

**MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
TERNOPIL VOLODYMYR HNATIUK
NATIONAL PEDAGOGICAL UNIVERSITY**

APPROVED

by the Academic Council of the
university

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Rector



Buyak B. B.

REGULATIONS

**on the prevention and detection of plagiarism and other types of academic dishonesty in
educational and research work of applicants for higher education in
Ternopil Volodymyr Hnatiuk National Pedagogical University**

Ternopil, 2018

I. General provisions

1.1. Regulations on the prevention and detection of plagiarism and other types of academic dishonesty in the educational and research work of applicants for higher education in Ternopil Volodymyr Hnatiuk National Pedagogical University hereinafter – TNPU Regulations) were developed in accordance with article 32 of the Law of Ukraine on Higher Education of 1st July, 2014 No.1556-VII, which states that higher education institutions are required to take action, including through the introduction of appropriate measures by means of the latest technology to prevent and detect academic plagiarism in research works of scientific, scientific and pedagogical, pedagogical, other workers and applicants for higher education bringing them to disciplinary action and also in accordance with the Civil Code of Ukraine, Law of Ukraine “On Copyright and Related Rights” of 23rd December, 1993 No. 3792-XII, other normative documents and the Statute of Ternopil Volodymyr Hnatiuk National Pedagogical University, TNPU Internal Regulations, Regulations on the Organization of the Educational Process of Ternopil Volodymyr Hnatiuk National Pedagogical University, Ukrainian (“Regulations on Preventing Plagiarism and Introducing the Practice of Proper Citation in the Educational Process of National University of “Kyiv-Mohyla Academy””, “Regulations on Preventing Plagiarism and Introducing the Practice of Proper Citation in the Educational Process of Ukrainian Catholic University”, “Vasyl Stefanyk Precarpathian National University”, “Honor Code of National Technical University of Ukraine “Igor Sikorsky Kyiv Polytechnic Institute”) and international experience of plagiarism prevention.

1.2. This Regulation:

- regulates the application of the general principles and rules of scientific ethics in the written works and scientific researches of applicants for higher education of all educational qualification levels and forms of study, postgraduate students, doctoral students of TNPU;
- recognizes academic and professional ethics and respect for copyright as key principles of the organization of the educational process and research and aims to promote the introduction of the practice of proper citation by fixing the definition of plagiarism, other forms of academic dishonesty, methods of preventing its presence and spreading the facts of plagiarism, as well as the consequences of its perpetration within TNPU;
- aims at improving the quality of the organization of the educational process, the level of discipline of higher education students in the performance of educational tasks in the form of written work, as well as ensuring compliance with the requirements of students of the undergraduate, postgraduate and doctoral students of TNPU for the design of written works and research and establishing responsibility for their violation.

II. Definition of plagiarism and other types of academic dishonesty

2.1. For the purposes of this Regulation, the following terms shall apply:

- *Applicants for Higher Education* – persons who study at a higher education institution at a certain level of higher education for the purpose of obtaining the appropriate degree and qualification (Article 1 of the Law on Higher Education of 1st July, 2014 No. 1556-VII)
- *Plagiarism* – the publication (presentation), in whole or in part, of another's work under the name of a person who is not the author of this work (Article 50 of the Law on Copyright and Related Rights of 23rd December, 1993 No. 3792-XII).
- *Academic plagiarism* – deliberate reproduction by a higher education applicant of a written or electronic work of someone else's work, published in paper or formally published on electronic media, in whole or in part, under his / her name without reference to the author (Article 69 of the Law on Higher Education of 1st July, 2014 No. 1556-VII);

- *Written work* of the higher education applicant – any written assignment performed by them in TNPU within the educational process during the intermediate or final control of knowledge in accordance with the curriculum of the discipline, as well as during the state exams. Written papers include abstracts, tests, summaries, term papers, bachelor's and master's theses, reports on the results of practice, etc.;

- *Citation* – a relatively short excerpt from a scientific, methodical or any other published work that is used, with a mandatory reference to its author and citation source, by another person in their work in order to make their statements clearer, fix similar solutions for further modernization, demonstrate previous research results from other authors, or refer to another author's views in authentic formulation. (Article 1 of the Law of Ukraine “On Copyright and Related Rights” of 23rd December, 1993 No. 3792-XII);

- *Publication* is the submission by the employee of their work to the teacher (at the chair) or their public presentation; public disclosure of the results of scientific research in the form of publication on paper or electronic resource and in the media or submission of these results to the chair, dean/directorate, rectorate, departments of TNPU, etc. or their public presentation, made with the consent of the author or other sub copyright and (or) related rights is an act that first makes a work accessible to the public by way of publication, public performance, public display, public demonstration, public notice, etc. (Article 1 of the Law on the Author and Related Rights of 23rd December, 1993 No. 3792-XII).

2.2. Plagiarism is considered:

- verbatim reproduction or copying of a text (a sequence of at least three sentences) from books, articles, online resources or other sources without clearly distinguishing the copied text and citing the author (source);

- paraphrase parts of the text of other authors by changing the order of the words or following the structure of their argument without reference to the source;

- making minor edits to the copied material (reformulation of sentences, changing the order of words in them, etc.) and without proper citation;

- publication of a work written by a third party upon request of a higher education applicant;

- copying the work of other applicants for higher education;

- compilation – creating a large array of text by copying it from various sources without editing it, referencing authors and “masking” by writing transitional sentences between the copied parts of the text.

2.3. Other types of academic dishonesty besides plagiarism include the following:

- *fraud*, namely:

• falsification or fabrication of information, scientific results and subsequent use of them in academic work;

• falsification of signatures in official documents (records, acts, reports, agreements, etc.);

• the use of prohibited auxiliary materials or equipment (cheat sheets, microphones, phones, tablets, etc.) during control measures;

• references to sources not used in the work;

• copying (replication) when compiling any type of final or current control;

• passing of procedures of control of knowledge by false ways;

• handing over the same work by different persons (with the same content);

- *unauthorized cooperation*, namely:

• assisting in the act of academic dishonesty – intentional and deliberate help or attempt to help another person to commit an act of academic dishonesty;

- acquisition from other persons or organizations with subsequent presentation as their own results of educational and scientific activity (reports, abstracts, control, calculation, course, diploma and master's theses, essays, articles, monographs, manuals, etc.);
- *offering or receiving wrongful remuneration* when evaluating the results of successful completion of training or research tasks;
- *use of family or business relationships* to get a positive or higher rating when drawing up any type of control or work excellence.

III. List of papers and procedure for their verification for academic plagiarism

3.1. University academic plagiarism verification is aimed at:

- educational (term paper, abstracts, etc.), qualification works of applicants for higher education of I-II degrees of higher education (bachelor, master), articles, other publications. The control of verification of the above-mentioned materials is carried out by the heads of departments;

- manuscripts of articles coming to the editorial boards of scientific journals or organizing committees, scientific (annotated) reports.

- dissertations and abstracts for the degree of Doctor of Philosophy, Doctor of Sciences. The verification is carried out by the secretaries of the specialized scientific boards.

The deans of faculties, the chief editors of scientific journals, the heads of specialized scientific boards, heads of structural units organize the verification of the above mentioned materials;

3.2. Verification for academic plagiarism is carried out at the stage of submission of materials for consideration at the meeting of the department, editorial board, academic council of the structural unit, specialized council. Verification works are submitted electronically by the authors in the following formats: *.doc, *.docx, *.rtf.

3.3. This Regulation sets the following indicators of originality of texts:

- **the text is considered original** (high uniqueness), the work is allowed to defend or publish **70% - 100%;**

- **the originality is satisfactory** (average uniqueness), it should be verified that there are references to the original sources, the work needs refinement and recheck **50% - 69%;**

- **originality is unsatisfactory** (low uniqueness), it must be verified that there are references to the original sources, the work is rejected without the right of further consideration **less than 50%.**

3.4. According to the results of the verification, the author (authors) of the work is provided with a certificate (electronic report from the anti-plagiarism system), which is attached to the work during defense (the page with the specified percentage of the author's text is printed).

3.5. In the event of disagreement with the results of the review, the author (s) of the work (s) have the right to appeal. The appeal is submitted to the dean of the relevant faculty (for students) within three days after the results of the examination are announced. In this case, on the instructions of the rector (dean), a commission is set up to consider the appeal, which must consider the appeal statement within a week after the commission is created. When considering appeals of the results of the examination of educational and qualification work of applicants for higher education degrees of “bachelor”, “specialist”, “master”, the representative of the student self-government body is obligatory to be involved in the Appeal Committee.

The date, place and time of the meeting of the Appeal Committee shall be notified to the applicant by means of communication at least within two working days. If the applicant does not attend the commission meeting, then the issue is considered in their absence.

The Appeal Committee may be held in several stages if additional clarifying information is required.

The results of the meeting of the Appeal Committee shall be formulated in the appropriate minutes.

3.6. In some cases, the commission on the facts of academic plagiarism may also be created by the official order of the rector on the submission of the vice-rector for scientific (scientific and pedagogical) work. Such commission may include qualified experts (with the consent) who are not employees of the University.

IV. Software and technical means for academic plagiarism verification

4.1. Software and technical means for verification of academic plagiarism is an auxiliary means of verification of works for the detection of facts and the amount of unlawful borrowings in the submitted work.

4.2. The check of the materials mentioned in paragraph 3.1. is carried out directly by:

- applicants for higher education;
- executive secretaries of scientific journals and conferences;
- scientific secretaries of specialized scientific councils;
- research department.

4.3. Scientific works are verified for academic plagiarism using software tools with the Moodle distance learning system (for undergraduates and graduates), other types of work are verified by the anti-plagiarism programs (StrikePlagiarism, Unicheck, Etxt Antiplagiat, etc.).

The final decision takes into account the specificity of the work, which is verified for the presence of academic plagiarism (field of knowledge, specialty), type of work (article, monograph, textbook, dissertation, thesis, etc.) and its uniqueness.

V. Authors' and officials' responsibility for academic plagiarism

5.1. The commission's finding of poor originality of uniqueness is a ground for refusing to provide a recommendation to print or to submit these materials for revision. (paragraph 3.3. of the Regulations).

5.2. The low percentage of originality of the works of the bachelor's, master's degree students is the reason for the commission's decision not to defend and send the materials for revision or issuance of a new variant of the task.

5.3. In case of use of the borrowed material without reference to the author or the source of the borrowing, the candidate's or doctoral dissertation is withdrawn from consideration regardless of the stage of its consideration without the right of defense.

5.4. Detection of plagiarism in the works of doctoral students, postgraduate students, applicants for a scientific degree may be the basis for consideration by the attestation committee of the question of the expediency of a further stay of the person in graduate school (doctoral studies) or the exclusion of the applicant from the department.

5.5. Detection of plagiarism of scientific and pedagogical staff of the University may be taken into account during the contract extension.

5.6. The establishment of plagiarism facts in the already published works of doctoral students, postgraduate students and applicants for a scientific degree is the reason for prohibiting the author to include such works in the list of their scientific and methodical publications.

5.7. In accordance with the rules laid down in part 6 of article 6 of the Law of Ukraine “On Higher Education”, thesis (scientific reports) made by the applicant for a scientific degree are allowed for defense. Detection of academic plagiarism in theses (scientific report) submitted for defense is a ground for refusal to award a corresponding scientific degree.

The identification of academic plagiarism in a defended thesis (scientific report) is the basis for the cancellation of the decision of a specialized scientific council to award a scientific degree and the issue of a corresponding diploma. If the thesis (scientific report) in which academic plagiarism is found has been defended in a permanent specialized scientific council, the scientific advisor, the official opponents who have given positive conclusions about the scientific work, and the chairman of the respective specialized scientific council are deprived of the right to participate in the work of specialized scientific councils for a period of two years, and the institution of higher education (scientific institution) is deprived of accreditation of the relevant permanent specialized scientific council and the right to create one-time specialized scientific councils for one year. If the thesis (scientific report), in which academic plagiarism was found, was defended in a one-time specialized scientific council, the scientific advisor, the members of this council and official opponents who gave positive conclusions on the scientific work, are deprived of the right to participate in the work of specialized scientific councils for a period of two years, and the higher education institution (scientific institution) is denied the right to create one-time specialized scientific councils for a period of one year.

The decision of the specialized scientific council to award a scientific degree in case of academic plagiarism is canceled by the National Agency for Higher Education Quality Assurance upon the submission of the Ethics Committee in accordance with the procedure established by the Cabinet of Ministers of Ukraine and may be appealed in accordance with the legislation.

VI. Final provisions

6.1. The Regulations shall enter into force on the date of its approval by the order of the rector.

6.2. All amendments to the Regulations shall be considered and approved at the meeting of the Academic Council and approved by the order of the rector of the University.

6.3. The responsibility and control over the implementation of the Regulations is taken by the officials of the University in accordance with their functional responsibilities.