

VIETNAM NATIONAL UNIVERSITY, HANOI
VIETNAM JAPAN UNIVERSITY
No: 1663 /QĐ-ĐHVN

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

Hanoi, Date 19 month 12 year 2025

DECISION

Issuing Regulation on the prevention of plagiarism in academic activities at VNU 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 Guidance No. 2383/HD-ĐHQGHN dated July 27, 2017 of the President of VNU on the implementation of citation of scientific publications at VNU;

Pursuant to Circular No. 17/2021/TT-BGDĐT dated June 22, 2021, issued by the Ministry of Education and Training, stipulating standards for academic programs and regulations on the development, appraisal, and promulgation of training programs at all levels of higher education;

Pursuant to Law No. 07/2022/QH15 dated June 16, 2022, promulgated by the National Assembly, on amendments and supplements to a number of articles of the Law on Intellectual Property;

Pursuant to Decision No. 3638/QĐ-ĐHQGHN dated October 21, 2022, issued by the President of Vietnam National University, Hanoi, promulgating the Regulations on Doctoral Training at Vietnam National University, Hanoi;

Pursuant to Decision No. 3636/QĐ-ĐHQGHN dated October 21, 2022, issued by the President of Vietnam National University, Hanoi, promulgating the Regulations on Master's Degree Training at Vietnam National University, Hanoi;

Pursuant to Decision No. 3626/QĐ-ĐHQGHN dated October 21, 2022, issued by the President of Vietnam National University, Hanoi, promulgating the Regulations on Undergraduate Education at Vietnam National University, Hanoi.

At the proposal of the Head of Educational Testing and Quality Assurance Office.

DECIDES:

Article 1. Promulgated together with this Decision are the Regulations on the Prevention and Control of Plagiarism in Training at VNU University of Japan, Vietnam National University, Hanoi.

Article 2. This Decision shall take effect from the date of signing.

Article 3. Heads of functional offices, Faculties, and relevant individuals shall be responsible for the implementation of this Decision.

Recipients:

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

**PP. RECTOR
VICE RECTOR**

(signed)

Nguyen Hoang Oanh

REGULATION
On the prevention of plagiarism in academic activities
at VNU Vietnam Japan University
(Issuing together Decision No.1663/QĐ-DHVN dated 19/12/2025 by
Rector of VNU Vietnam Japan University)

Chapter I
GENERAL PROVISIONS

Article 1. Purpose

The regulation are promulgated for the following purposes:

- To assist units, organizations, and individuals within the University in clearly understanding the concept of plagiarism and acts constituting plagiarism;
- To establish regulations for the prevention, detection, and handling of plagiarism and academic misconduct in education and training at VNU Vietnam Japan University (VJU).
- To ensure integrity, academic standards, and quality in learners' study, assessment, examination, and research activities.
- To standardize procedures, responsibilities, and tools applied in plagiarism detection and violation handling.
- To contribute to the development of a positive academic environment that respects authorship and complies with intellectual property laws.

Article 2. Scope of Regulation

The regulation shall apply to all academic activities at the undergraduate, master's, and doctoral levels conducted at VNU Vietnam Japan University.

Article 3. Subjects of Application

The regulation shall apply to lecturers and learners who are working, studying, or conducting research at VJU.

Article 4. Interpretation of terms

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

1. *Plagiarism* refers to the use of words, content, ideas, images, data, argumentative structures, or research results of others without proper citation or full acknowledgement of the source.
2. *Self-plagiarism* refers to the reuse of part or all of one's own previously published, submitted, or utilized work without appropriate citation or clear acknowledgement of the original source.
3. *Citation* refers to the act of acknowledging the source of information, data, ideas, or content used in an academic work through a recognized citation method (such as APA, MLA, Chicago, or in accordance with the University's regulations).
4. *Cheating* refers to any act that distorts, falsifies, or involves dishonesty in learning,

examination, research, or assessment activities, including but not limited to plagiarism, data fabrication or falsification, contract cheating, misrepresentation of authorship, unauthorized copying, interference with assessment processes, or assisting others in committing academic misconduct.

5. *Plagiarism detection system* refers to a system used to check the level of content similarity in academic works, assignments, and reports, such as Turnitin or other systems with equivalent functions approved by the Rector.

6. *Lawful copying* refers to the use, citation, or reproduction of part of content in full compliance with copyright regulations and citation guidelines, or in cases permitted under applicable laws.

7. *Unlawful copying* refers to any act of copying, using, or reusing content without the permission of the author or copyright holder, or without proper citation, regardless of the proportion of copied content.

8. *Similarity index* refers to the percentage of overlapping content detected through a plagiarism detection system, used to support the identification of plagiarism.

9. *AI usage level* refers to the percentage of content generated or supported by artificial intelligence (AI) detected through a plagiarism detection system.

Chapter II

FORMS OF PLAGIARISM AND DATA SIMILARITY CHECKING

Article 5. Forms of Plagiarism

A learner who commits one of the following acts shall be deemed to have engaged in plagiarism or academic misconduct:

1. Verbatim copying: Using part or all of another person's text (from one sentence or more, or a set of highly identifiable phrases) without placing it in quotation marks and without providing proper citation in accordance with regulations.

2. Improper paraphrasing: Translating, rewording, or altering sentence structures of another person's work while retaining the original ideas or argumentative structure, without clearly acknowledging the source.

3. Unauthorized use of non-textual data: Using tables, figures, numerical data, images, models, diagrams, research results, or other creative products of others without specific source attribution.

4. Citation fraud: Providing inaccurate information, deliberately misrepresenting the origin of sources, impersonating authors, or supplying incorrect information regarding cited authors.

5. Self-plagiarism: Reusing content from one's own previously published, submitted, or graded assignments, reports, or academic works in excess of 20% of the total content without proper citation or without obtaining approval from the lecturer or the relevant academic unit.

6. Serious infringement of authorship rights: Purchasing or selling academic works, engaging others to produce academic work on one's behalf, or falsely claiming authorship or co-authorship of academic products not created by oneself.

7. Undeclared use of Artificial Intelligence (AI): Using AI tools to generate content, replace core academic tasks, and submitting such content as one's own work without declaration or without the permission of the lecturer or academic supervisor.

8. Technical manipulation to circumvent detection systems: Using technical measures to conceal the actual similarity level, including but not limited to inserting hidden characters, altering text encoding, or using paraphrasing tools to evade detection by plagiarism checking systems.

Violations of the above forms shall be classified based on the similarity index and the nature of the conduct, in order to apply appropriate disciplinary measures as stipulated in Article 11 and Article 12 of this regulation.

Article 6. Similarity Checking Using Plagiarism Detection System

- When conducting assessment activities in the form of reports or projects, lecturers shall use the accounts provided by the University to create classes enabling learners to check the content similarity of their assignments and reports. Lecturers are entitled to use similarity check results as a basis for assessment and grading of such assignments and reports.

- During the period in which learners conduct undergraduate theses, master's theses, or doctoral dissertations, Faculty assistants shall use the accounts provided by the University to create classes enabling learners to check the similarity index and the level of AI usage of their theses, projects, master's theses, and doctoral dissertations

- Supervisors shall be responsible for using similarity check results of undergraduate theses, capstone projects, master's theses, and doctoral dissertations to require learners to revise their work in order to ensure compliance with regulations on plagiarism prevention.

- Educational Testing and Quality Assurance Office (QA Office) shall be responsible for checking the similarity index of undergraduate theses, graduation projects, master's theses, and doctoral dissertations after learners have revised their work following the defense and prior to final submission for library archiving. The plagiarism checking procedures are specified in detail in Appendix 1 and Appendix 2 of this document.

Article 7. Permissible Similarity Index

- The similarity index for all academic products (including assignments, essays, reports, undergraduate theses, projects, master's theses, and doctoral dissertations) shall not exceed 20%. Any academic product with a similarity index exceeding 20% shall be considered technically unacceptable and shall not be eligible for grading, defense, or archival submission. Lecturers may stipulate permissible similarity thresholds for course assignments and reports; however, such thresholds shall not exceed 20%.

- A similarity index below 20% shall not automatically be considered compliant with plagiarism regulations. Learners shall still be deemed in violation and required to revise their

work if one of the following cases applies:

- + The work contains extended verbatim copied passages or multiple consecutive overlapping sections (even if the overall similarity index is below 20%) without proper citation.

- + The work contains improper citation practices or deliberate misrepresentation of source information.

- + Technical measures are used to circumvent detection systems (such as hidden characters or altered text encoding) to falsify similarity check results.

- To ensure substantive evaluation, lecturers and academic units may consider excluding the following contents from the similarity index:

- + Reference lists, mathematical formulas, or standardized technical terminology.

- + Content derived from the learner's own previously published research or scientific articles shall not be considered a violation, provided that the learner submits adequate evidence, complies with regulations on self-citation, and obtains approval from the relevant academic unit.

- AI usage detection results shall serve as reference data for evaluating the learner's level of independent academic contribution. The University shall not rely solely on AI detection tools as the basis for determining violations; instead, professional judgment shall be applied to assess whether AI has replaced the learner's core academic tasks.

- Reports generated by plagiarism detection systems are for identification support purposes only. Supervisors, lecturers, or academic councils shall be the final decision-making authorities regarding whether an academic product constitutes plagiarism, based on substantive content review and professional expertise.

Article 8. Procedures for Similarity Checking

1. For assignments, essays, and reports

- Lecturers or Faculties shall use the accounts provided on the plagiarism detection system to create classes enabling learners to check the content similarity and the level of AI usage of assignments, essays, and reports.

- Learners shall submit their work to the plagiarism detection system in accordance with the requirements set by the lecturers.

- Lecturers shall use the similarity index and AI usage detection results generated by the system as reference data to review and assess the learner's level of contribution to the work, based on the lecturer's professional expertise and academic judgment.

- Relevant reports and records shall be retained for inspection and quality assurance purposes.

2. For undergraduate theses, graduation projects, master's theses, and doctoral dissertations

- Faculty assistants shall create classes on the plagiarism detection system enabling learners to check the similarity index of undergraduate theses, graduation projects, master's

theses, and doctoral dissertations.

- Learners shall proactively check the similarity index and the level of AI usage of their undergraduate theses, graduation projects, master's theses, or doctoral dissertations and discuss the results with their academic supervisors to make necessary revisions to ensure compliance with these Regulations. Prior to submitting dossiers for defense approval, learners and supervisors shall ensure that the permissible similarity thresholds stipulated in Article 7 are met. Detailed plagiarism checking procedures for undergraduate theses, graduation projects, master's theses, and doctoral dissertations are provided in Appendix 1 and Appendix 2.

- Learners shall bear full responsibility and shall provide a written commitment acknowledging their understanding of plagiarism-related violations and confirming non-violation of plagiarism, in accordance with the template provided in Appendix 3.

- Before final archival submission, learners shall submit the revised undergraduate thesis, graduation project, master's thesis, or doctoral dissertation—incorporating feedback from the respective evaluation or defense committees—to the Office of Testing and Quality Assurance for similarity checking. The checking results shall be returned to learners for further revision if the similarity index does not meet the requirements stipulated in Article 7. In cases where the similarity index meets the requirements of Article 7, the Office of Testing and Quality Assurance shall issue a Certificate of Similarity Check Results to the learner.

- For doctoral candidates, plagiarism checking of dissertations shall be conducted at all defense levels, including the Faculty level and the University level.

Article 9. Plagiarism Detection Tools, Subjects of Plagiarism Checking, and Plagiarism Checking Fees

- The University shall provide a system supporting copy detection, plagiarism checking, and AI usage detection through Turnitin or other systems with equivalent functions approved by Rector;

- All undergraduate theses, graduation projects, master's theses, doctoral dissertations, and learners' scientific research works must check plagiarism using the above-mentioned system prior to grading or publication of results, in accordance with the procedures specified in Article 8 of the Regulation.

- QA office shall serve as the focal unit for receiving and deploying the technology, as well as providing comprehensive updates and guidance to all lecturers for checking the similarity index of undergraduate theses, graduation projects, master's theses, and doctoral dissertations prior to archival submission. Specifically:

- + For undergraduate theses, graduation projects, and master's theses: plagiarism checking shall be conducted prior to submission for archiving at the University and at the libraries of Vietnam National University, Hanoi, in accordance with the current guidelines on undergraduate theses and graduation projects implementation and on the implementation and assessment of master's theses issued by VJU.

- + For doctoral dissertations: plagiarism checking shall be conducted prior to the institutional-level defense and prior to submission for archiving at the University, the libraries

of Vietnam National University, Hanoi, and the National Library, in accordance with the current doctoral training regulations of Vietnam National University, Hanoi.

- Plagiarism checking fees: Plagiarism checking via the plagiarism detection system shall be organized periodically by the University in support of its educational and training activities.

+ In cases of mandatory plagiarism checking (prior to defense and archival submission of undergraduate theses, master's theses, and doctoral dissertations) organized by the University, learners shall not be required to pay any fees.

+ In cases where learners voluntarily request plagiarism checking in advance or request re-checking for personal purposes outside the University's official schedule, learners shall bear the checking fees in accordance with the fee rates prescribed by the Rector.

- The fee rates (if applicable) shall be determined in accordance with tuition regulations and the annual internal financial expenditure regulations, as decided by the Rector, and shall be publicly announced prior to each academic year.

Chapter III

HANDLING OF PLAGIARISM VIOLATIONS IN TRAINING

Article 10. Principles of Handling Violations

1. The detection, verification, and handling of plagiarism violations shall be conducted in a serious, open, and transparent manner, ensuring objectivity and compliance with due procedures and regulations of VJU and VNU.

2. All violations shall be reviewed on the basis of clear evidence (including system-generated reports, content comparison, written explanations, etc.). All suspected cases or reports of plagiarism violations shall be examined and handled in a timely manner once sufficient evidence is available. No favoritism, concealment, or discrimination shall be permitted in the handling of violations.

3. Learners shall have the right to provide explanations and shall be notified in writing of the handling results.

4. Disciplinary measures shall be determined based on the nature and severity of the violation, its consequences, the violator's awareness and attitude, and any recurrence of violations.

5. Serious cases shall be reported to the Rector Board, and an Academic Council may be established where necessary.

Article 11. Classification of Violation Levels

1. Minor violations: Cases in which the similarity index is within the permissible threshold (below 20%) but citation errors are present or there are extended overlapping paragraphs requiring revision.

2. Moderate violations: Cases in which the similarity index ranges from 20% to 30%, with portions of copied content lacking proper citation, or paragraph/overall structure resembling

source materials, but not in a complete or systematic manner.

3. Serious violations: Cases in which the similarity index ranges from 30% to 50%, indicating substantial copied content; significant overlap in structure or argumentation; signs of intentional misconduct; multiple consecutive overlapping sections; or evidence demonstrating copying of 30%–50% from one’s own prior publications or from others’ works.

4. Very serious violations: Cases in which the plagiarism rate exceeds 50%, including near-complete copying of a work, copying of theses or dissertations, contract cheating, or abnormal overlap with multiple sources.

5. Any intentional technical manipulation to conceal the actual level of similarity or to distort system-generated checking results (e.g., inserting hidden characters, substituting visually similar characters, altering text encoding, using paraphrasing tools to evade detection, or other algorithm-circumvention techniques) shall be considered serious or very serious academic misconduct, regardless of the similarity index displayed by the system.

Article 12. Handling of Violations

Disciplinary measures shall be applied in accordance with the severity of the violation as follows:

1. For minor violations: A warning shall be issued and the learner shall be required to revise the work. Scores may be awarded depending on the severity of the violation and in accordance with the lecturer’s grading criteria.

2. For moderate violations: The learner shall be required to revise the work; a score of zero (0) shall be assigned if the learner fails to make the required revisions.

3. For serious violations: A score of zero (0) shall be assigned for the entire course; the learner may not be permitted to retake the examination or resubmit the work in the current semester (depending on the severity). A written warning shall be issued and the violation shall be recorded in the learner’s academic dossiers at the training unit.

4. For particularly serious violations: Temporary suspension from study; annulment of results for the course, undergraduate thesis, capstone project, master’s thesis, or doctoral dissertation; revocation of graduation status or degree (in cases discovered after graduation), in accordance with the regulations of Vietnam National University, Hanoi and applicable laws.

5. If the individual is currently enrolled at the University, disciplinary measures ranging from suspension for one (01) year to expulsion shall be imposed. If the individual is not enrolled at the University, QA Office shall notify the relevant place of residence or study for appropriate handling, and report to Rector Board for consideration of additional measures or more severe disciplinary actions in accordance with current regulations.

Article 13. Procedures for Handling Violations

1. Detection of violations: Any individual has the right to submit a report or request for review of plagiarism violations upon detecting such acts. Reports or requests shall be submitted to the course lecturer for course-related assignments, and to QA Office for undergraduate theses, graduation projects, master’s theses, and doctoral dissertations.

2. Verification of information:

- For course assignments: Based on reports or requests for review, the lecturer shall appraise and assess the work using similarity index and AI usage detection reports generated by the plagiarism detection system, and shall make a decision on handling the violation in accordance with Article 12.

- For undergraduate theses, graduation projects, master's theses, and doctoral dissertations: QA office shall verify information from reports or review requests and conduct similarity checking using the plagiarism detection system.

3. Notification and explanation:

- For course assignments: The lecturer shall notify the learner in writing of the violation handling results and allow the learner to submit an appeal if learner disagrees with the decision.

- For undergraduate theses, graduation projects, master's theses, and doctoral dissertations: Verification results shall be notified to the learner, who shall be requested to provide an explanation if learner disagrees with the verification outcomes.

4. Assessment and decision making:

- For course assignments: The lecturer shall conduct assessment and issue a decision concurrently with the verification process. In cases where the learner submits a complaint or explanation, the lecturer shall review such explanation and issue a final decision.

- For undergraduate theses, graduation projects, master's theses, and doctoral dissertations: QA Office shall submit the verification results and the learner's explanation (if any) to the Thesis/Project Evaluation Committee. The Committee shall be responsible for appraising the level of violation and issuing a decision on disciplinary measures in accordance with Article 12.

5. Appeals: In cases where the learner disagrees with the disciplinary decision issued by the lecturer or the Thesis/Project Evaluation Committee, the learner shall have the right to lodge an appeal in accordance with current regulations.

Chapter IV

RESPONSIBILITIES OF INDIVIDUALS AND RELEVANT UNITS

Article 14. Responsibilities of Learners

1. To fully comply with regulations on citation and proper use of references in order to avoid plagiarism. All ideas, concepts, data, or content that are not the author's own must be cited (with appropriate source attribution) to ensure transparency and academic integrity.

2. To maintain honesty in all learning and assessment activities; not to use technical measures to conceal acts of plagiarism.

3. To proactively check their work using the plagiarism detection system when required or permitted. All undergraduate theses, graduation projects, master's theses, doctoral dissertations, and scientific research works of learners must undergo similarity checking using the system approved by the University prior to grading or publication of results.

4. To take full responsibility for the content and data of academic products; not to commission others to complete work on their behalf or to use others' work. Learners shall provide a written commitment prior to the publication of results of their undergraduate theses, graduation projects, master's theses, or doctoral dissertations.

5. To provide truthful explanations when requested by lecturers or the University.

6. To fully participate in mandatory training sessions or workshops on academic integrity.

Article 15. Responsibilities of Lecturers

1. To provide guidance to learners on academic integrity and citation skills.

2. To integrate plagiarism checking requirements into assessment processes for courses, capstone projects, and theses; to clearly stipulate permissible similarity thresholds and plagiarism checking methods in course syllabi or in specific assessment tasks.

3. To use similarity index results and AI usage detection results in the assessment of assignments, reports, essays, undergraduate theses, graduation projects, master's theses, and doctoral dissertations.

4. To notify learners upon detecting suspected violations and to guide them through the explanation process.

5. To prepare written records, reports, and proposals on disciplinary measures in accordance with regulations.

6. To ensure confidentiality of information during the handling of violations in order to maintain fairness.

7. To retain plagiarism checking results in accordance with regulations on the storage of assessment and evaluation records under the testing and assessment regulations.

Article 16. Responsibilities of QA Office

1. To provide guidance to lecturers, Faculties, and academic programs on the implementation of these regulations in teaching, learning, and assessment activities.

2. To check the similarity index of undergraduate theses, graduation projects, master's theses, and doctoral dissertations, and to issue certificates of similarity check results as the request of Academic and Student Affairs Office, for the completion of graduation dossiers and submission for archival storage in the University library.

3. To manage, update, and publicly announce the similarity standards applied at the University; to propose amendments or supplements to these Regulations when necessary, in order to ensure their relevance and effectiveness in practical implementation.

4. To compile, evaluate, and report to Rector on the status and results of the implementation of the regulation.

5. To collect, compile, and archive data on violations for the purposes of accreditation and quality assurance of education and training.

6. To coordinate with Planning and Finance Office in carrying out procedures for

renewing contracts for the purchase or lease of accounts for plagiarism detection systems.

Article 17. Responsibilities of Planning and Finance Office

1. To advise on and allocate financial resources for the maintenance, upgrading, and renewal of licenses for plagiarism detection systems (Turnitin or equivalent tools).
2. To provide financial support for training activities, communication, and the development of guidance materials on academic integrity.
3. To coordinate with relevant units in proposing, appraising, and ensuring funding for projects aimed at enhancing capacity in plagiarism prevention and control.
4. To monitor and supervise the use of funds to ensure they are used for the intended purposes and in an efficient manner, within the scope of assigned responsibilities.

Article 18. Responsibilities of Faculties and Academic Programs

1. To organize the full dissemination of these Regulations to lecturers and learners.
2. To provide guidance and training on skills related to information searching, citation, and reference management for learners and lecturers.
3. To provide materials and guidance on the use of plagiarism detection systems and reference management tools (such as EndNote, Zotero, Mendeley, etc.).
4. To ensure that all academic products (assignments, essays, reports, undergraduate theses, graduation projects, master's theses, and doctoral dissertations) are subject to plagiarism checking in accordance with the regulations.
5. To establish or participate in disciplinary review councils when serious cases arise.
6. To maintain records of violations and submit reports periodically or upon request.
7. To propose improvement measures and provide feedback on practical difficulties in order to further refine and improve these regulations.

Chapter V

IMPLEMENTATION PROVISIONS

Article 19. Effectiveness

1. This regulation replaces Decision No. 700/QĐ-ĐHVN on the Prevention of Plagiarism in Education and Scientific Research at VNU Vietnam Japan University, dated September 30, 2021. This regulation shall take effect from the date of signing.
2. During the implementation process, should any difficulties or issues, relevant units shall report them to QA Office for consolidation and submission to the President for consideration and decision on amendments or supplements in accordance with practical requirements./.

Recipients:

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

**PP. RECTOR
VICE RECTOR**

(signed)

Nguyen Hoang Oanh

Appendix 1. Procedures for Plagiarism Checking of Undergraduate Theses, Graduation Projects, and Master's Theses

1. Checking during the implementation process and before defense

Step 1: The learner contacts the Faculty Assistant to be provided with an account or to have a class created on the plagiarism detection system.

Step 2: The learner logs into the system to check the similarity index and the level of AI usage of the undergraduate thesis, graduation project, or master's thesis. The learner shall use the similarity and AI usage results to revise the work in order to minimize violations of academic integrity, and at a minimum ensure that the overlap of phrases and sentences does not exceed 20%.

Step 3: The learner submits the undergraduate thesis, graduation project, master's thesis, or doctoral dissertation together with the similarity and AI usage check results to supervisor. The learner shall bear full responsibility for the checking results and provide a written commitment in accordance with the template in Appendix 3.

Step 4: The supervisor shall assess academic integrity based on professional expertise and the system-generated reports (similarity index and AI usage level).

Step 5: If the supervisor determines that the level of plagiarism does not violate academic integrity regulations, the supervisor shall sign confirmation on the undergraduate thesis, graduation project, or master's thesis and on the learner's commitment to compliance with plagiarism prevention regulations, allowing the learner to submit the dossier to proceed with defense procedures.

If the supervisor determines that further revisions are required to reduce potential violations, the learner shall continue revising the work and repeat Steps 1 through 5.

2. Post-defense checking and archival submission

Step 6: After the learner has successfully completed the defense of the undergraduate thesis, graduation project, or master's thesis, the learner shall submit the revised version (incorporating feedback from the Evaluation Committee) to QA Office for plagiarism checking.

Step 7: QA Office shall conduct plagiarism checking using the plagiarism detection system and issue a Certificate of Plagiarism Check Results to the learner if the overlap of phrases and sentences does not exceed 20%, within five (05) working days from the date the learner submits the work to the system.

Step 8: The learner submits the Certificate of Plagiarism Check Results and the written commitment to compliance with plagiarism prevention regulations together with the defense dossier to the dossier-receiving unit for graduation procedures and archival submission to the libraries of VJU and VNU.

Notes:

• *Responsibility: Learners shall bear full responsibility for the honesty and integrity of the data and content of their academic work.*

- *Prohibition of circumvention techniques: Under no circumstances may learners use algorithm-circumvention techniques (such as inserting hidden characters or altering text encoding). Such acts shall be considered serious academic misconduct, regardless of the similarity percentage displayed by the system.*

- *Plagiarism checking fees: Mandatory plagiarism checking prior to defense and archival submission organized by the University shall be free of charge. Learners shall only be required to pay fees if they voluntarily request additional checks outside the University's official schedule.*

Appendix 2. Procedures for Plagiarism Checking of Doctoral Dissertations

1. Preliminary checking phase:

During the dissertation development process, doctoral candidates shall coordinate with the Faculty and supervisors to control the similarity index, as follows:

- Step 1: The doctoral candidate contacts the Faculty Assistant to be provided with an account or to have a class created on the plagiarism detection system (Turnitin or another system with equivalent functions approved by the Rector Board.

- Step 2: The doctoral candidate logs into the system to check the similarity index and the level of AI usage. The candidate shall use the similarity and AI usage results to revise the dissertation in order to minimize violations of academic integrity, and at a minimum ensure that the overlap of phrases and sentences does not exceed 20%. The doctoral candidate is permitted to conduct self-checking up to a maximum of three (03) times.

- Step 3: The doctoral candidate submits the dissertation together with the similarity and AI usage check results to supervisor. The candidate shall bear full responsibility for the checking results and provide a written commitment in accordance with the template in Appendix 3.

- Step 4: The supervisor shall assess academic integrity based on professional expertise and the reports generated by the plagiarism detection system (including the similarity index and AI usage level).

Step 5: If the supervisor determines that the level of plagiarism does not violate academic integrity regulations, the supervisor shall sign confirmation for the doctoral candidate to submit the dossier to proceed with procedures for the institutional-level defense.

If further revisions are required to reduce potential violations, the doctoral candidate shall continue revising the dissertation and repeat Steps 1 through 5.

2. Institutional-level defense phase

- Step 6: Before institutional-level defense, the doctoral candidate shall submit the dissertation to QA Office.

- Step 7: QA office shall conduct the official plagiarism checking. If the similarity index does not exceed 20%, the doctoral candidate shall be issued a Certificate of Plagiarism Check Results.

- Step 8: The doctoral candidate submits the Certificate of Plagiarism Check Results and the written commitment to compliance with plagiarism regulations together with the dossier to complete procedures for the institutional-level dissertation defense.

- Step 9: QA office shall forward the plagiarism checking results to the Institutional-level Dissertation Evaluation Committee for consideration and assessment in accordance with the Committee's evaluation criteria.

3. VNU level defense phase

- Step 10: After the institutional-level defense and revision of the dissertation in accordance with the comments of the Evaluation Committee, the doctoral candidate shall repeat the plagiarism checking process from the beginning prior to the official defense at the VJU/VNU Council. This is

to ensure that newly added content does not violate these regulations.

4. Archival submission phase (Post-official defense)

• Step 11: Final checking prior to archival submission: Before submitting the finalized dissertation (revised in accordance with the comments of the University-level Council) for archival storage at VJU's Library, VNU's Library, and National Library, the doctoral candidate shall submit the final version to QA Office for final similarity checking.

Notes:

• *20% threshold: This is the maximum permissible limit. Even if the similarity index is below 20%, the doctoral candidate shall still be required to revise the dissertation if there are extended overlapping passages or improper citation practices.*

• *Use of AI: AI detection results are for reference purposes only. The University shall not rely solely on AI detection results to conclude violations, but shall base its decision on the professional judgment of supervisor or Evaluation Committee.*

• *Responsibility: Doctoral candidates shall bear full responsibility for the honesty and integrity of the data and content of the dissertation. If plagiarism is discovered after the defense, disciplinary measures shall still be imposed, which may include annulment of dissertation results or revocation of the doctoral degree, in accordance with applicable regulations.*

Appendix 3. Template for Commitment to Compliance with Plagiarism Prevention Regulations

SOCIALIST REPUBLIC OF VIETNAM
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**COMMITMENT
TO COMPLIANCE WITH PLAGIARISM PREVENTION REGULATIONS**

To: Rector Board;
Educational Testing and Quality Assurance Office;
Faculty/Academic Program:

Full name:

Student ID:

Class/Cohort:

Major:

Title of thesis/graduation project/dissertation:

Supervisor(s):

I hereby certify that I have read and fully understood the regulations on plagiarism violations of VNU Vietnam Japan University. I solemnly commit, on my personal honor, to the following:

This research result has been conducted independently by myself under the guidance of my supervisor(s) and does not violate the Regulation on the prevention of plagiarism in academic activities at VNU Vietnam Japan University. All ideas, content, data, images, or research results of others used in this thesis/graduation project/dissertation have been properly cited and fully acknowledged in accordance with prescribed citation standards. This thesis/graduation project/dissertation is not the result of contract cheating, purchasing or selling academic works, or any form of academic misconduct. I take full responsibility for the accuracy, integrity, and honesty of the data and content of my thesis/graduation project/dissertation.

In the event of any dishonesty or if plagiarism violations are discovered, I fully accept responsibility and agree to all disciplinary measures in accordance with the regulations of VNU Vietnam Japan University and Vietnam National University, Hanoi (including annulment of course results, revocation of graduation status, or withdrawal of academic degrees if violations are discovered after graduation).

Confirmation by Supervisor(s)
(Signature and full name)

Hanoi, date month year 20...
Student
(Signature and full name)

Please noted that this English translation is for reference purposes only

Notes:

- *This commitment must be signed and submitted together with the dossier for defense approval and the dossier for archival submission to the library.*
- *Supervisor shall sign confirmation based on professional appraisal and plagiarism detection system results to ensure the substantive validity of this commitment.*
- *The core statement in Appendix 3 is mandatory and must not be altered or abridged under any circumstances*