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VIETNAM NATIONAL UNIVERSITY, HANOI
VIETNAM JAPAN UNIVERSITY

SOCIALIST REPUBLIC OF VIET NAM
Independence - Freedom - Happiness

No: 700/QĐ-ĐHVN

Hanoi, date 30 month 09 year 2021

DECISION

Issuing Regulation on the prevention of plagiarism in academic and scientific research activities at Vietnam Japan University

RECTOR OF VIETNAM JAPAN UNIVERSITY

Pursuant to Decision No. 1186/QĐ-TTg dated July 21, 2014 by the Prime Minister on the establishment of the VNU, Vietnam Japan University;

Pursuant to the Regulation on organization and operation of VNU, Vietnam Japan University promulgated with the Decision No. 391/QĐ-TTg dated March 31, 2017 by the Prime Minister;

Pursuant to the Regulation on master training at Vietnam National University, Hanoi promulgated with the Decision No. 4668/QĐ-ĐHQGHN dated December 10, 2014 by the VNU President;

Pursuant to the Regulation on undergraduate training at Vietnam National University, Hanoi promulgated with the Decision No. 5115/QĐ-ĐHQGHN dated December 25, 2014 by the VNU President;

Pursuant to the Guidance No. 2383/HD-ĐHQGHN dated July 27, 2017 of the President of VNU on the implementation of citation of scientific publications at VNU;

At the request of Chief of Academic & Student Affairs and Educational Testing and Quality Assurance Office.

DECIDES:

Article 1. Promulgating together with this Decision the Regulation on prevention of plagiarism in training and scientific research at VNU Vietnam Japan University.

Article 2. This decision takes effect from the date of signing.

Article 3. Heads of functional units, Directors of undergraduate programs, Directors of master's programs, and relevant individuals are responsible for implementing this decision.

Recipients:

- As Article 3;
- Rector (for reporting);
- Achieving: AO, ASAO, H05.

**PP. RECTOR
VICE RECTOR**

(signed)

Nguyen Hoang Oanh

REGULATION

On the prevention of plagiarism in academic and scientific research activities at VNU Vietnam Japan University

(Issuing together **Decision No.700/QĐ-DHVN dated 30/09/2021** by
Rector of VNU Vietnam Japan University)

Chapter I

GENERAL PROVISIONS

Article 1. Scope of regulation and subjects of application

1. This document prescribes the prevention of plagiarism in academic and scientific research activities at VNU-VJU (hereinafter referred to VJU).

2. This document is applied for all students in bachelor, master and PhD study (hereinafter referred to students) and training programs at VJU.

Article 2. Interpretation of terms

In this document, some of the following terms are construed as follows:

1. *Plagiarism* is presenting someone else's work or ideas as your own in academic fields. Plagiarism includes: Paraphrasing, presenting, copying, or translating another person's passage or ideas without proper citation; Using in whole or in part the writings of others, including articles of a commercial nature, traded on the market; Using other people's artwork, designs, charts, data without knowing the source; Self-plagiarism (using more than 30% of the content of one's own published scientific article/work) to publish in another unit.

2. *Cheating* is the practice of using or preparing to use fraudulent, fabricating, deceiving, or untruthful representations or statements about one's academic activities. Cheating includes: Using books, documents, notes, electronic devices or any other resources; communicating, talking during exams, tests or other academic activities without permission; Working together with others on homework assignments, reports, programming or any other assigned learning activity without the permission of the instructor; Stealing test papers or answers before the exam takes place; Forging records, using illegal records.

3. *Facilitating dishonesty* is the act of helping or preparing to help another person

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commit plagiarism. Acts of helping others to violate include: Taking exams for someone else or asking someone to take exams for you; Doing reports/research on behalf of others; Allowing others to copy your work during an exam or test or other academic activity.

4. *Fabrication* is the intentional misrepresentation or fabrication of any information or citation in any scholarly activity. Fabrication includes: using fabricated information in a laboratory, research, internship report or other academic activities.

Article 3. The purpose of issuing regulations on the prevention of plagiarism in training and scientific research.

Relevant units, organizations and individuals in the University use this regulation to better understand plagiarism; plagiarism violations; guidelines to avoid plagiarism; procedures and forms of handling in case of violations.

Chapter II

PREVENTION OF PLAGIARISM IN ACADEMIC AND SCIENTIFIC RESEARCH ACTIVITIES

Article 4. Prevention of plagiarism

1. Relevant units, organizations, and individuals at VJU need to learn how to cite references and following regulations on scientific citation to avoid plagiarism.

2. All meaningful, suggestive opinions and concepts that are not the author's own and all other references must be cited (reference sources) to ensure publicity and transparency. The citation of references is mainly to indicate the source of valuable ideas, to show the writer's honesty, knowledge, and information processing skills.

3. All theses, scientific research works, before being graded and published, must be checked for plagiarism.

4. Writing a commitment before publishing the results of thesis/dissertation and scientific research works.

To prevent plagiarism, the author of a thesis/dissertation, scientific research work must write the following commitment in the first line of assignments, reports, and thesis/dissertation and scientific research:

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I have read and understood the plagiarism violations. I pledge with personal honor that this research result is my own and does not violate the Regulation on prevention of plagiarism in academic and scientific research activities at VNU Vietnam Japan University (Issued together with Decision No..... /QĐ-ĐHVN dated by the Rector of Vietnam Japan University).

Article 5. Storage and security the results of plagiarism checking

Report of plagiarism checking and the original database are kept by the Office of Educational Testing and Quality Assurance to follow both Vietnamese government and VJU regulations.

Article 6. Plagiarism checker tools and objects, plagiarism check fees

1. VJU provides system support the spelling mistakes and copy detection such as Turnitin software or similar software that Rector approved.

2. Educational Testing and Quality Assurance Office receive technology and update, fully guide staff inside and outside the University when participating in scientific research training activities as well as learners at the University.

3. Before being graded and published, all theses and scientific research works need to be checked for plagiarism using software that supports spelling check and copy detection or (Turnitin or similar software) according to the procedure specified in Article 7 of this Regulation.

For thesis/dissertation: Must check against plagiarism before defending.

For doctoral thesis: Must check against plagiarism twice: before defending at VJU and at VNU level

4. Based on VJU plan, financial budget as well as VJU cost norms, Vietnam Japan University may stipulate the fee for students if they use spelling check and copy detection software (Turnitin or similar software).

Article 7. Process of checking plagiarism

1. Process of checking plagiarism for thesis/dissertation

Step 1: Learners and lecturers are provided one account to access the spelling check and copy detection software (Turnitin or similar software) during their study at VJU.

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Step 2: Learners automatically/or at the request of the instructor access the system to self-check the degree of duplication of the thesis/dissertation.

Step 3: Learners report the results to the supervisor and edit their thesis to ensure that the level of overlap in phrases and sentences does not exceed 20% before taking official defense. Learners are responsible for their own test results.

Step 4: Before students defense the official thesis at bachelor and master level, and Ph.D. students defense the dissertation at VJU level, students must send thesis to Educational Testing and Quality Assurance Office for checking plagiarism.

Step 5: Educational Testing and Quality Assurance Office checks plagiarism using Turnitin or similar software and issues a certificate of plagiarism checking to learners (if the rate of overlap in the cluster words and sentences should not exceed 20%).

Step 6: Learners send the certificate of plagiarism checking together with the thesis dossier to defense the official thesis.

Step 7: Based on the dossier and certificate of plagiarism checking, Rector decides student to graduate from VJU or not.

Step 8: For Ph.D. students: After defending and editing the thesis according to the comments of Evaluation Committee at VJU level, learners must repeat steps 4,5,6 before defending at VNU level.

Step 9: After graduation, if there is a complaint, denunciation and/or VNU checks and detects plagiarism, the student must take full responsibility and be handled in accordance with the Regulation on prevention of plagiarism in academic and scientific research activities at the University.

Step 10: Storage and security: Educational Testing and Quality Assurance Office is responsible for storing plagiarism checking to follow both Vietnamese government and VJU regulations.

2. Process of checking plagiarism of final exams, essays, assignments, internship reports

1. For functional units

Based on annual final exam schedule, the Educational Testing and Quality

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Assurance Office cooperates with the Legal and Inspection Division to develop a plan to check the University's plagiarism prevention through checking the level of plagiarism in final exams, essays, major assignments, internship reports of learners. If detecting plagiarism, functional office should report to Rector Board as guideline specified in Article 9 of this regulation.

2. For lecturers

Lecturers, if suspect any kinds of plagiarism during the process of grading final exams, essays, assignments, internship reports, etc., can self-check learners' plagiarism through Turnitin or similar software or request the Educational Testing and Quality Assurance Office to check the plagiarism rate and handle violations as prescribed in Article 9 of this Regulation.

3. For students

Students are provided accounts with Turnitin or similar software to check their own plagiarism if necessary. Self-checking of students' plagiarism for final exams, essays, major assignments, and internship reports is optional. But in case of detecting plagiarism, students will be considered and handled in the same way as in Article 9 of this Regulation.

Chapter III

HANDLING OF VIOLATIONS OF PLAGIARISM IN TRAINING AND SCIENTIFIC RESEARCH

Article 8. Principles of handling

1. Relevant units, organizations and individuals in the University strictly implement this Regulation in the spirit of publicity and transparency.
2. Not biased with any case.
3. All the cases, which are reported or suspected of being plagiarism, shall be investigated and sentenced if any proof of violation are found.

Article 9. Handling violations

1. In the exam room

The invigilators will make a record and handle violations in the examination room.

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For students: handled according to Article 32, Regulation on undergraduate training at VNU (*Issued together with Decision No. 5115/QĐ-ĐHQGHN dated December 25, 2014 by the Director of Vietnam National University, Hanoi*); For graduate students: handled according to Article 52, Regulation on master's training at VNU (*Issued together with Decision No. 4668/QĐ-ĐHQGHN, dated December 10, 2014 of the Director of Vietnam National University, Hanoi*) and Article 68, Regulation on postgraduate training at VNU (*Promulgated under Decision No. 1555/QĐ-ĐHQGHN, dated May 25, 2011 of the President of Vietnam National University, Hanoi and Decision No. 3050/QĐ-DHQGHN, dated September 17, 2012 by the Director of VNU on amending and supplementing a number of contents of the Regulation on postgraduate training at Vietnam National University, issued under Decision No. 1555/QĐ- VNU, on May 25, 2011 by the President of Vietnam National University, Hanoi*).

2. Plagiarism

a) In case of any plagiarism of thesis/dissertation/scientific research was reported or supervisor/reviewers suspected plagiarism activities, records must be transferred to Educational Testing and Quality Assurance Office to checking the plagiarism by Turnitin or similar software. If the author is detected plagiarism, they will be handled according to regulations.

b) In case of detecting any plagiarism rate less than 20% and in wrong citation format, the author shall edit the citation in requested format in *Section 5.5, Part 5 and Appendix 14 of the Guide No. 45/DT dated February 27, 2003 on the organization of evaluation of doctoral dissertations at VNU*.

c) In case of checking by software that plagiarism rate is above 20% to less than 30%, then the author is requested to re-write thesis/dissertation and cite in accordance with the requirements of *Section 5.5, Part 5 and Appendix 14 of the Guide No. 45/DT dated February 27, 2003 on the organization of evaluation of doctoral dissertations at VNU*. Also, the lecturer decides whether to deduct points of scientific work (*but not exceed 25% in total point*) and make a Minute of Reprimand at the University.

d) In case of checking by software that plagiarism rate is from 30% to less than 50%, the author is requested to re-write the thesis/dissertation and cite in accordance

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with the requirements of *Section 5.5, Part 5 and Appendix 14 of the Guide No. 45/DT dated February 27, 2003 on organization of doctoral thesis evaluation at VNU*. Also, the lecturer deducts 50% of the points of that scientific work. The author is warned at the University or suspended from study for 1 year.

e) In case of checking by software that plagiarism rate is from 50% or above, the author shall be received ZERO point (0-point). Also, the author shall be suspended from study for 1 year or dismissal from university.

a) In case of helping others to plagiarize, VJU student shall be suspended from studying for 1 year and dismissal from university. If that person is not VJU student, the Academic and Student Affairs Office will inform the violations to authority of residence area/workplace/university of that person.

f) In case of any plagiarism in final examinations, essays, exercises, internship report, are reported or supervisor/reviewers suspected plagiarism activities, records must be transferred to Educational Testing and Quality Assurance Office to checking the plagiarism by Turnitin or similar software. If the author is detected plagiarism, they will be handled according to regulations. Specific as follows:

- If detecting plagiarism rate over 20% to less than 30%, learners must retake the final exam and be deducted 10% of total score.

- If detecting plagiarism rate from 30% to less than 50%, the learner must retake the final exam and be deducted 25% of total score.

- If detecting plagiarism rate from 50% or more, the learner must receive ZERO point (0 point) and must retake the course.

3. Cheating and fabrications

b) In case learners cheat or use fake certificates or transcripts to consider exemption from study/exam. Depending on the level of violation, the Rector decides to suspend them 01-year study or dismissal from university.

c) In case learners cheat or use fake diplomas (High School/ Intermediate/ College/ University/Graduate) to apply for admission to programs, Rector will make a decision to remove the student in the Decision on Conditional Acceptance for successful candidates

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to VJU or Graduation Decision, revoke diplomas, academic achievements (if any) and consider transferring the files to police (if necessary).

d) In case learners cheat or make fake transcripts/certificates/diplomas are issued by VJU. For VJU students, they will dismissal from university and revoke your fake diploma and transfer the file to the police. For non-VJU students, the Academic & Student Affairs Office will transfer the file to the police to resolve or inform the violations to authority of residence area/workplace/university of that person.

e) In case learners cheat or study for someone else or ask others to study for them; get exam questions and answers before the exam takes place; organization of study, examination, and examination for others, writing thesis for others, or scientific research works, and other cheating acts shall be handled according to Clause 1, Article 9 of this Regulation or transfer the file to the police.

f) In case learners fabricated, they shall be received ZERO point (0 point) for that course and the Academic Warning Minutes.

Article 10. Procedures for handling plagiarism

1. In case the thesis/dissertation has plagiarism

a) If authors of thesis/dissertation admitted their acts of plagiarism, staff in charge of plagiarism detection shall make the minutes between the violator, supervisor, and Head of Educational Testing and Quality Assurance Office and handling in accordance with Article 9 of this Regulation.

b) If the author of thesis/dissertation does not admit his/her plagiarism, the Head of Educational Testing and Quality Assurance Office invites the VNU Institute of Quality Assurance, VNU Library& Information Center, and the author to work together to determine whether plagiarism or not. If it is a plagiarism, it will be handled according to Article 9 of this Regulation; if not, it will be handled according to Clause 2, Article 10 of this Regulation.

2. In case it is not possible to determine the thesis/dissertation has plagiarism.

a) The relevant departments transfer thesis/dissertation to the VJU Scientific and Training Council of the unit for consideration.

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b) If the VJU Scientific and Training Council concludes that the author of the thesis/dissertation does not commit plagiarism, the result shall be notified within 07 days from the date on which the VJU Scientific and Training Council of the unit has an official conclusion.

c) If the VJU Scientific and Training Council concludes that the author of the thesis/dissertation has plagiarism, then it will be handled according to Article 9 of this Regulation.

d) In case any complaints and denunciations after VJU Scientific and Training Council conclusion or the author of thesis/dissertation disagrees with that conclusion, they need to send the letter to VNU Scientific and Training Council for consideration. The final decision is decided by the VNU Science and Training Council.

3. Procedures for handling plagiarism is conducted immediately when collecting proof and evidence. Even they graduated from VJU or recognized the grade for that course that has plagiarism, violators shall be handle as VJU policy.

Chapter IV

ORGANIZATION AND IMPLEMENTATION

Article 11. Educational Testing and Quality Assurance Office

Educational Testing and Quality Assurance Office shall coordinate with functional offices in guiding, inspecting, supervising, and reporting to the Rector about implementation of this Regulation annually.

Article 12. The Functional Offices, Institute, Faculty/Program and related individuals

1. Strictly following regulations on prevention of plagiarism in training and scientific research at VJU.

2. Based on this regulation, Functional Offices, Research Institutes/Faculties/Programs organize training sessions, guiding both organizations and individuals to prevent plagiarism to maintain the academic environment at VJU with integrity and transparency.

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Chapter IV

IMPLEMENTATION PROVISIONS

Article 13. Effect

1. This Regulation takes effect from the date of its signing.

2. During implementation, this Regulation can be adjusted with the current situation. The supplement, adjustment is decided by Rector based on Educational Testing and Quality Assurance Office./.

**PP. RECTOR
VICE RECTOR**

(signed)

Nguyen Hoang Oanh