

**МИНОБРНАУКИ РОССИИ**  
**ТОМСКИЙ ГОСУДАРСТВЕННЫЙ УНИВЕРСИТЕТ**

**ПРИКАЗ**

24.05.2016

№ 413/ОД

*О введении в действие  
новой редакции  
Регламента размещения текстов  
выпускных квалификационных работ  
в электронной библиотеке  
Научной библиотеки ТГУ*

В целях выполнения требований Минобрнауки России к процедуре государственной итоговой аттестации обучающихся по основным образовательным программам высшего образования и в связи с изменением параметров доступа пользователей к ресурсу «Антиплагиат»:

**ПРИКАЗЫВАЮ:**

1. Ввести в действие с 24.05.2016 новую редакцию Регламента размещения текстов выпускных квалификационных работ в электронной библиотеке Научной библиотеки ТГУ.
2. Управлению делами (Е.В. Бельская) довести настоящий приказ до сведения деканов факультетов, директоров институтов.
3. Учебному управлению (Е.Ю. Брель) разместить приказ и новую редакцию Регламента на сайте ТГУ в разделе учебного управления.
4. Контроль за исполнением приказа возложить на начальника учебного управления Е.Ю. Брель.

Ректор



Э.В. Галажинский

Annex to the order  
of 24 May 2016 No. 413/OD<sup>1</sup>

**REGULATIONS  
ON STORING TEXTS  
OF FINAL QUALIFYING WORKS  
IN ELECTRONIC LIBRARY OF NR TSU RESEARCH LIBRARY**

Tomsk 2016

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<sup>1</sup> Order on core activity

## **1. General provisions**

1.1 The Regulations on storing texts of final qualifying works in electronic library of NR TSU Research Library (hereinafter – Regulations) are developed with the aim of determining the order for storing final qualifying works (hereinafter – FQW) or abstracts to them, written by students in bachelor's, master's or specialist degree programs, in the electronic library (hereinafter – repository) of NR TSU Research Library.

1.2 These Regulations are developed on the basis of the following documents:

- Federal Law of 29 December 2012 No273-FZ<sup>2</sup> (amended on 31 December 2014) on Education in the Russian Federation;
- The procedure for conducting final state certification on higher education programs – bachelor's, specialist, master's degree programs, established by the Order of the Ministry of Education and Science of the Russian Federation of 29 June 2015 No 636 (as amended by the Ministry of Education and Science of the Russian Federation of 9 February 2016 No 86).

1.3 FQW texts are stored in the repository in compliance with the requirements to the procedure for conducting final state certification of those studying in higher education programs and with the aim of building a database of FQW texts.

1.4. These Regulations and amendments thereto are approved by the order of NR TSU rector.

## **2. Checking FQW texts and permission for defence**

2.1 Before being uploaded in the repository, FQW texts are subject to mandatory checks for plagiarism.

2.2 Text of a FQW, drafted in accordance with the requirements established at NR TSU, is checked for plagiarism by its author using free Web-services (Appendix 1). Instructions on checking texts are given in Appendix 1 to these Regulations.

2.3 The report on checking the paper for plagiarism is submitted by the author to FQW supervisor.

2.4 The following requirements must be observed to get permission for the defence of FQW at the State Examination Board (SEB):

- FQW should be drafted in accordance with the requirements established at NR TSU.
- FQW text should not contain plagiarisms.
- The volume of the original FQW text is not less than that specified by the final state certification program in a certain field of study/specialty.

2.5 The decision about granting permission to defend FQW is made by the coordinator of the Principal Educational Programs (PEP) taking into consideration the results of checking FQW text for plagiarism, FQW supervisor's (adviser's – if

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<sup>2</sup> Federal Law

applicable) opinion, and reviewers' opinions – for specialist and master's degree students. The procedure of granting permission for defence is carried out in accordance with NR TSU bylaw.

2.6 The decision on granting permission to defend FQW should be typed on the title page in the form of resolution “ДОПУСТИТЬ К ЗАЩИТЕ В ГЭК” (“PERMISSION FOR DEFENCE AT SEB IS GRANTED”) and signed by PEP coordinator.

### **3. Storing FQW texts in the repository**

3.1 In compliance with the legislation of the Russian Federation, FQW texts containing national security information are stored in the repository only in the form of abstracts. Abstract is a brief description of FQW prepared by student in the Russian language. Along with the heading “ABSTRACT”, it includes information about the author of the work (full name, department, faculty, autonomous PEP), its title and structure, illustrations and appendices (if applicable), information about the subject, aims and objectives of the research, research methods that were used, general results and possible ways of their practical implementation.

3.2 FQW texts, containing manufacturing, technical, economic, organizational and other information including intellectual property in the sphere of research and technology, that have actual or potential commercial value by virtue of non-public nature are stored in the repository excluding some parts upon the decision of the rights holder.

3.3 FQW texts that do not fall within the scope of paragraphs 3.1 or 3.2 of these Regulations are stored in the repository in full.

3.4 The decision on whether to store FQW in the repository in full, excluding some parts or in the form of an abstract is made by the PEP coordinator.

3.5 FQW title page with signatures of its author, FQW supervisor (adviser – if applicable) and PEP coordinator are to be scanned and included in FQW text in pdf format.

3.6 The report on checking FQW text for plagiarism is added to FQW file after the last page of appendices. Instructions on adding the report to FQW text are provided in the Appendix 2 to these Regulations.

3.7 Students who were granted permission to defend their FQW upload the electronic version of their FQW (or abstract in instances stipulated by paragraph 3.1) in the repository on their own no later than 2 days before the defence. Instructions for storing FQW texts and abstracts in the repository are given in the Appendix 3 to these Regulations. Students are personally responsible for observing established deadlines of uploading FQWs in the repository.

3.8 FQW author bears responsibility for the content, authenticity and identity of FQW file uploaded in the repository with the printed version. The storage of FQW in the repository is controlled by FQW supervisor (research supervisor - for master's degree).

3.9 The Department of Digital Library of TSU Research Library bears responsibility for the availability of FQW texts on the website of the TSU E-Library (repository).

3.10 In case an incorrect file is uploaded in the repository, the author of FQW must notify the secretary of SEB, where the defence is scheduled, of the case and send the secretary the correct FQW file in accordance with the requirements of the paragraphs 3.5 and 3.6 of these Regulations. After receiving such a notification, SEB's secretary must contact the Department of Digital Library of TSU Research Library for the purpose of making the necessary changes.

3.11 In case FQW file is not available in the repository at the time of defence, its author should submit a notification about uploading FQW in the repository to SEB.

#### **4. Storage of FQW texts and access to them**

4.1 Record of all information materials provided for storing in the repository is carried out by a NR TSU Research Library member staff responsible for the accuracy of storing FQW texts.

4.2 Materials are stored in the repository on a permanent basis.

4.3 Electronic versions of FQW texts or abstracts to them are available to all categories of Internet users.

## Checking a paper for plagiarism

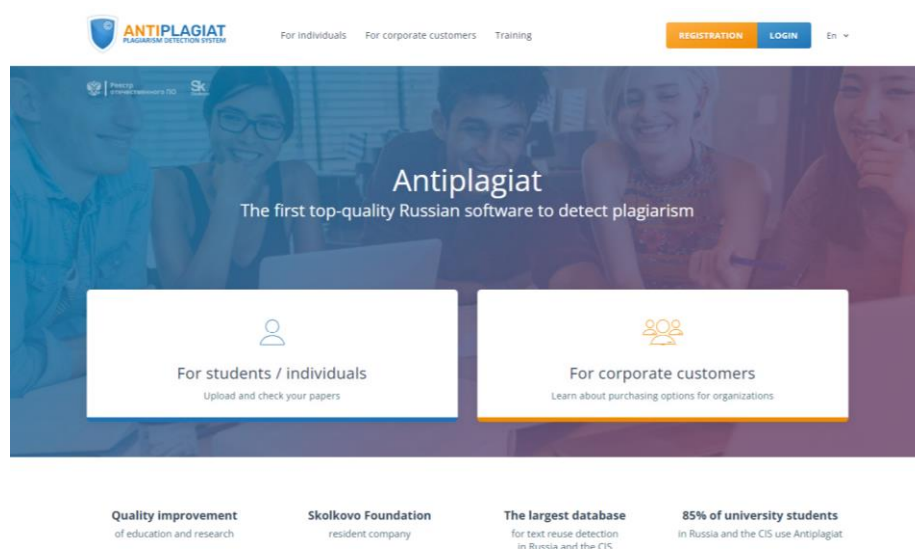
To check FQW text for plagiarism either of the following services may be used:

### 1. Antiplagiat ([www.antiplagiat.ru](http://www.antiplagiat.ru)).

The service is designed to check text documents for plagiarism. As a result of the scan, users receive short reports containing information about the sources and characteristics of reused text on respective sources.

Service's tools are available for users in user's account. User's account is created for each user at the moment of registration on the site.

To check the paper for plagiarism, go to the site by typing the site address [www.antiplagiat.ru](http://www.antiplagiat.ru) in the browser's address bar.



Pic.1 Main page of Antiplagiat website

### 1.1 Registration

Before starting to work, the user must be authenticated on the site. If you are already registered on the website, then you just need to log in.

To register:

1. Open registration window by clicking the REGISTRATION button on the main page.

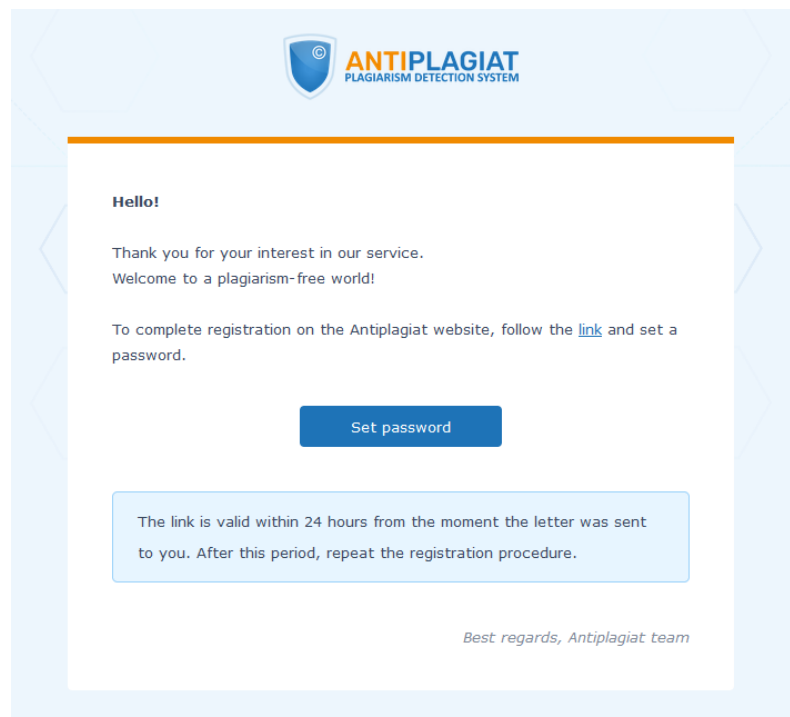


Pic.2 REGISTRATION and LOGIN buttons are in the top right corner of the webpage

2. Enter your email in the pop-up window and click SIGN UP. Before completing the registration, you will be asked to review the User Agreement. Checking “I agree to the terms and conditions...” means that you have read and agree to the terms and conditions of the User Agreement. (see pic.3)

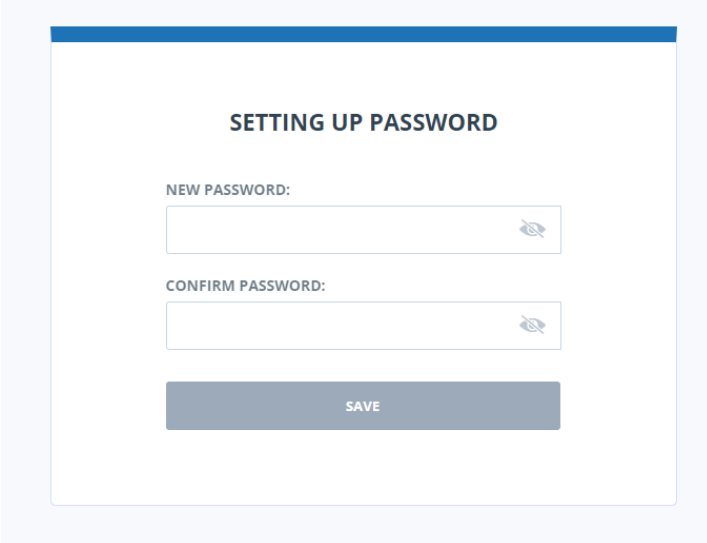
Pic.3 Initial registration form

3. After a while, a welcome letter with information on signup completion will be sent to your email from Antiplagiat service containing a link to the password setting page (see pic.4)



Pic.4 An email with a link to the password setting page

4. Enter the password in the pop-up window twice and click SAVE. There is also an option to make sure that the password is entered correctly: click the Show password button (eye icon) to view the symbols instead of dots (see pic.5)



The image shows a 'SETTING UP PASSWORD' window. It has a title bar at the top. Below the title, there are two input fields. The first is labeled 'NEW PASSWORD:' and the second is labeled 'CONFIRM PASSWORD:'. Each input field has a small eye icon to its right, which is used to toggle the visibility of the password. Below the input fields is a dark grey button labeled 'SAVE'.

Pic.5 Password setting window

5. Once the registration is complete, you can log in and start using the web-service. If the email address has been used for registration on the site before, you will not be able to register with this email again. In this case you need to log in to get access to your account. If you do not get a welcome letter for a long time, try the procedure again and make sure that the email address is entered correctly.

## 1.2 Login and logout

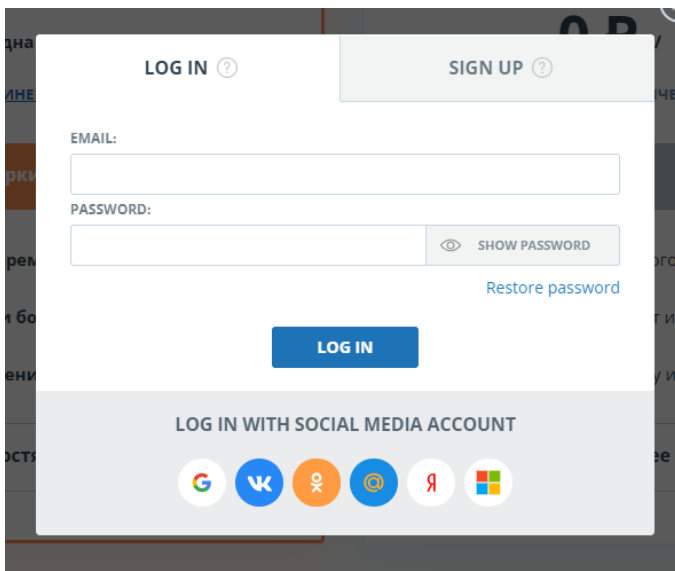
Registered users access their users' accounts by clicking the LOGIN button (pic.6)



Pic.6 REGISTRATION and LOGIN buttons are in the top right corner of the webpage

Enter your email address and password to get access to your account.





Legend:

- 1 – field for entering email address
- 2 – field for entering password
- 3 – social media icons that allow you to log in with your social media account respectively
- 4 – show password button (eye icon)
- 5 – restore password button
- 6 – log in button

Pic.8 Log in window

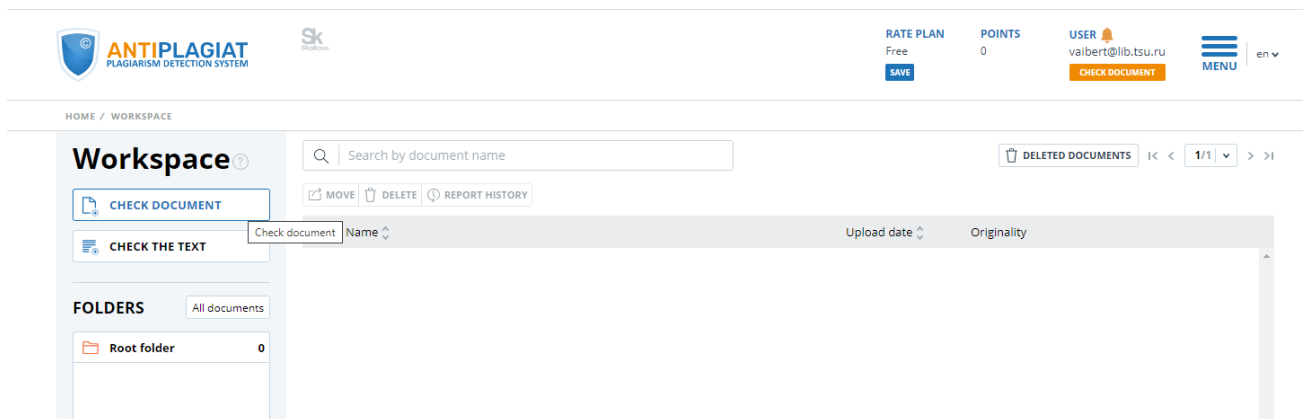
To log out, click the MENU button in top right corner of any page and select the LOG OUT option.

You may use your social media accounts to log in.

To restore your password, click at the Restore password link.

### 1.3 Adding a document

Click the CHECK DOCUMENT button to add the FQW text subject to checking (pic.9).

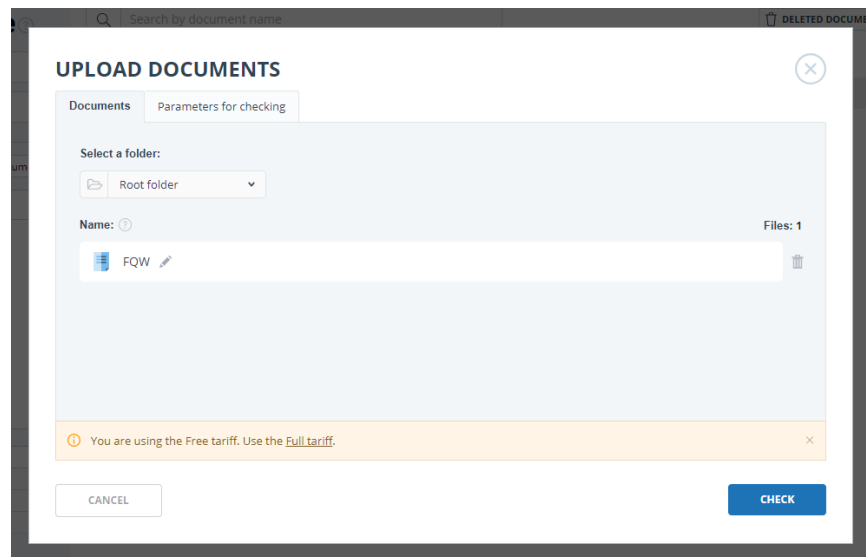


Pic.9 Add document by clicking the CHECK DOCUMENT button

Then click the UPLOAD DOCUMENT button and select the FQW file on your computer via the appeared browser window and click the OPEN button.

Please, note that when using the Free tariff, the permissible document formats are pdf and txt. Also, the size of the uploaded file should not exceed 15 MB.

When the file for uploading is chosen, the window for launching the document check for plagiarism will open (pic.10).



Pic.10 Window of the parameters of storage and checking the document

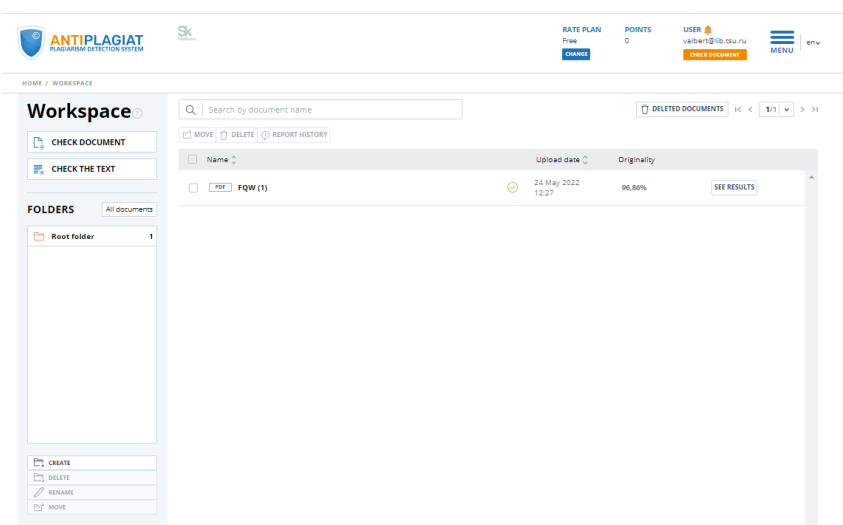
First, select the corresponding document type from the drop-down list in the appeared window.

Second, click the CHECK button.

Note. By default, the uploaded document is checked through the databases that are available for free.

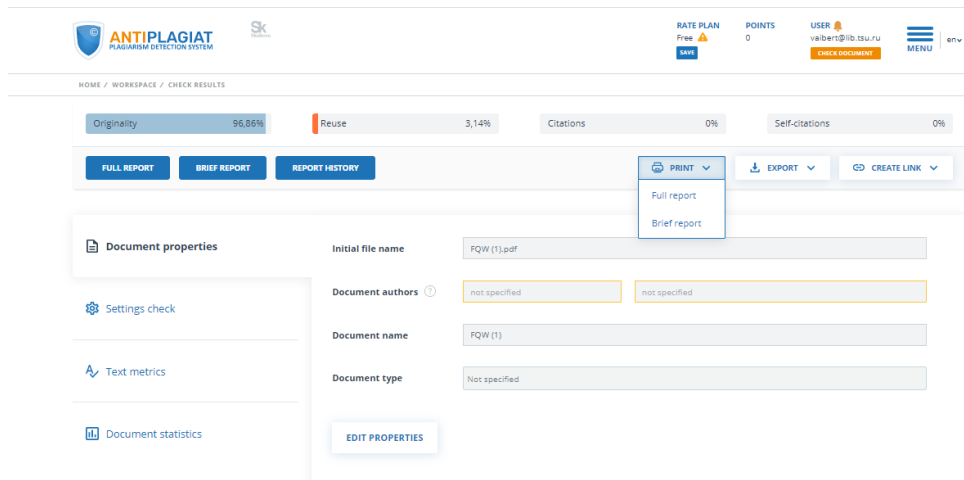
#### 1.4 Downloading the report on FQW check

When checking is over, FQW file name will appear in the section of checked documents (pic.11).



Pic.11 A list of checked documents in the DOCUMENTS section.

Then click the PRINT button and select BRIEF REPORT as only a brief report option is available with the Free tariff (see pic.12)

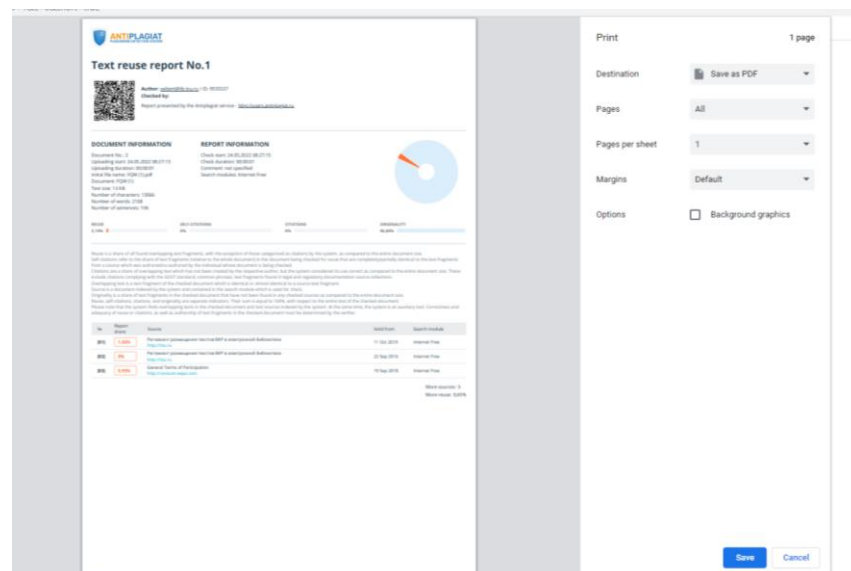


Pic.12 Generation of text reuse report

Save the report on your computer in pdf format according to the following steps:

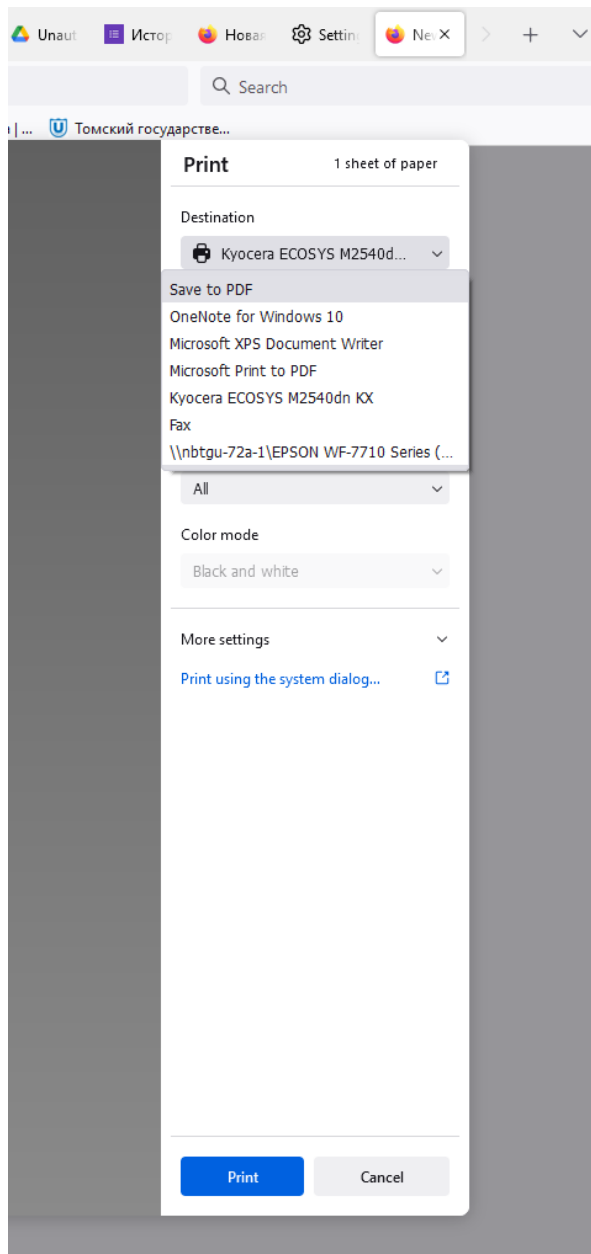
1. Depending on the browser:

- **Google Chrome:** click PRINT in the browser menu (or right mouse button, or Ctrl+P shortcut). In the pop-up window in the DESTINATION field select Save as PDF (Pic.13) and click the SAVE button, specify the place of storage of the file on your computer.



Pic.13 Google Chrome pop-up window for printing documents

- **Mozilla Firefox:** click PRINT in the browser menu. Then select Save to PDF from the DESTINATION drop-down list in the pup-up window (Pic.14).



Pic.14 Mozilla Firefox pop-up window for printing

## 2. **ExactusLike** (<http://like.exactus.ru/index.php/ru/>).

As well as Antiplagiat, ExactusLike, developed by the Institute for System Analysis of the Russian Academy of Sciences, is designed for checking text documents for plagiarisms. As a result, users receive reports containing information about the sources and the volume of reused text. This web-service does not require registration.

### 1.1 Adding a document

Click the SELECT FILE button to add the FQW text subject to checking (pic.16), select FQW file in a pop-up browser window and click OPEN.

Exactus Like Plagiarism detection in scientific texts<sup>β</sup>

Input text:

...or upload a file:  
File is not chosen... [Select file...](#)

Publication year: 2022

Select collections

- All collections
- Essays
- Abstracts of theses
- International conferences
- PubMed
- Russian Wikipedia
- Russian conferences
- International journals
- Russian journals
- Encyclopedias
- English Wikipedia

[Check by advanced Rucont's collections list](#) [Analyze](#)

Pic.16 Adding a document

Then indicate the publication year and check All collections option in the Select collections section. Click the ANALYZE button to finish the procedure of adding FQW text in the service.

## 2.2 Downloading the report on FQW check

Save the report that will appear in the same browser window on your computer in pdf format as described in the paragraph 1.4 of the Appendix 1.

**Adding the text reuse report to FQW file.**

The text reuse report provided by either of the web-services and saved in pdf format should be added to FQW file saved in pdf format as well. The files are merged with Adobe Acrobat Standard license program or other programs or online services with the option of inserting pages in pdf files (such as PDF Binder, PDF Hammer, Perfect PDF Reader, <https://docupub.com/pdfmerge/>, <https://smallpdf.com/merge-pdf>, [http://www.ilovepdf.com/merge\\_pdf](http://www.ilovepdf.com/merge_pdf) and others available for free in the Internet with step-by-step instructions).

## **Instructions on completing the form for storing FQW in TSU e-library (repository)**

The following steps should be taken to upload FQW text in TSU e-library (repository):

1. Open the form for storing final qualifying works (FQW) available at <http://vital.lib.tsu.ru/cgi-bin/submit.cgi>.
2. Upload the FQW file in .pdf format (the size should not exceed 100 Mb) that includes scanned title sheet and a report about checking FQW text for the volume and accuracy of citations. To do that click “Choose a file” button, choose it and click “Upload”.
3. Complete the form to draw up the bibliographic description of FQW:
  - the title;
  - year (when FQW was written);
  - FQW form (choose from the list);
  - author’s full name;
  - training program code;
  - thesis supervisor’s full name;
  - thesis adviser’s / co-supervisor’s full name (if available);
  - faculty (institute, autonomous principal educational program) – choose from the list.
4. Check the entered data for errors by clicking the “Preview” button
5. If necessary, click the “Edit” button
6. Activate the option “Submit” to transfer data to repository
7. Save the text of notification with a unique ID of the uploaded file (Pic. 1)

### **Your file is uploaded**

Publication ID – **valet-20170329-115923**

Your application for storing the resource in TSU e-library (repository) will be considered.  
In case there are some changes concerning your application, you will be informed by e-mail.  
**Make a copy of this message.**

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Pic.1 Notification about uploading FQW in the repository