text: "Edit the question by clicking on the icon".

To the right, a modal window titled 'Add a question' is open, containing fields for:

- Text of the question *: The biggest animal?
- Question type *: Text type
- Scale type
- Scale size * (empty)
- Lowest value (empty)
- Highest value (empty)

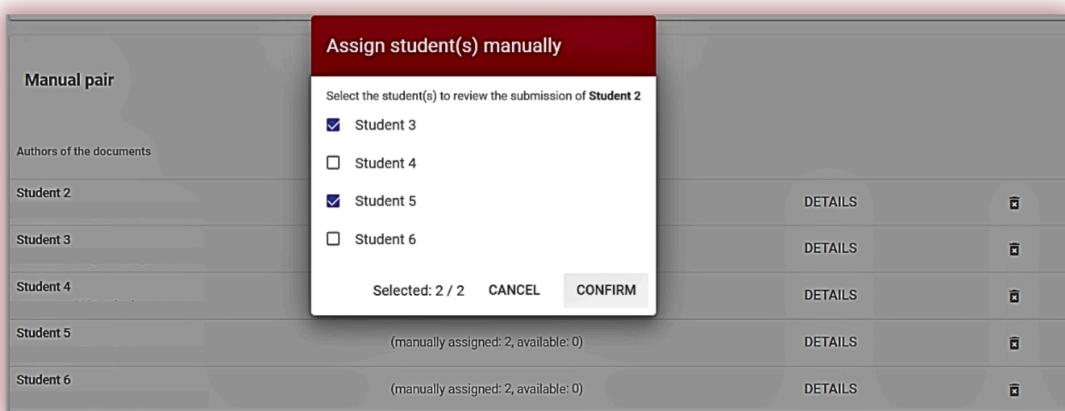
At the bottom of the modal are 'CANCEL' and 'SAVE' buttons. Red arrows point from the 'Scale type' field and the 'SAVE' button to their respective counterparts in the main interface.

A large red box on the right side contains the text: "Create scale type of question and, thus scale size, lowest and highest value, or a text type question. Determine the minimum number of words."

3.5. Manual pairing of students

After creating your library you can start manually pairing the peers (optional). Click on “Details” to start pairing peers. Select students from the list to review the author's work specified in the title (Student 2).

Or delete them from the list clicking on icon: 



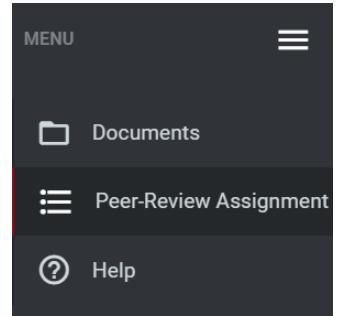
Manually assigned means the number of peers assigned by the instructor, **available** - not yet assigned number of peers.

(manually assigned: 2, available: 0)

3.6. Peer-review from student's perspective

After being invited to the assignment, the student receives a notification sent to the email address. The student submits the document for verification entering the Document tab at the Menu.

The student may start peer-review without submission of the document if this was enabled by the instructor, then the student selects the



Assignment Peer-Review tab in the Menu and selects the peer-review assignment.

The student will see the list of assignments and the buttons:

- Write a Review,
- Read/Hide a Review left by the peers,
- Self-select of the work to review (if this option was enabled by the instructor).

WRITE REVIEW

READ REVIEWS

SELF-SELECT (2)

The student has to start writing reviews and self-select for reviewing if available.

A screenshot of a web-based assignment management system. At the top, there are three main buttons: "WRITE REVIEW" (red), "READ REVIEWS" (gray), and "SELF-SELECT (2)" (red). Below these buttons, a table lists assignment details. The table has columns for Assignment (Short) name, Title, Start date, End date, Post date, Pending reviews, and three action buttons: "HIDE REVIEW", "Add review" (red), and "READ REVIEWS". A red box highlights the "Pending reviews" value of 1. Another red box highlights the "SELF-SELECT (2)" button. Red arrows point from callout boxes to specific elements: one arrow points from a box labeled "(2) - means the student has to review two papers" to the "SELF-SELECT (2)" button; another arrow points from a box labeled "Pending number of reviews" to the "Pending reviews" value; a third arrow points from a box labeled "Start peer-review. Self-selection is available if the instructor enabled it" to the "SELF-SELECT (2)" button; a fourth arrow points from a box labeled "Click on Add Review to review the paper and answer the questions" to the "Add review" button; and a fifth arrow points from a box labeled "The peer's name is available if enabled by the instructor" to the "Author" field which contains "Student 5".

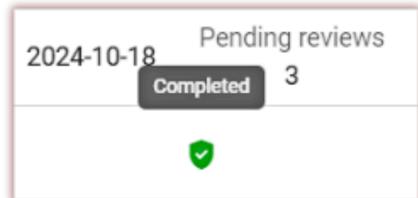
If the “Read Reviews” button is gray, this means that there are no reviews yet.

If the “Self-Select” button is gray, this means the instructor did not enable this option during creation of the assignment and students will not select papers to review.

READ REVIEWS

SELF-SELECT

The student has to make sure that all reviews have the status “Completed”.



Among the papers that the student has to review, can be an own paper and a paper that was selected by the student as mentioned below:

Title Misuse of an AI tools in essays	Author -	Review of own paper	
Title AI and detection of AI generated text	Author -		

Title Misuse of an AI tools in essays	Author -	Self-select	
Title AI and detection of AI generated text	Author -		

Author is not available,
the instructor disabled it
to keep review
anonymous

Pending number of reviews indicates how many reviews/papers remained to be analyzed by the student.

If the author's field doesn't display the author's name it means the instructor disabled it to keep a peer-review anonymous.

Icon  means that the peer-review validity time is up. The review cannot be added!

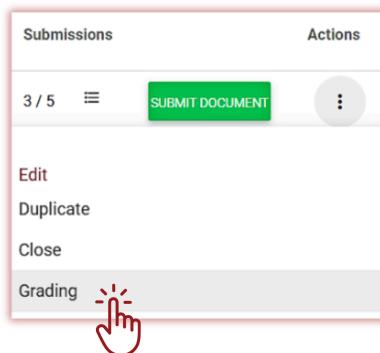
Assignment (Short) name	Title	Start date	End date	Post date
nqs5p5	Plagiarism	2024-10-17	2024-10-15	2024-10-15 
Title Sample 2	Author Student 5			
Title Sample 3	Author Student 6			

After starting the review, the student must decide whether the review will be sent or saved for further editing without sending. If a student doesn't want to submit a review but save the entered data, "Save without submission" has to be selected.

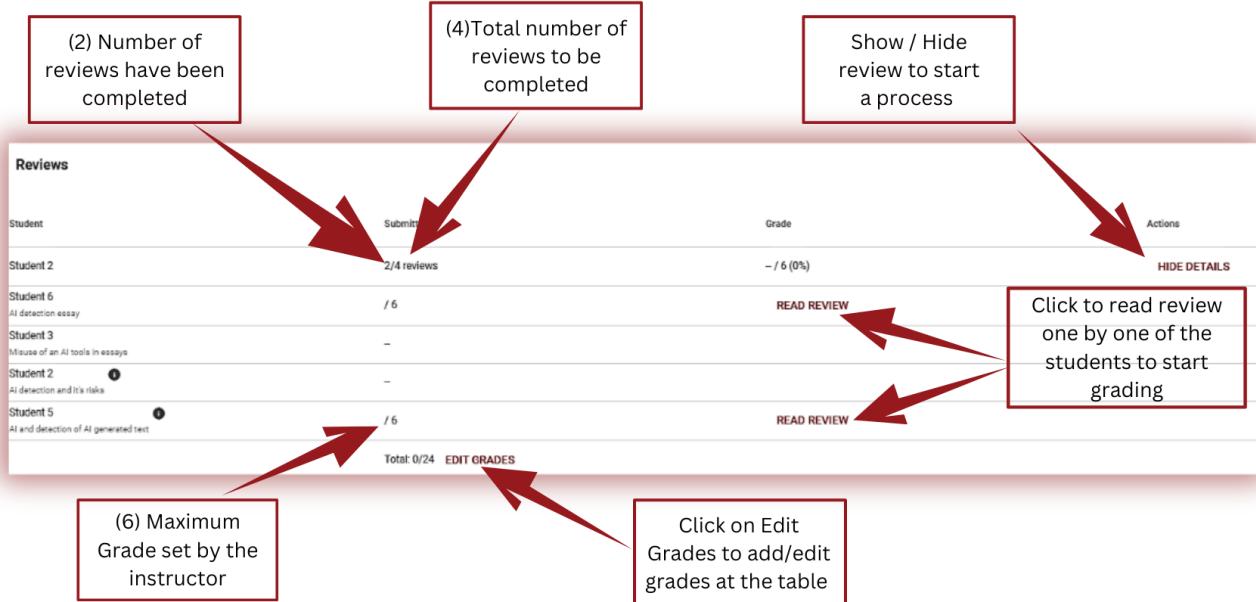


3.7. Grading of reviews by the instructor

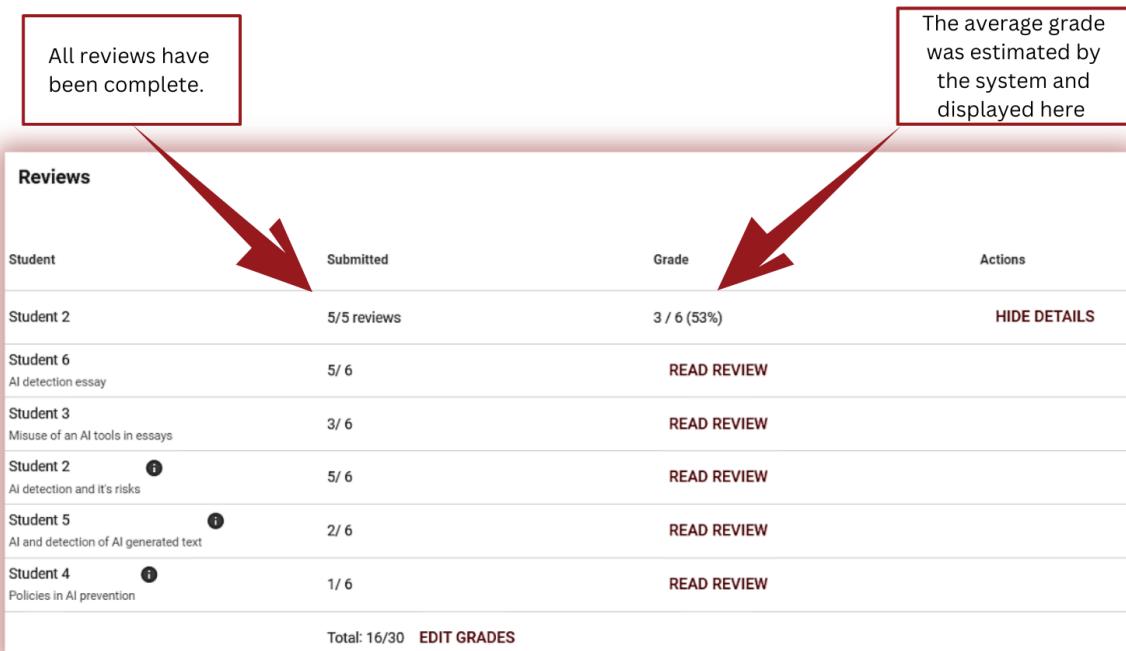
Click on "Grading" in Assignment "Actions" to start the Grading process.



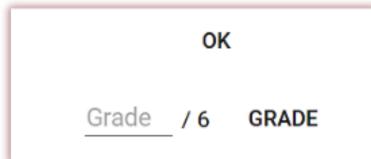
The instructor will see the table with students' names and review progress.



Click on “Read Review” to start analyzing and grading reviews. The instructor can grade both inside the review after clicking on “Red Review” or at the table by clicking on “Edit Grades”.



Once all reviews are graded the peer-review can be considered as completed.



3.8. Assignment Status

Assignments display three statuses:

- In progress - assignment was not yet closed or expired.
- After Due Date - when documents are uploaded after the deadline.
- Closed

By clicking on Actions the user can:

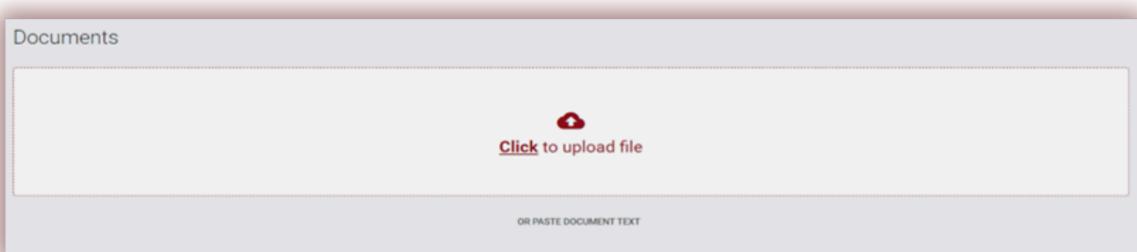
- Edit Assignment,
- Duplicate Assignment,
- Close Assignment,
- Grading (Peer-review).

Submissions	Actions
3 / 5	
	Edit
	Duplicate
	Close
	Grading

4. Adding /Checking a Document

To check documents without assignment mode you need to choose a Documents tab and upload documents or paste a text.

Note: make sure you have enough documents in your Counter, allocated by the Administrator otherwise contact the Administrator for allocating more documents.



You can add a document in three ways:

- **By uploading a file (recommended);**

After clicking "Click to upload" a file selection window is displayed. Choose a document to check in one of the available formats and click "Add".

- **By dragging a file selected for checking into the upload field;**

- **By "Copy / Paste" method;**

The screenshot shows a modal dialog box titled 'Document text'. Inside, there is a text area containing a definition of plagiarism. Below the text area, it says 'Number of characters: 568'. At the bottom right, there are 'CANCEL' and 'SEND' buttons, along with links for 'ADVANCED SEARCH', 'Report', and 'Actions'.

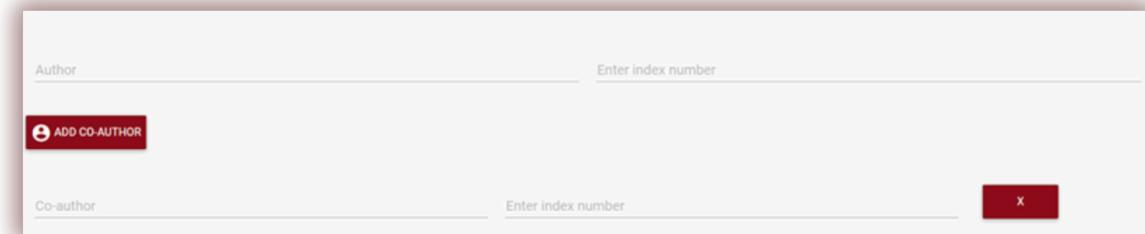
After clicking on the "paste document text" add the copied content of the document into the field "Document text" and click "Send".

Note: Available formats are: DOC, DOCX, ODT, RTF, PDF, PPT, PPTX, HTML etc. Once the document is uploaded fill the metadata:

- Author's data (name and last name, optionally index number);
- Data of the supervisor (name and surname, optional academic title), also, if there is no need to fill in the supervisor's data, you can deactivate this field by dragging the slider to the right;
- Document type (from the drop-down list);
- Organizational Unit (from the drop-down list).

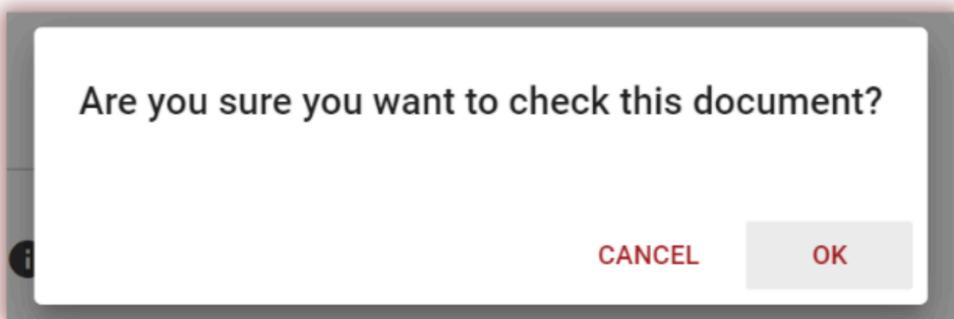
The screenshot shows a form for adding a document to a database. It includes fields for 'Paper's title' (set to 'PhD.docx'), 'Author', 'Enter index number', 'Promoter', 'Document type' (with a note 'This field is required.'), 'Organizational unit' (set to 'FB KoWi'), and other optional fields like 'Skip site's url'. At the bottom, there are 'CANCEL' and 'ADD' buttons.

You can add a co-author of the document if needed. After clicking on the "Add co-author" button, additional fields are displayed for filling in the co-author's data: name, last name, etc.



If you want to delete the entered data about the co-author, click the button at the end of the line
.

After entering all the data, click the "Add" button to send the document for analysis. The system will ask you to confirm the action.



A screenshot of a user panel titled 'YOUR CONTRACT' and 'CLIENT'S CONTRACT'. The 'YOUR CONTRACT' section shows: Counter (320), Contract type (documents). The 'CLIENT'S CONTRACT' section shows: Expire date: 10.01.2025, Limit (1,000), Left (822), Contract type (documents), Used: 17%. There is also a progress bar indicating usage.

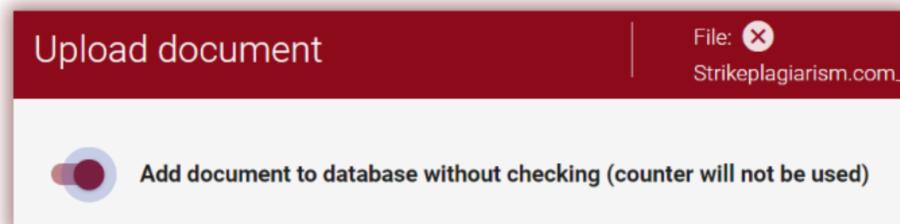
Clicking the button will automatically start checking the document if there are enough documents in the User's account. Otherwise, a message about an insufficient check counter will be displayed.

The number of available documents/characters/users/authors is displayed at the information section at the menu on the left side of the user panel.

In order to allocate more documents/characters at the counter or in case a message related to the expiration of the contract (exhausted number of documents/characters/users/author at client contract) appears, please contact the Administrator or a Customer Support.

It is possible to upload a document into the database without verification. This option is used to upload a document that would be used as reference material for subsequent

verification. These can be, for example, scientific publications or other documents created at the university, which have to be protected from further copying.



To add documents without checking, upload the document, move the slider to the right, fill in the details of the document, as in the case of documents sent for verification and press the button **ADD DOCUMENT WITHOUT CHECKING**.

5. List of documents

In the list of documents, the student has access to the uploaded documents only. The deanery and unit administrator have access to the documents uploaded by the users from the unit where deanery and admin are assigned to and their own upload documents, meantime, the supervisor has access to his documents and the documents uploaded by the students enrolled at his assignment. In order to filter the list of documents only to the ones uploaded by the user itself, drag the slider:

Show only mine

A screenshot of a table-based document list. The table has columns for #, Title, Author, Promoter, Date, SC 1, SC 2, Status, Report, and Actions. There are 6 rows of data. A modal dialog box is overlaid on the table, containing a "CLEAR SEARCH" button and a "SEARCH" button. The "SEARCH" button is highlighted with a red background and white text. The "CLEAR SEARCH" button has a grey background and white text.

#	Title	Author	Promoter	Date	SC 1	SC 2	Status	Report	Actions
1	PhD.docx	Lili Eins	2022-12-06	7.66%	4.36%				
2	Seminararbeit 1								
3	Seminararbeit 1	Eva Fünf	Lili Eins	2022-12-06					
4	Seminararbeit 1	Anna Samuel	Lili Eins	2022-11-14	87.59%	77.45%			
5	Plagiat de.docx	Anna Samuel	Lili Eins	2022-11-14	10.89%	0.00%			
6	MEDIEN- UND URHEBERRECHT								

Administrator, Unit Administrator or a Deanery to see all documents but not only the ones uploaded by them have to click first on Advance Search at a Document tab, then to the Clear Search.

Show 30 Records Search ADVANCED SEARCH

- Title,
- Author,
- Promoter (supervisor),
- Upload date,
- Similarity Coefficients values.

Document status:

-  **processing** (in analysis);
-  **checked**, the document was checked by the system, the similarity report was not evaluated;
-  **selected for the database** (document in the process of indexing, is not yet added to the database and is not used for comparison);
-  **added to the database** (document is used for as reference material subsequent checks);
-  **rejected** (documents, negatively assessed by the Coordinator);
-  **returned for revision** (the document was sent by the supervisor/expert to the author/student for correction);
-  **after due date** - if the document submitted after the deadline (document submitted via Assignment mode);
-  **submitted on time** (document submitted via Assignment mode).

A round red icon with an exclamation mark inside means an alarm sign. Thus, the system informs the user about the presence of changes in the text that may indicate manipulation. For example, adding hidden characters (white characters) or characters from other alphabets to the text. To analyze the list of distortions, you need to open the Interactive Similarity Report and look at the section called Alarm in the upper left part of the report.

Arthur	Nick Smith	2023-11-18	99.96%	0.04%	4.79%			
Mike	Nick Smith	2023-11-18	78.51%	21.49%	2.44%			
John	Nick Smith	2023-11-18	41.83%	58.17%	2.17%			
Phil	Nick Smith	2023-11-18	83.50%	16.50%	5.11%			

The data displayed in the documents list table contains:

The full version of the Interactive Similarity Report is available in the list of documents under the icon

Additional information about the document is visible after clicking on a document entry.

<input type="checkbox"/> 4 AI content	2023-08-27	100,00% 100,00% 0,13%												
Document ID	3A806740	Document type	Master's Thesis											
User														
File upload date	2023-08-27 22:08	File format	txt											
Report date	2023-08-27 22:09	Size	6181											
Organizational unit	Test Standard													
Document parameters														
Parameter	1													

The list shows 5 records by default. To increase the number of the records, select the appropriate value, you can choose between 5 and 30 records only.

Advanced search allows you to filter documents according to the parameters indicated by the User.

The screenshot shows a search interface with the following fields:

- Show dropdown set to 30 Records
- User, Document ID, Checked (with a dropdown arrow)
- Title, Author, Status (with a dropdown arrow)
- Coordinator, Document type, Organizational unit (with a dropdown arrow)
- SC 1 from, SC 1 to, SC 2 from, SC 2 to
- Date from, Date to (with calendar icons)
- Characters f... (with a dropdown arrow)
- Parameter (with a dropdown arrow)

At the bottom are two buttons: CLEAR SEARCH and a red SEARCH button.

Table sorting is available by clicking on the column headings in the table. Clicking on the arrow next to the positions: Title, Author, Coordinator - will result in the positioning of the entries in alphabetical order.

<input type="checkbox"/>	#	Title	Author	Coordinator
--------------------------	---	-------	--------	-------------

Clicking on the arrow next to the items: Date - will result in the positioning in chronological order, Status - positioning according to the statuses.

Additional options ("Actions") are placed under the icon in the rightmost column of the table (see the graphic below).

The additional options are:

- view full report in interactive format;
- preview of the similarity report in full and short versions (does not contain document text) in PDF format;
- viewing text in txt format;
- editing document data;
- reject the document;
- adding/removing a document from the database;
- show the history of the changes.

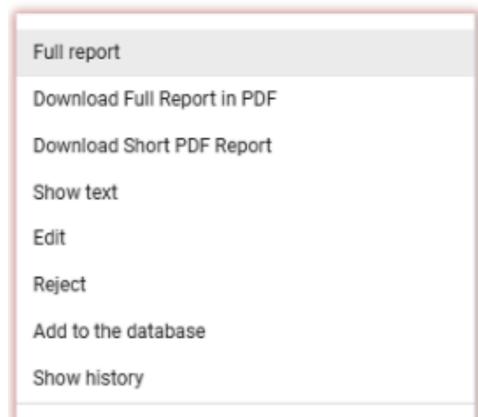
By clicking on "Add to database" document will be added to the comparative database. After indexing, the status will change to "Added to database",

By clicking on "Withdraw from database" document will be removed from the comparative database and change its status to "Checked".

By clicking on "Reject" the document will change the status to "Rejected".

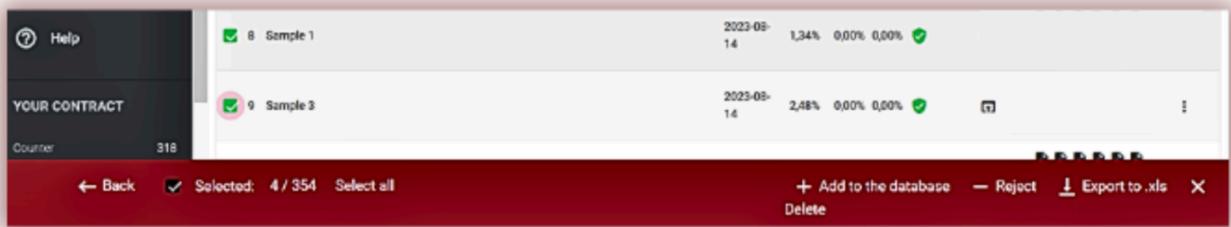
By clicking on "Edit" the user can change a document's data.

"Show history" will open the tracking of modifications made on a document.



Document's history					
Field name	Old value	New value	User	Change date	Relates to
Status	Processing	Checked		2023-06-14 13:26	
Status	Checked	Rejected		2023-06-20 18:09	

The system allows operations on multiple documents at the same time. Documents can be selected one by one by choosing them in the "#" column or selecting all the documents in the table's header.

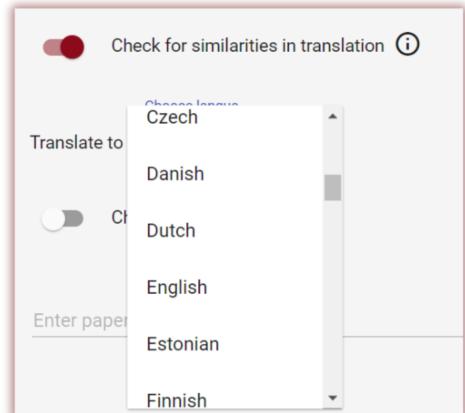


Actions that can be performed on multiple documents include adding to the database, rejecting, exporting an XLS report on selected documents or deleting if the Administrator turned this option on at the Administrator settings.

6. Search for translation similarities

Search for matches in the translated version of the document can be carried out in more than 100 language combinations. This feature is enabled by the user when adding a file to the upload window. The system translates the text of the work according to a given combination of languages, and then analyzes for matches against the database and open Internet sources.

Move the slider to the right to activate this feature. Choose the desired language the text shall be translated to. The system will detect the language of your text automatically.



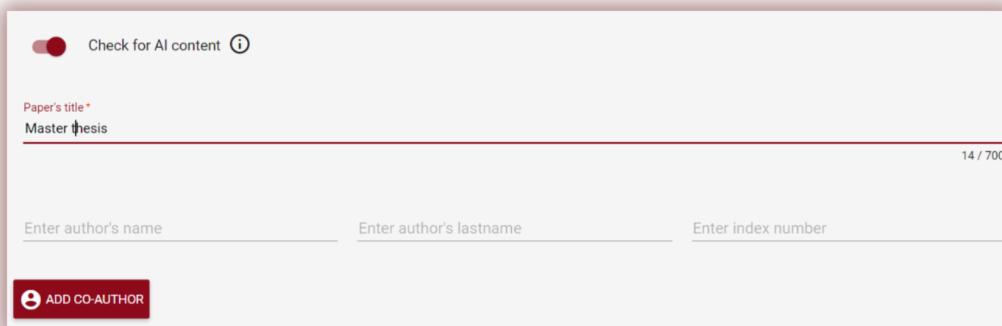
Once verification is over the Interactive Similarity Report will be generated by the system. The report header will indicate the language used for translation purposes. To check the original version of the document you need to upload the document again.

At the list of the document the translation is indicated with a sign.

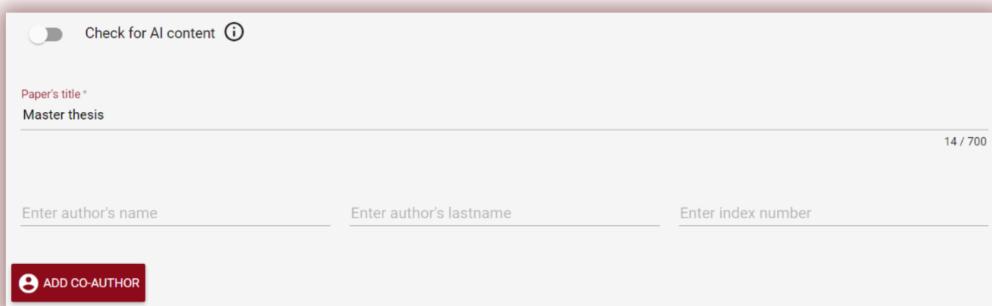
13 Thesis.docx

7. AI content search mode

In order to enable the ability to check the document for AI-generated content, the slider called "Check for AI content" should be moved to the right.



If you do not want to check the document for the AI content, then the slider should be dragged to the left.



If the document is checked for AI content, the system will generate an AI content report, which will be available within the Interactive Similarity Report in a special section called "AI Content Detection".

A screenshot of the "Similarity Report" interface. On the left is a sidebar with a menu icon (1) at the top. Below it are three items: "Similarity Report" (2), "AI Content Detection" (which has a red arrow pointing to it from the left), and "Grammar and Spell checker". The main area is titled "Similarity Report" and contains several expandable sections: "Metadata", "Alerts", "Record of similarities", "Active lists of similarities", "List of accepted fragments (no accepted fragments)", and "List of Comment Tags". A note at the bottom states: "The list contains tags that can act as ready-made comments for the report. To insert a comment tag, choose it from the list and click on the analyzed text of the report where the tag has to be added." In the bottom right corner of the main area, the page number "27" is visible.

To view the content of the AI report, as well as to analyze the document for the presence of AI, you need to open the report by clicking on the Details button in the "AI Content Detection" section.

For more information about the AI content search module, please refer to the instructions for interpreting a similarity report.

AI content detection can be also enabled by the instructor at the assignment:



When AI detection is enabled in an assignment, all assignment submissions will be checked for AI-generated text.

8. Comment Tags

Comment tags are created to add ready-made comment templates and explanations to them into the text of the similarity report.

By creating a Comment Tag, the educator will be able to use comments from the list of pre-created comments.

Such templates are convenient when you don't want to add the same comment again and again, for example, in the form of "delete fragment" or "paraphrase text".

A screenshot of the 'Settings' page with the 'TAGS' tab highlighted. The page has tabs for 'CONFIGURATION', 'ORGANIZATIONAL UNITS', 'DATABASE EXCHANGE PROGRAM', 'PARAMETERS', 'GDPR', 'LOGO', 'DOCUMENT TYPES', and 'TAGS'. Below the tabs is a green 'ADD' button. A red circle highlights the 'TAGS' tab. The main area shows a table with three rows of comment tags:

#	Tag group	Tags within the group	Actions
1	Academic	SAVE Excess X Add quote X Add citation X Add more tags - type tag name and push enter, save changes	⋮
2	Evaluation	SAVE Good point X Not enough description X Good understanding of the subject X Good stance X Add more tags - type tag name and push enter, save changes	⋮
3	General	SAVE Delete fragment X paraphrase X change order X Add more tags - type tag name and push enter, save changes	⋮

All the Comments Tags are created preliminarily by the Administrator at the Administrator Settings. The Administrator can create groups of the Tag Comments, name them and edit.

To create a new comment tag the user has to contact the Administrator. The lecturer, deanery and unit administrator will soon have a possibility to create their own library of comment tags without contacting the administrator.

All comment tags entered will appear in the Interactive Similarity Report. Students will see comments added by the lecturer to the similarity report. Moreover, explanations for Comment Tags will be available to the lecturer and student in the list of comments of the similarity report. Once the similarity report is open, click on the **List of Comment Tags**, and then on the **Group Name**. The system will light up the Group Name and a chosen Comment Tag in blue.

List of Comment Tags

The list contains tags that can act as ready-made comments for the report. To insert a comment tag, choose it from the list and click on the analyzed text of the report where the tag has to be added.

1 General 2 Evaluation 3 Academic

Delete fragment paraphrase change order

This will mean that the Comment Tag has been activated and can be added to the text of the Similarity Report.

Click on the piece of text you are interested in paying attention to. The Comment Tag will stick to this text fragment. The Comment tag is semi-transparent and allows you to see the text behind it. Add clarification to the comment so that the student better understands the reason for the action and your intentions.

1. General Impressions and Historical Context:

- What is your general impression of the building's architecture and design?
- Can you provide any historical information about the building, such as its construction date, architect, or original purpose?
- How does this building compare to others of its time in terms of architectural style, construction techniques, or innovative features?

2. Historical Significance:

- In your opinion, what makes this building historically significant? Are there any notable events or individuals associated with it?
- How has the building's significance evolved over time? Has it undergone any modifications or restorations that affected its historical or architectural value?
- What is

3. Architecture:

- Are the do these
- How do design?

this copied fragment doesn't reflect your ideas...

paraphrase

□ X

After you enter a comment and explain it, it will appear in the list of comments on the left side of the Interactive Similarity Report.

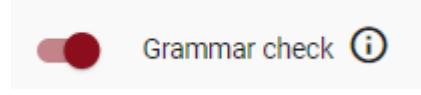
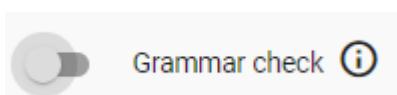
The screenshot shows a 'List of comments' interface. At the top, there's a header with the title 'List of comments' and a small upward arrow icon. Below the header is a table with two rows. The first row contains 'NO' (number 1), a blue rounded rectangle containing the word 'paraphrase', and a magnifying glass icon. The second row contains 'NO' (number 2), a blue rounded rectangle containing the text 'Add quote', and a magnifying glass icon. In the middle column, between the two rows, are the comments: 'this copied fragment doesn't reflect your ideas...' and 'the text has to be properly credited' respectively.

You can edit the Tag Comments just like the regular comments available at the Similarity Report by Saving, Deleting and keep Editing:



9. Grammar Checking

In order to enable checking of works for grammatical, spelling and other types of errors when uploading a document for checking, the instructor must move the slider to the right, or to the left if the works should not be checked for grammar.



If the works in the Assignment should be checked for grammar errors, the instructor must also move the slider to the right, or to the left if the works should not be checked for grammar.



We ask that you do not enable grammar checking without a reason, since this module affects the speed of checking works for plagiarism.

The system is able to detect grammar and other types of errors in more than 30 languages inc. English, German, French, Portuguese, Dutch, Polish, Romanian, Italian, Bulgarian etc.

10. Similarity Report and its interpretation

The document verification time usually takes a few minutes but does not exceed 24 hours. After the document verification is completed, the system automatically sends information about the similarity report to the user's email address with access to the interactive report. Attached is a summary and a full format of the report.

In order to correctly interpret the results of the analysis, we recommend that you read the Instructions for interpreting the similarity report, which is also available on the user account in the "Help" tab.

11. Help

There are useful documents (i.e. Guidelines of Similarity Report Interpretation and Terms and Conditions) and answers to frequently asked questions (FAQs) in the Help tab. of the user account

In the event of any questions or need for instructions related to the operation of the system, please contact the University Administrator of the Anti-plagiarism System.

For this purpose, the User may use the Contact Form located under the FAQ list.

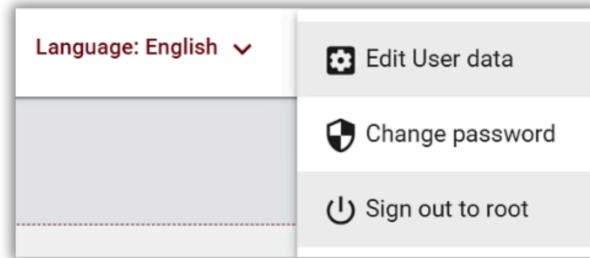
The screenshot shows a user interface for a contact form. On the left, there are two vertical boxes: 'YOUR CONTRACT' and 'CLIENT'S CONTRACT'. The 'YOUR CONTRACT' box displays 'Test counter 996 documents' and 'Limit type'. The 'CLIENT'S CONTRACT' box displays 'Expire date: 15.11.2023', 'Limit 1,000 documents', 'Left 987 documents', and 'Used 1%'. The main area is titled 'Contact form' and contains two input fields: 'Who do you want to send to?*' and 'Enter message *'. At the bottom right are buttons for 'Attach file', 'Clear form', and 'Send message'.

If the problem is not resolved, please contact our Customer Service Department using the form available after logging in or by sending an e-mail to the following address:
contact@strikeplagiarism.com.

12. Personal data editing and log out

Editing user data, changing the password and the "Logout" button are available by clicking on the username in the top right side of the account.

The User's basic data can only be edited by the University Administrator of the Antiplagiarism System.



We wish you successful work with the anti-plagiarism system!