

**MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE  
KHMELNYTSKYI NATIONAL UNIVERSITY**

**APPROVE**

Rector of Khmelnytskyi National University  
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**REGULATIONS**

**On the system for ensuring academic integrity in Khmelnytskyi National University**

**ADOPTED**

Academic council of Khmelnytskyi National  
University  
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Khmelnytskyi

## **Preamble**

Khmelnyskyi National University (hereinafter - the University) is a multidisciplinary educational-scientific-industrial and socio-cultural complex that combines traditions and innovations in education, and scientific research in the formation of a single space of culture of the individual and society. One of the important priorities of the University's activities is the education of a new generation of youth on the principles of integrity and justice.

At the University, along with the priority of academic values, the ideal of a harmonious and highly moral personality is formed in the minds of students, teachers and employees. Therefore, among various measures to improve the quality of the University's educational activities, the latest technologies are being introduced to detect cases of plagiarism in the works of scientific, scientific-pedagogical, and pedagogical employees, employees and students, and to prevent such cases.

## **1 General provisions**

1.1 The Regulations on the system of ensuring academic integrity at Khmelnytskyi National University (hereinafter referred to as the Regulations) were developed in accordance with the Law of Ukraine "On Higher Education", the Law of Ukraine "On Education", the Law of Ukraine "On Prevention of Corruption", the Law of Ukraine "On Copyright and Related Rights" taking into account Letters of the Ministry of Education and Science of Ukraine dated 10/23/2018 No. 1/9-650 "Regarding recommendations on academic integrity for higher education institutions", dated 08/15/2018 No. 1/11-8681 "Recommendations on the prevention of academic plagiarism and its detection in scientific works (abstracts, dissertations, monographs, scientific reports, articles, etc.), dated 20.05.2020 No. 1/9-263 "On the issue of avoiding problems and errors in the practices of ensuring academic integrity", recommendations of the National Agency for Quality Assurance of Higher Education for higher education institutions regarding the development and implementation of the university system of ensuring academic integrity (NAQAHE decision dated October 29, 2019, protocol No. 11), Methodological recommendations of the National Agency for the Prevention of Corruption dated April 2, 2021 No. 5 "Regarding the application of certain provisions of the Law of Ukraine "On the Prevention of Corruption " regarding the prevention and settlement of conflicts of interest, compliance with restrictions on the prevention of corruption", the Statute of Khmelnytskyi National University, Regulations on the system of internal assurance of the quality of educational activities and the quality of higher education at Khmelnytskyi National University, Regulations on the admissions committee of Khmelnytskyi National University, Regulations on the organization of the educational process at the Khmelnytskyi National University, Regulations on the certification of higher education applicants at the Khmelnytskyi National University, Regulations on monitoring and evaluation of the results of higher education applicants at the Khmelnytskyi National University, Regulations on the participation of stakeholders in the procedures for ensuring the quality of educational activities and the quality of higher education at the Khmelnytskyi National University, Regulations on the prevention of conflict situations

and their settlement at the Khmelnytskyi National University, Regulations on the procedure for the prevention and settlement of potential and real conflicts of interest in the activities of officials of the Khmelnytskyi National University, etc.

1.2 The purpose of these Regulations is to establish basic principles for preventing, and hindering manifestations of academic dishonesty and stopping such facts through training, guidance and mentoring, as well as through the creation of a positive, favorable, and virtuous educational and scientific environment at the University.

1.3 The regulations are a component of the regulatory framework of the system of internal assurance of the quality of educational activities and the quality of higher education at the University, it is applied in the part that does not contradict the current legislation and the regulatory framework of the University.

## 2 Glossary

**Author** is a person who wrote any paper, work, etc. or developed some plan, project, or product.

**Academic integrity** is a set of ethical principles and rules defined by law that must be followed by participants in the educational process during learning, teaching, and carrying out scientific (creative) activities to ensure trust in the results of studies and/or scientific (creative) achievements.

**Academic plagiarism** is a type of violation of academic integrity, during which the publication (in part or in full) of scientific (creative) results obtained by other persons as the results of one's own research (creativity) and/or reproduction of published texts (published works of art) of other authors is carried out without indication of authorship". Academic plagiarism is considered a violation of the ethical norms of the academic community.

**Appeal** - (lat. appellatio - appeal) - a form of appeal by a participant in the educational process against decisions regarding the initial, current, final assessment of educational achievements of students of higher education or turning to someone or something for support or advice to revise previous decisions.

**Applicants for higher education** are persons who study at a higher education institution at a certain level of higher education with the aim of obtaining an appropriate degree and qualification.

**Abuse of power or official position** - deliberate use of power or official position contrary to the interests of the service, with the aim of obtaining any unlawful benefit for oneself or another natural or legal person, if this caused significant damage to rights, freedoms, and interests individual citizens or state or public interests, or interests of legal entities that are protected by law.

**Abuse of influence** - an offer, promise or granting of an unlawful benefit to a person who offers or promises (agrees) for such a benefit or for providing such a benefit to a third party to influence the decision-making by a person authorized to perform state functions.

**Qualification work** is educational and scientific work that can be expected at the final stage of obtaining a certain level of higher education to establish the compliance of the acquired learning results (competencies) with the requirements of higher

education standards.

Forms of qualification work: diploma thesis (project), dissertation work, public demonstration (defense), collection of scientific articles, combination of various forms of the above mentioned, etc.

**Lexeme** - (from the Greek - "word", "expression", "idiom") - a word as an independent unit of meaning, which in linguistics is considered as a set of all forms and meanings.

**Non-objective assessment** is a type of violation of academic integrity, during which there is a "deliberate overestimation or underestimation of the learning outcomes of applicants for higher education."

**Deception/forgery** is a type of violation of academic integrity, the essence of which is "providing knowingly false information about one's own educational (scientific, creative) activity or the organization of the educational process.

**Publication** (disclosure to the public) **of a work** is an action carried out with the consent of the author or other subject of copyright and (or) related rights, which makes the work available for the first time through publication, public performance, public display, public demonstration, public notification, etc.

**Plagiarism** is publicizing (publishing), in whole or in part, someone else's work under the name of a person who is not the author of this work.

**Potential conflict of interest** - the presence of a person's private interest in the field in which he or she performs his or her official or representative responsibilities, which may affect the objectivity or impartiality of his or her decision-making or the performance or non-performance of actions during the performance of these powers.

**Private interest** - any property or non-property interest of a person, including those caused by personal, family, friendship or other extra-professional relations with natural or legal persons, including those arising in connection with membership or activity in public, political, religious or other organizations.

**Provocation of bribery** - actions by an official to incite another person to offer, promise or provide an improper benefit or accept an offer, promise or receive such a benefit, to later expose the person who offered, promised, gave an improper benefit or accepted the offer, promise or received such a benefit.

**Self-plagiarism** is a type of violation of academic integrity, during which "disclosure (in part or in full) of one's own previously published scientific results as new scientific results" is carried out.

**Anti-Plagiarism System** is the university's own system for the prevention and detection of plagiarism in the works of students of higher education and scientific degrees, scientific, scientific-pedagogical, pedagogical employees and other employees of the University.

**Official negligence** is a non-performance or improper performance by an official of his or her official duties due to a dishonest attitude towards the duties, which caused significant damage to the rights, freedoms, and interests of individual citizens, state or public interests or the interests of individual legal entities protected by law.

**Officials** - persons who permanently or temporarily occupy positions related to the performance of organizational-administrative or administrative-economic functions or perform such functions under a special authority granted to a person by another

official of an institution, organization, court or law.

**Official forgery** is drawing up and issuing knowingly false official documents by an official, entering knowingly false information in official documents, other forgery of official documents.

**Cribbing** is a type of violation of academic integrity, during which "the performance of written work involving external sources of information, other than those permitted for use, in particular during the evaluation of learning outcomes" is carried out.

**Work** is a general term for the result of a person's creative activity in the scientific, literary, and artistic spheres, presented on paper and/or in electronic form, in particular on the Internet (monograph, textbook, study guide, article, theses, preprint, abstract and manuscript dissertations (dissertation work), qualification work: diploma work, diploma project).

**Fabrication** is a type of violation of academic integrity, during which "fabrication of data or facts used in the educational process or in scientific research" is carried out.

**Falsification** is a type of violation of academic integrity, during which "deliberate change or modification of already existing data related to the educational process or scientific research" is carried out.

**Bribery** is a type of violation of academic integrity, during which participants in the educational process provide (receive) or offer to provide (receive) funds, property, services, benefits, or any other favors of a material or non-material nature with the aim of obtaining an unlawful advantage in the educational process".

**Quotation** is a relatively short passage from a literary, scientific or any other published work, which is used, with mandatory reference to its author and sources of citation, by another person in his or her work to make his or her statements clearer or to refer to the views of another author in the authentic formulation.

### **3 Characteristics of possible manifestations of academic dishonesty**

**3.1** Academic plagiarism, self-plagiarism, fabrication, falsification, cribbing, deception, bribery and biased assessment, abuse of power and official position, official forgery, official negligence, abuse of influence and bribery are considered the main types of violations of academic integrity.

**3.2** The main types of academic plagiarism are considered to be:

- word-for-word borrowing of text fragments without designating them as quotations with reference to the source (in some cases, even the use of one word/term without reference to the source is considered incorrect, if this word is used in the unique meaning provided by this source);

- using information (facts, ideas, formulas, numerical values, etc.) from a source without reference to this source;

- paraphrasing the text of the source in a form close to the original text, or citing, summarizing ideas, interpretations or conclusions from a certain source without reference to this source;

- submission as one's own works (dissertations, monographs, textbooks, articles, theses, reports, control, calculation, course, diploma and master's theses, essays, abstracts, etc.) carried out by other persons, including those works regarding which the genuine authors have given their consent for such a use;

- compilation – the process of writing a work, scientific work based on other people's materials without independent research and processing of sources.

**3.3** Typical examples of self-plagiarism are:

- duplication of publications - publication of the same scientific work (completely or with minor changes) in several editions, as well as re-publication (completely or with minor changes) of previously published articles, monographs, other scientific works as new scientific works;

- duplication of scientific results - publication of the same scientific results in different articles, monographs, other scientific works as new results that are published for the first time;

- presentation in reports on the implementation of scientific projects of the results contained in previous works, as obtained during the implementation of the corresponding project;

- aggregation or addition of data - combining old and new data without their clear identification with relevant references to previous publications;

- data disaggregation – publication of a part of previously published data without reference to the previous publication;

- re-analysis of previously published data without reference to the previous publication of these data and their previously performed analysis.

**3.4** Fabrication is considered to be:

- fabrication of statistical and other data;

- use of fictitious data next to real ones;

- fabrication of research results, etc.

Falsification may refer to:

- changes in research results (data) or gaps in them to confirm statements, hypotheses, other data, etc.;

- distortion of information about research tools, materials and processes;

- incomplete or deliberately distorted description of research methods;

- provision of incomplete or distorted information about the approval of research and development results.

**3.5** A common form of cribbing is the use of printed and electronic sources of information when performing written work, in particular examination and control work, without the teacher's permission.

Cribbing may also include:

- submission or representation by different persons of works with the same content as a result of one's own educational activity;

- writing other people's versions of tasks at tests;

- use of a system of hidden signals (sound, gestures, etc.) when performing group tests with the same options;

- non-independent performance of tasks in cases where the conditions do not

provide for receiving assistance, or failure to specify information about received assistance, consultations, cooperation, etc.;

- receiving other unauthorized assistance in the performance of those tasks that require independent performance.

3.6 The forms of deception are academic plagiarism, self-plagiarism, fabrication, falsification and cribbing.

In addition to the above, deception includes such forms as:

- simulation of educational and scientific activities;
- false co-authorship;
- deliberate misrepresentation of references to sources, deliberate misrepresentation of information contained in sources to which references are made;
- passing procedures for control and evaluation of education results by substitute persons;
- selling, distributing, posting or publishing lecture courses, handouts, recordings or other information provided by the teacher, as well as using them for any commercial purposes without the written permission of the teacher;
- simulation of deterioration of the state of health, and illness in order to avoid control measures;
- receiving a copy of exam tickets, questions or assignments earlier than the teacher will allow;
- unauthorized cooperation, in particular during the implementation of student projects, which are presented as the results of independent work; use of unauthorized assistance in the performance of individual and control tasks;
- re-submission by students of education of written works that were already submitted as reports from other disciplines, without the teacher's permission;
- forging signatures in official documents (individual study plans of students, acts, reports, agreements, etc.);
- providing feedback or reviews on scientific or educational works without their proper examination;
- providing by a higher education institution or its employees of inaccurate information about the institution, its main programs, evaluation system, study results, competitions, etc.;
- false reporting by higher education applicants about events requiring the termination of the educational process, postponement of control measures, etc.
- hiding or ignoring cases of academic dishonesty.

3.7 Bribery includes the following actions:

- receiving, provoking, or offering an improper benefit for receiving a positive or higher grade when completing any type of current and final tests, as well as any other advantages in educational, research, or work activities;
- coercion of higher education students and/or their parents into charitable contributions, forced labor;
- use of blackmail and bribery;
- individual cases of conflict of interests, etc.

3.8 Non-objective assessment covers the following cases:

- deliberate overstating or lowering of grades by teachers;
- providing and/or receiving any unjustified advantages in educational, research or work activities to higher education applicants and employees of a higher education institution, including through family and other informal ties, applying pressure on individuals, who make relevant decisions (including regarding subordinates of University officials);
- the use of an evaluation system that is not clear to students;
- the presence of a potential conflict of interest or private interest;
- untimely notification of education seekers about the system of evaluation of learning results;
- creation of an evaluation system that does not correspond to the declared goals and objectives of the topic, discipline, traineeship, educational program, etc.

#### **4 Components of the system of ensuring academic integrity at the University**

4.1 The system of ensuring academic integrity at the University consists of the following components: regulatory framework; information base; structural subdivisions and authorized commissions; tools for implementing the principles of academic integrity; and tools for monitoring compliance with academic integrity.

4.2 The regulatory framework describes the mechanisms for implementing the principles of academic integrity in scientific and educational processes, measures to ensure compliance with the principles of academic integrity, procedures for preventing and combating violations of the principles of academic integrity.

The regulatory framework includes the following documents:

- Regulations on the system of ensuring academic integrity at Khmelnytskyi National University;
- Code of academic integrity of participants in the educational process of the Khmelnytskyi National University;
- Regulations on the system of internal quality assurance of educational activities and the quality of higher education at Khmelnytskyi National University;
- Regulations on the participation of stakeholders in the procedures for ensuring the quality of educational activities and the quality of higher education at Khmelnytskyi National University;
- Regulations on the prevention of conflict situations and their settlement at Khmelnytskyi National University;
- Regulations on the procedure for preventing potential and real conflicts of interest and resolving such conflicts in the activities of Khmelnytskyi National University officials;
- other regulatory documents regarding the implementation of relevant types of educational and scientific activities at the University, which include issues of academic integrity.

4.3 The information base, with the help of which the principles of academic integrity are popularized and the level of awareness of all participants of educational and scientific activities at the University on issues of academic integrity is raised, has the following main components:

- website of Khmelnytskyi National University (section "Academic integrity");



- informative and methodological materials dedicated to information literacy and plagiarism prevention, etc.

4.4 Bodies of support and control over the observance of academic integrity, which include structural units and authorized commissions that ensure the popularization of the principles of academic integrity, their implementation in the educational and scientific activities of the University, as well as perform supervisory and control functions, include:

- higher education quality assurance department;
- authorized person for anti-corruption legislation;
- authorized person on issues of conflict of interest prevention;
- Permanent commission of the Academic Council for ensuring the quality of educational activities and the quality of higher education;
- Commission for ensuring academic integrity at the University;
- commissions for ensuring academic integrity at faculties;
- Temporary Commissions for settlement of conflict situations;
- appeal commissions;
- expert commissions of the departments to check the qualification works of higher education applicants for the presence of academic plagiarism using Unicheck and/or Anti-Plagiarism software and technical tools;
- bodies of student self-government;
- other structural subdivisions within their functional responsibilities.

## **5 Bodies of support and control over compliance with academic integrity**

a. The permanent commission of the Academic Council for ensuring the quality of educational activities and the quality of higher education considers the issue of planning procedures for ensuring the quality of the educational process and monitoring their implementation, including facts of violation of academic integrity at the University and decides on the types of responsibility for persons who violate the norms of academic integrity. The personal composition of the commission is approved by the Academic Council of the University.

b. The Commission for Ensuring Academic Integrity at the University (hereinafter referred to as the Commission) detects, establishes and examines the facts of violations of academic integrity at the University and makes decisions on the types of responsibility for persons who violate the norms of academic integrity. The Commission is headed by the Vice-Rector for Scientific and Pedagogical Work.

The Commission for Ensuring Academic Integrity at the University is elected for a term of two years. The personal composition of the Commission is approved by order of the Rector of the University.

c. Commissions for ensuring academic integrity at faculties (hereinafter referred to as Commissions at faculties) exercise control over compliance with academic integrity in accordance with the powers granted to them to identify, establish and review facts of violations of academic integrity at faculties and make decisions on the types of responsibility for persons who violate the norms of academic integrity

d. The commission for ensuring academic integrity at the faculty is created under the chairmanship of the dean of the faculty; its composition includes scientific and pedagogical employees of the departments of the faculty in a number that is not less than one representative from the department, the head of the representative body of the trade union organization of the faculty. The personal composition of the commissions at the faculties is approved by the Academic Councils of the respective faculties. Committees at faculties are usually elected for a two-year term.

When considering violations of academic integrity by students of higher education, the members of the said commissions must necessarily include representatives of student self-government bodies.

e. Academic integrity commissions at all levels cannot include persons who have been held academically responsible for violating academic integrity. If a member of the commission is found to have violated academic integrity, he is removed from its membership by order of the vice-rector for scientific and pedagogical work or the dean of the faculty, respectively.

f. Depending on the specifics of the issue under consideration, if necessary, additional members from among the employees of the University are included in its composition by written order of the head of the commission. If necessary, representatives of domestic and foreign organizations (institutions of higher education, scientific institutions, enterprises, etc.) may be included in the composition of the commission (with their consent).

g. A meeting of commissions is considered valid if at least two-thirds of the members participate in their work. Decisions of the commission are considered adopted if they are supported by a simple majority of votes of its members through open voting.

j. The activities of the Temporary Commissions for the settlement of conflict situations at the University are regulated by a separate Regulation on the prevention of conflict situations and their settlement at the Khmelnytskyi National University.

i. The procedure for the creation and functioning of appeal commissions for consideration of citizens' appeals on certain issues of the University's activities is regulated by a number of relevant documents: Regulations on the Admissions Committee of the Khmelnytskyi National University, Regulations on the Organization of the Educational Process at the Khmelnytskyi National University, Regulations on the Attestation of Applicants of Higher Education at the Khmelnytskyi National University, Regulations on the control and evaluation of the results of studies of students of higher education at the Khmelnytskyi National University and other documents.

k. Procedural issues of commission work are defined in section 6 "Management of the academic integrity process", section 8 "Procedure for submitting an appeal and its consideration" and section 9 "Responsibility for academic integrity and its violation" of these Regulations.

## **6 Management of the academic integrity process**

a. Management of the process of compliance with academic integrity at the university level is carried out by the Vice-Rector for Scientific and Pedagogical Work. Management of the process of observing academic integrity in the educational activities

of the University and informing higher education seekers and employees about the inadmissibility of violations of academic integrity, as well as the implementation of measures to prevent manifestations of academic dishonesty are carried out by: the educational department, the department of doctoral and postgraduate studies, the department of quality assurance of higher education, other structural divisions University;

b. Management of the process of compliance with the principles of academic integrity in the implementation of all areas of scientific activity is carried out by the vice-rector for scientific work. Monitoring of compliance with academic integrity, implementation of measures to prevent manifestations of academic dishonesty in the implementation of certain areas of scientific activity is carried out partially:

- in the frames of the activity of scientific journals of the University;
- when conducting university scientific, scientific- methodological and other events (conferences, seminars, etc.);
- when defending the dissertations for obtaining scientific degrees;
- in the protection of intellectual property rights;
- when performing the scientific and research works financed from the state and/or local budgets.

The control function is carried out by the relevant structural divisions that are subordinate to the vice-rector for scientific work.

c. Management of the process of observing academic integrity with the assignment of a controlling function to the faculties is carried out:

- on issues of compliance with academic integrity in the educational process and on other issues related to compliance with the principles of academic integrity (except scientific activity) – by the deputy dean for educational and methodological work;
- on matters of academic integrity in scientific activity - the dean of the faculty.

d. Management of the process of observing academic integrity and informing students of higher education and employees about the inadmissibility of violations of academic integrity with the assignment of a control function to the departments is carried out by:

- head of the department;
- guarantor of the educational program.

e. Management of the process of observing academic integrity and informing students of higher education about the inadmissibility of violations of academic integrity with the assignment of a controlling function in the teaching of educational components is carried out by teachers who ensure the implementation of the educational program.

f. Popularization of the principles of academic integrity, informing students of higher education about the inadmissibility of violating the principles of academic integrity and implementing measures to prevent manifestations of academic dishonesty are carried out also by the student self-government and the student union of the University, the scientific society of students, postgraduates, doctoral students and young scientists.

Information and technology activities related to the promotion of the principles of academic integrity, the basics of information literacy and working with databases are carried out by the University's Scientific Library.

g. The tools for implementing the principles of academic integrity in educational and scientific activities, which perform an educational function and with the help of which

it becomes possible to prevent cases of violations of the principles of academic integrity, are: informational and advisory support for employees of a higher education institution (pedagogical, scientific-pedagogical, scientific staff and other categories employees) and students of higher education through creating the relevant resources on the website of the Scientific Library of the University; access to open online courses on academic integrity and the basics of information literacy; implementation of the program for improving the qualifications of scientific and pedagogical employees and conducting systematic master classes for participants of focus groups of higher education seekers on ensuring the quality of educational activities and the quality of higher education on issues of academic integrity, etc.

h. Observance of academic integrity by scientific-pedagogical, pedagogical and scientific staff involves:

- references to sources of information in the case of using ideas, developments, statements, information;
- compliance with the legislation on copyright and related rights;
- provision of reliable information about research methods and results, sources of used information and own pedagogical (scientific, pedagogical, creative) activity;
- control over compliance with academic integrity by students of higher education;
- objective assessment of the learning outcomes of higher education applicants.

i. Observance of academic integrity by students of higher education involves:

- independent performance of educational tasks, tasks of current and final control of learning results (for persons with special educational needs, this requirement is applied taking into account their individual needs and capabilities);
- references to sources of information in the case of using ideas, developments, statements, information;
- compliance with the legislation on copyright and related rights;
- provision of reliable information about the results of one's own educational (scientific, creative) activities, used research methods and sources of information.

k. For each violation of academic integrity, students of higher education and employees of the University may be subject to one or more types of academic responsibility, depending on the decision of the above-mentioned commissions. The commissions can also consider issues related to the actions that contain signs of violation of academic integrity, with the provision of recommendations on bringing to other types of responsibility provided for by the current legislation of Ukraine.

Application of a specific type of academic responsibility for violation of academic integrity is carried out taking into account:

- recognition by the violator of guilt in violating the academic integrity, his or her awareness of the inadmissibility of further violations;
- the fact of cooperation with the commission or refusal to cooperate during the consideration of the violation case;
- the fact of the first violation or the systematicity of committing violations, their totality;
- the degree of impact of the violation on the reputation of the University, faculty, department, scientific school, etc.;
- the degree of influence of the violation on the quality and subsequent results of

education (for those seeking higher education) and the implementation of educational and scientific activities (for pedagogical, scientific-pedagogical and scientific staff);  
- other circumstances of committing the violation.

l. If the teacher, head of qualification work, head of the department, dean of the faculty, head of a structural unit of the University, the vice-rector of the University is not authorized to make a decision on the assignment of certain types of academic responsibility, they submit a petition to the rector for review of the violation by the Commission for Ensuring Academic Integrity at the University (in accordance with the powers of commissions regarding the appointment of types of academic responsibility, which are specified in section 9 of these Regulations). In the petition, substantiated information on the essence of the violation and a proposal regarding the type of academic responsibility for the violator are indicated.

m. It is not allowed to submit a petition without substantiated information on the essence of the violation, with false (slandorous) information about the fact of violation based on unverified facts (has the nature of an assumption), anonymous petition.

n. The petition may also be submitted on behalf of a student of higher education if he witnessed a violation of academic integrity or is ready to provide reasonable information regarding the commission of a violation of academic integrity by another student of higher education or an employee of the University.

o. The procedure for consideration of a violation of academic integrity by the Academic Integrity Commission at the University consists of the following stages:

- informing a person of suspicion of committing a violation of academic integrity;
- conducting an official investigation;
- preparing a report on the results of an official investigation with conclusions and determination of the type of academic responsibility.

Consideration of the fact of violation of academic integrity is conducted confidentially, with information about the progress of the case only to commission members, senior officials and the person suspected of committing a violation of academic integrity. At the same time, a person suspected of committing a violation of academic integrity has the right to:

- get acquainted with the materials considered by the Commission, with the protocol on the results of the official investigation and other information related to the consideration of the fact of violation; on his/her own initiative or at the request of the Commission to provide written explanations on the merits of the case; to refuse explanations in case of a request for their provision from the Commission;

- be present at the meeting of the Commission at the stage of considering the issue of bringing the specified person to academic responsibility.

p. The Academic Integrity Commission at the University examines the violation and renders its decision on the basis of reasonable information on the nature of the violation and the results of the official investigation.

In case of disagreement with the decision of the person who assigns a specific type of academic responsibility, or the relevant Commission at the faculty or the Commission for Academic Integrity at the University regarding bringing to academic responsibility, the person accused of the violation has the right to appeal.

## **7 Tools for monitoring compliance with academic integrity**

The tools for monitoring the observance of academic integrity in the educational and scientific activities of the University, in particular, provide for:

- mandatory checking of qualification and other educational works of higher education applicants, the results of scientific, educational and methodological work of participants in scientific and educational activities for signs of academic plagiarism in accordance with the established regulatory framework;
- conducting a survey of participants in scientific and educational processes for violations of academic integrity, the procedure of which is covered in the Regulation on the participation of stakeholders in the procedures for ensuring the quality of educational activities and the quality of higher education at Khmelnytskyi National University.

### **a. In the educational process when checking qualification works**

i. Qualification works of first (bachelor's) and second (master's) levels of higher education (diploma theses/projects) must be checked for signs of academic plagiarism.

ii. Verification of the level of borrowings in the qualification works of higher education applicants is carried out by the graduation department in accordance with the diploma design schedule no later than 7 days before the defense of the work or project with the software and technical tools of Unicheck and/or Anti-Plagiarism. The final version of the qualification work of the higher education applicant (after its pre-defense) in PDF format is forwarded by the head of diploma design to the head of the department for checking the qualification work of higher education applicants for academic plagiarism using software and technical tools Unicheck and/or Anti-Plagiarism (hereinafter – Responsible Person). During the transfer of the qualification work of the applicant of higher education, the Responsible Person is attached to the acquirer's statement of consent to the processing, use, distribution and access to personal data, which is certified by the acquirer's signature (Appendix A).

iii. Within 3 working days after receiving the qualification work to check for academic plagiarism, the Responsible Person carries out a check with the help of software and technical tools Unicheck and/or Anti-Plagiarism. At the same time, the text of the work is entered in its entirety, starting from the title page. Annexes are not subject to mandatory verification.

iv. The Responsible Person passes the similarity reports received during the verification process to the head of the qualification work. The head of the qualification work prepares a draft decision of the expert commission on admitting the work to the defense (Appendix B).

v. The draft decision is submitted for consideration by the department's expert commission. The composition of the expert commission includes: the head of the department, the guarantor of the educational program and the head of the qualification work. In the event of a conflict of interests, representatives of the dean's office (dean or deputy dean) and/or specialists in the topic of qualification work from other departments join the expert commission.

Based on the received project decisions and, if necessary, the information

displayed in the similarity reports, the expert commission evaluates the results of checking the text of the qualification work for the presence of academic plagiarism using Unicheck and/or Anti-Plagiarism software and technical tools within one working day. The expert commission makes the final decision regarding the absence/presence of academic plagiarism in the qualification work of the student of higher education.

vi. The recommended scale for evaluating the uniqueness of qualification works of higher education applicants, depending on the quantitative indicator of the level of uniqueness of the text, is given in Appendix C. The percentage thresholds that determine the level of uniqueness of the text are established for each specialty (educational program) by the decision of the graduation department and must not be less than values established in these Regulations.

For qualification works of educational-scientific and educational-professional training programs for applicants of the second (master's) level of higher education, the minimum permissible level of uniqueness of the text of diploma theses (projects) allowed for defense is established - 75%; for qualification works of educational and professional training programs for applicants of the (first) bachelor's level of higher education - 60%. If the level of uniqueness of the text of the qualification work is found to be less than 40%, it will not be allowed to be defended in the current academic year. The student of higher education has the right to repeat the defense of the qualification work in the next academic year with a mandatory change of the topic of the qualification work.

When checking qualification works with the Anti-Plagiarism software and technical tool, the presence of errors in the work should not exceed the limit of 20%; in case of using specific terms – 30%; the work must not be less than 60,000 characters (300 tokens). Qualification work that does not meet at least one of the established requirements is returned to the higher education applicant for revision.

vii. If the results of the verification of the qualification work of the applicant of higher education do not meet the accepted norms (the level of uniqueness of the text of the qualification works, detected by software and technical tools for the (second) master's level of higher education has limits from 40% to 74%, for the first (bachelor's) level of higher education - from 40% to 59%), then the applicant of higher education completes the qualification work. After completion, the qualification work is checked by the manager and sent for re-checking by software and technical tools.

In the case of detection of intentional damage to the text of the qualification work (modification of the text), which makes it impossible to check it with software and technical tools, the applicant of higher education is solely responsible for this, and the work is not allowed to be defended and returned for revision. The re-qualification work of a higher education applicant can be checked no more than once.

viii. If the author of the qualification work disagrees with the decision of the department's expert commission on the admission of the qualification work to the defense, he/she has the right to file an appeal in the name of the dean of the faculty. The final decision on resolving the conflict situation is made by the academic integrity commission of the relevant faculty within a week. The procedure for submitting an appeal and its consideration is covered in section 8 of these Regulations.

ix. The application of the applicant for higher education to check the qualification work for academic plagiarism by software and technical tools, the decision of the department's expert commission on the admission of the qualification work to defense are mandatory accompanying documents that are attached to the work when it is transferred to the archive.

Within a week after the completion of the defenses of the qualification works, the Responsible Persons submit a report on their verification for the presence of academic plagiarism (Appendix D) to the department of quality assurance of higher education.

x. After the defense procedure, the electronic versions of the qualification works that were successfully defended are transferred to the Scientific Library of the Khmelnytskyi National University for placement in the Institutional Repository within 5 working days.

Within 10 working days, an employee of the Scientific Library, who fills the Institutional Repository, places the received qualification works of higher education applicants in the Institutional Repository of the University.

The head of the department checks the availability of posted qualification works in the Institutional Repository of the University according to relevant acts and informs the dean of the faculty about the placement of works.

## **b. In the educational process when checking other educational works**

i. Academic works of higher education applicants (coursework (projects), practical reports, etc.) are checked for signs of academic plagiarism in accordance with the decisions of academic councils of faculties and/or relevant departments. Threshold indicators of percentages, which determine the level of uniqueness of the text of educational works, are established for each specialty (educational program) by the decision of the department, but must not be less than the values established in clause 7.1.6 of these Regulations.

The verification of such educational works for the signs of academic plagiarism is carried out by the person responsible for verification at the department (further on – Responsible Person) by means of the software and technical tool Anti-Plagiarism and necessarily precedes all other procedures for further consideration. Verification of educational works can be carried out with the help of other software and technical tools that allow generating a report based on the results of the verification, establishing the fact of the presence or absence of textual and/or illustrative borrowings.

Software and technical tools may be publicly available or provided to the University by development companies on a paid or free basis. Depending on the assigned task (checking text, tables, illustrations, etc.), the software and technical tool is selected by the decision of the department, the functionality of which maximally satisfies the requirements of the assigned task.

ii. If, according to the results of the appropriate analysis of the report of the examination of academic work for the signs of academic plagiarism, the correctness of references to the primary source for textual and/or illustrative borrowings is established, then the work (depending on its type) is allowed to be defended, reviewed or considered, recommended for publication, and considered to have passed internal



review.

iii. If, as a result of a detailed examination of the academic work, it is established that there are minor technical errors found in the review part of the work that does not describe the author's direct research, textual, illustrative borrowings and paraphrases are found without proper reference to the original source, such work is returned to the author for revision with the possibility of revision and submission for re-examination.

iv. If, as a result of a detailed examination of the academic work, the Responsible Person for the examination (with the involvement of an expert if necessary) established the fact of the presence of intentional textual and illustrative distortions, attempts to hide borrowings, the presence in the works of ideas and scientific results obtained by other authors, or other manifestations of academic plagiarism, then the work (depending on the type of work) is not allowed to be defended, it is considered that it has not passed the internal review.

In such a case, the author (authors) of the educational work shall be held academically responsible.

v. The reasons for not allowing the academic work to be defended, reviewed or considered (lack of a recommendation for publication), as well as the type of academic responsibility, are indicated in the inspection protocol. Depending on the proposed type of academic responsibility, the decision is taken by the commission for ensuring academic integrity of the relevant faculty.

### **c. When checking the results of scientific activity**

i. The following must be checked for signs of academic plagiarism:

- scientific works (manuscripts of articles, abstracts of reports submitted to editorial offices of scientific journals or organizing committees of scientific, scientific-technical and scientific-methodological events (conferences, seminars, symposia, hereinafter - Conferences), dissertations);
- final reports on the results of scientific research works financed from the state and/or local budgets, which before submission to the scientific research department for approval are checked by the scientific supervisor of the scientific and research work or other persons who may be appointed by order of the vice-rector for scientific work.

ii. Scientific works are checked at the stage of their submission to the editorial board of the journal, to the organizing committee of the Conference, for consideration by the specialized scientific council (depending on the type of work), the responsible secretary of the scientific journal (the responsible secretary of the Conference, the secretary of the specialized scientific council) or other persons appointed by order of the main editor of a scientific journal (chairman of the Conference organizational committee, chairman of the specialized academic council, dean of the faculty or head of the department) according to the type of work.

iii. Editors of journals founded by the University, organization committees of scientific, scientific-technical, scientific-methodological events (conferences, seminars, symposia, etc.) accept for publication manuscripts of articles (theses) that undergo a mandatory check for plagiarism using the Anti – Plagiarism system.

iv. Checking of manuscripts of articles, abstracts is carried out with the help of one or more software and technical tools with the determination of the uniqueness of the work. At

the same time, the following approximate scale is used (volume of the original text as a percentage of the total volume of the material):

- high uniqueness, the work is allowed for publication - 90-100%;
- average uniqueness, the work needs revision and re-checking – 51-89%;
- low uniqueness, the work is rejected without the right to further consideration - 50% and below.

v. The results of checking for signs of academic plagiarism are formalized in the protocol (meetings of the expert committee of the department, the editorial board of the journal, the organizing committee of the Conference) in the form of a decision on permission to publish materials, on returning materials for revision or on rejection without the right of further consideration.

vi. Checking for signs of academic plagiarism of dissertations and abstracts, in accordance with current legislation, is organized by the heads of specialized academic councils.

vii. The fact of academic plagiarism in the works of scientific and pedagogical staff, holders of scientific degrees can be ascertained by the Commission for ensuring academic integrity at the University; in the works of higher education graduates - by the Commissions for ensuring academic integrity at the relevant faculties.

If signs of academic plagiarism are detected during the review of the final reports on the results of the research works at the expense of the state and/or local budgets, they are recommended for mandatory revision by the author's team (without the allocation of additional funding).

#### **d. When checking the results of educational and methodological works**

i. The following must be checked for signs of academic plagiarism: scientific and methodological works (textbooks (textbooks, educational, educational and methodological guides, lecture notes, etc.), methodological instructions, monographs, as well as electronic works (collections of materials at open educational resources, distance courses, open online courses, etc.), which at the review stage are checked by the Responsible persons at each department (according to the nature of the work being checked), who are appointed in the prescribed manner.

ii. In order for the textbook to be approved by the Academic Council of the University for the printing of an educational and methodological publication in the editorial and publishing department of the University, an examination is mandatory - checking the content of the work for signs of academic plagiarism.

iii. The head of the department sends the manuscript to be checked for plagiarism to the Department of Information Technology and Computer Support of the Scientific Library of KhNU. A library employee accepts an electronic version of a scientific and methodological work for examination under the conditions of compliance with certain requirements: 1) the work is available in a completed form; 2) format of the file is in \*.rtf (Rich Text Format) or \*.pdf (Portable Document Format).

iv. Work is checked for signs of academic plagiarism on the basis of the University's electronic library database within 2 working days. Based on the results

of the work inspection, the author is issued a certificate.

A positive result of the check is considered to be the one for which the amount of borrowings in the textbook does not exceed 10%, in the educational and methodological publication - 20%.

v. In the event that the percentage of plagiarism detected in the educational publication exceeds the established standards, the work is returned to the author for revision. After the necessary corrections have been made by the author, the procedure for checking the work for signs of plagiarism is repeated.

In the case of an appeal based on the statements of third parties or disagreement of the author(s) of the work with the results of the review, the procedure for submitting and considering the appeal is similar to that described in section 8 "Procedure for submitting an appeal and its consideration".

## **8 The procedure for submitting an appeal and its consideration**

a. In case of disagreement with the conclusion (certificate) regarding the discovery of the fact of plagiarism in the work, the author has the right to submit a written appeal within three days from the moment of discovery of plagiarism: teachers, graduate students, doctoral students – addressing the Vice-Rector for Scientific and Pedagogical Affairs, the Vice-Rector for Scientific Work; applicants of higher education – addressing the dean of the faculty.

b. In order to consider the appeal application, the vice-rector for scientific and pedagogical work / dean of the relevant faculty approves the composition of the appeal commission by order from among the members of the Academic Integrity Commission at the University or the Academic Integrity Commission at the relevant faculty and from the most experienced and authoritative teachers of the relevant departments (the general composition is not more than 5 people). The Responsible Person for the entry of qualification works into the Anti-Plagiarism / Unicheck electronic system at the department is appointed as the secretary of the commission.

c. The head of the appeal commission holds a meeting within a week from the date of the issuance of the order on creating the appeal commission. The secretary of the appeal commission must notify the applicant at least two days in advance of the date and time of the meeting. If the applicant does not appear at the meeting of the appeal commission, the matter is considered in his/her absence.

d. If it is necessary to obtain additional clarifying information, the meeting of the appeal commission can be held in several stages with a gap of no more than three working days.

e. Doubts arising among the members of the appeal commission are interpreted in favor of the person whose work is being considered by the appeal commission.

f. Based on the results of the meeting, the appeal commission forms conclusions, which are signed by the chairman of the appeal commission, its members and the applicant, noting: "I agree with the conclusions of the appeal commission." The conclusions of the appeal commission regarding the academic plagiarism in the works of higher education applicants are kept in the dean's offices, and in the case of scientific and pedagogical staff - in the educational and methodological department (scientific

and research sector).

g. Procedures for consideration of appeals by applicants for higher education regarding disagreement with the assessment for the qualifying exam and/or defense of the qualification (diploma) work (project) are regulated by the Regulations on the Organization of the Educational Process at Khmelnytskyi National University and the Regulations on Attestation of Applicants of Higher Education at Khmelnytskyi National University.

h. Procedures for consideration of appeals in case of disagreement of higher education applicants regarding the results of their current and semester controls are regulated by the Regulation on monitoring and evaluation of the results of studies of higher education applicants at the Khmelnytskyi National University.

i. In the event of an appeal initiated by an employee of the University, the review of the appeal is carried out by the appeals commission created by order (assignment) of the rector.

The appeal is considered by the appeal commission within a week from the day following the issuance of the rector's order (decree) to review the appeal, unless another term is specified in the order (decree). The conclusions of the commission are formalized in the appropriate protocol and submitted for review by the rector (or a person authorized by the rector), who makes the final decision on the results of the review of the violation (appointment of the type of academic responsibility, recommendation regarding the consideration of the issue of the appointment of the type of academic responsibility by the Academic Council, etc.).

j. If an appeal is received based on the statements of third parties (as well as in accordance with the instructions of the Ministry of Education and Science of Ukraine, the National Agency for Quality Assurance of Higher Education, relevant state institutions, etc.), the review of the appeal is carried out after the order of the rector by the Academic Integrity Commission at the University.

## **9 Responsibility for compliance with academic integrity and its violations**

a. The responsibility for observing academic integrity during the implementation of educational and scientific activities rests with the higher education students and employees of the University.

b. The duty to detect violations of academic integrity by students of higher education in the course of educational and scientific activities rests primarily on teachers (within the disciplines they teach) and supervisors of qualification works; facts of violation of academic integrity by employees of the University should first of all be revealed by University officials, in particular, heads of structural units, heads of specialized academic councils, organization committees of conferences, editors of scientific journals, etc.

c. Decisions regarding academic responsibility for violations of academic integrity can be made by the above-mentioned persons and/or the Academic Integrity Commission at the faculties, the Academic Integrity Commission at the University.

d. When creating and implementing, students of higher education should demonstrate, among the expected learning outcomes of individual disciplines, an understanding of the basic principles and basic skills of academic writing.

Among the academic integrity learning outcomes, a higher education student should be able to:

- act in professional and educational situations from the standpoint of academic integrity and professional ethics;
- independently perform educational tasks;
- correctly refer to sources of information in case of borrowing ideas, statements, information;
- be aware of the importance of norms of academic integrity, evaluate examples of human behavior in accordance with them;
- give a moral assessment of one's own actions, correlate them with moral and professional norms.

e. Teachers of academic subjects whose component is written works (homework control tasks, course projects (works), etc.) should create conditions to prevent academic plagiarism, for this purpose, they should:

- know the main causes of student academic plagiarism, be able to identify cases of plagiarism in the texts of student works;
- be able to plan and conduct educational activities that effectively help students avoid plagiarism (for example, to provide for students to process unique data; to give tasks for processing sources with a high degree of detail about which sources need to be studied and how to use them);
- know how to compose tasks for conducting final control measures that prevent the occurrence of academic plagiarism (tasks that allow the use of any sources and check the understanding of the material and the ability to use information to solve specific questions).

f. Scientific and pedagogical staff who publish scientific works and educational, educational and methodological publications bear personal responsibility for correct work with references to sources of information, for compliance with the requirements of scientific ethics; for violating generally accepted citation rules.

The author and the head of the department bear personal administrative responsibility for preventing plagiarism in educational and teaching- methodological publications. If plagiarism is repeatedly detected in an educational or educational-methodological publication, it will be removed from the publication plan of the department (faculty), and its author will be held administratively liable.

In scientific works, the author and scientific supervisor (consultant) bear personal administrative responsibility for preventing academic plagiarism.

g. The editors-in-chief are responsible for the printing of articles submitted to collections of scientific works or scientific journals in which academic plagiarism has been detected.

j. Applicants of higher education and supervisors of qualification works bear personal administrative responsibility for preventing academic plagiarism in qualification works.

The student of higher education is personally responsible for the timely

submission of the qualification work for checking in the electronic system Anti-Plagiarism and/or Unicheck in the manner specified by these Regulations (item 7.1.2).

The supervisor of the qualification work is responsible for checking it within the established terms, controls the process of finalizing the work by the applicant and re-checking it for academic plagiarism.

The head of the department is personally responsible for the organization of the process of checking the qualification works of higher education applicants in the Anti-Plagiarism electronic system and/or Unicheck software and technical tools.

i. By the decision of the department meeting, the head of the qualification work, who systematically admits the signs of academic plagiarism in the qualification works of students of higher education, is subject to disciplinary action – he/she is removed from the management of the diploma project for the period established by the appropriate decision of the head of the department.

k. The degree of seriousness of violations may differ according to the types of violations, their repetition, types of works (ongoing written tasks, final control of the discipline, final certification at a certain level of higher education, dissertations, monographs, scientific publications, scientific reports, etc.).

The teacher may assign the following types of academic responsibility to students of higher education who have violated academic integrity:

- a decrease in the results of the evaluation of the control work, exam, credit, etc.;
- repeated assessment of test papers, exams, tests, etc.;
- appointment of additional control measures (additional individual tasks, additional control works, tests, etc.).

l. The head of qualification work can appoint the following types of academic responsibility for students of higher education who have violated academic integrity:

- decrease in the results of assessment of qualification work;
- repeated execution of a separate section (sections) of the qualification work.

m. Responsibility for violating the principles of academic integrity is usually indicated in the relevant regulatory documents of the higher education institution, decisions of the faculty (departments, educational program support groups), documents regulating control over the results of training in the relevant discipline or performance of qualification work.

n. Heads of departments, deans of faculties may administer the following types of academic responsibility for students of higher education who have violated academic integrity:

- repeating the corresponding educational component of the educational program;
- repeating carrying out of qualification work;
- conducting an additional inspection of other works, the author of which is the violator.

o. The responsibility for detecting academic plagiarism in theses, in the case of their defense, rests with the heads of the specialized scientific councils at whose meetings the defense took place.

The main types of academic responsibility of scientific and pedagogical staff include:

- refusal to award a scientific degree or assign a scientific title;

- deprivation of the awarded scientific degree or awarded scientific title;
- refusal to award or deprivation of the awarded pedagogical title, qualification category;
- deprivation of the right to participate in the activities of the bodies defined by law or to hold positions defined by law.

p. Heads of departments, deans of faculties, heads of structural divisions and vice-chancellors of the University may assign the following types of academic responsibility to University employees who have violated academic integrity:

- conducting an additional check for signs of academic plagiarism of all works authored by the violator;
- withdrawal from consideration (printing) of works, the author of which is the violator and the preparation of which was carried out in violation of academic integrity.

r. Academic integrity commissions at faculties can administer the following types of academic responsibility:

- for students of higher education - exclusion from the rating of applicants for receiving an academic scholarship, deprivation of an academic scholarship;
- for employees of the University - deprivation of the right to participate in competitions for obtaining funding for conducting scientific research and implementing educational projects, scholarships, grants, etc.

s. Additional types of academic responsibility may apply to participants in the educational process:

- a verbal remark from a teacher or a representative of the University administration (head of the department, deputy dean, dean of the faculty);
- warning about the possibility of academic responsibility;
- referral to additional training on issues of academic integrity;
- requirement to repeat the task;
- deprivation of honorary titles, awards, scholarships, etc., awarded by the University;
- deprivation of the right to vote in collegial management bodies of the University or limitation of the right to participate in the activities of such bodies for a certain period;
- deprivation of an academic scholarship;
- expulsion or dismissal.

## **10 Measures to mitigate, prevent and stop academic dishonesty at various management levels**

### **a. University level**

i. All scientific works, educational, teaching-methodological publications of employees (with consent) and students of higher education are subject to publication in the Institutional Repository or electronic library of the University. Authors are responsible for maintaining academic integrity of the works posted in the Institutional Repository.

ii. The editorial-publishing and educational- methodological departments control the process of publication and distribution of educational, educational- methodological materials with a unified definition of requirements for the proper design of references to materials used in written works.

iii. The editorial boards to which the articles are submitted must be more demanding of the article review process in terms of expert review (with the involvement of editorial board members, external experts, introduction of "blind" and "double" review procedures) and program verification of submitted materials regarding academic plagiarism.

iv. When recognizing at the University documents on a scientific degree and (or) academic title obtained by persons in educational institutions or institutions of other countries, the commission created by order of the rector from experts in the field of knowledge for which the dissertation was defended must check the texts of the dissertation and publications revealing their main provisions for academic plagiarism. The head of the Academic Integrity Commission at the faculty is personally responsible for making proposals to the Academic Council regarding the recognition of foreign academic degree and/or academic title documents in the University in case of academic plagiarism in the dissertation.

v. Higher Education Quality Assurance Department:

- not less than once a year, conducts an analysis of the results of examinations of the qualification works of applicants of higher education of all levels, degrees and specialties for the academic plagiarism by faculty and reports on the results at a meeting of the Academic Council of the University, as well as publishes the report on the University website in terms of individual faculties and educational programs;

- no less than once a semester conducts training of higher education seekers (participants of focus groups on ensuring the quality of educational activities and the quality of higher education of all full-time majors) and representatives of student self-government on issues of academic integrity;

- at least once a year conducts a survey of the participants of the educational process on issues of compliance with the principles of academic integrity and manifestations of various types of academic violations and their prevention.

vi. Scientific library of Khmelnytskyi National University:

- at the request of the guarantors of educational programs (heads of departments) places the texts of qualification theses (diploma theses / projects) of students of higher education of all specialties (specializations) and forms of education into the directory of the Institutional Repository of the Scientific Library of the Khmelnytskyi National University;

- organizes and conducts classes on the basics of academic integrity and rules for using the electronic Scientific Library for first-year students of higher education.

vii. The Department of educational work, together with the bodies of student self-government, conducts a survey of higher education applicants on issues of academic integrity at least once a semester and submits the summarized results of the surveys to the University administration and all interested parties.

viii. These Regulations and other normative documents regarding the implementation of the principles of academic integrity in scientific and educational processes should be posted on the official website of the University.

## **b. Faculty level**

i. Special classes (courses) are being introduced at the faculties for students of



higher education and scientific degrees on the basics of academic writing and research work, the correct use of information from other sources in written works and the avoidance of academic plagiarism, rules for describing sources and formatting citations.

ii. The results of the diploma design are subject to discussion at the academic (methodological) councils of the faculties, with a mandatory analysis of the state of checks of qualification works for the academic plagiarism and consideration of measures to eliminate it.

iii. They will organize a survey of higher education applicants, scientific and pedagogical staff and employees on issues of compliance with the principles of academic integrity at the faculty. The results of the survey are considered at the meetings of the academic councils of the relevant faculties and brought to the attention of the pedagogical community of the faculty, decisions are made to eliminate the identified shortcomings and their implementation is monitored.

### **c. Department level**

i. The supervisor of the qualification work must familiarize the applicants of higher education with these Regulations, and at all stages of the performance of the qualification work monitors and warns against the facts of academic plagiarism.

ii. The responsible person for the diploma design at the department on the eve of the defense enters the following data into the "Electronic University" Information System for each qualification work: the percentage of academic plagiarism, the percentage of errors and the number of tokens. If the entered data meets the established norms of checking for academic plagiarism (clause 7.1.6), then the student is allowed to defend.

iii. The results of the check for academic plagiarism must be contained in the department's annual report on the results of diploma design, which is submitted to the dean's office and the academic department.

iv. After the defense of the qualification work, its electronic version in .pdf format is sent to the head of the Scientific Library of the Khmelnytskyi National University for placing the text of the thesis in the Institutional Repository, the functioning of which is regulated by the Regulations on the Institutional Repository.

V. The head of the department obligatorily familiarizes scientific and pedagogical staff and employees engaged in educational work, scientific and methodological activities with these Regulations.

vi. Heads of departments make sure that when developing work programs of academic disciplines, the wording "understanding of the basic principles and basic skills of academic writing by students of higher education" and "observance of the principles of academic integrity" is added to the list of expected learning outcomes.

vii. Teachers are obliged to:

- use own example to demonstrate work with sources of information at lectures, refer to them, voice primary sources during the training session, include short tasks on working with high-quality scientific sources among the types of independent work of the student, etc.;

- know about the main causes of student academic plagiarism and students'

perceptions of academic plagiarism;

- be able to identify cases of plagiarism in students' texts;
- provide students with clear information about the rules of academic writing;
- prescribe in methodological materials for students requirements for various types of written works (volume, citation style, number of citations, design rules, etc.) and criteria for their assessment;
- develop non-standard, creative tasks from academic disciplines and other educational components of the educational program, constantly update them;
- show students examples of completed work;
- during the student's work on the text of the written work, conduct at least one intermediate check of the draft version of the work, provide recommendations to the student on improving the text of the work;
- involve in the evaluation of the written works of students of other higher education applicants on the basis of the established criteria for evaluation of study results, etc.

## **11**

### **Final provisions**

11.1. The Regulations are adopted by the Academic Council of the University.

11.2. The Regulations enter into force from the moment of its approval by the majority

members of the Academic Council and entering into force by the order of the rector.

11.3. Applicants of higher education must be familiarized with the Regulations within a month from the day of enrollment at the University, and scientific, pedagogical and scientific-pedagogical employees - upon hiring, simultaneously with familiarization with the Rules of Internal Labor Procedures. The fact of familiarization with these Regulations is recorded by signing by the specified persons of the Declaration of the participant in the educational process (Appendix E).

Refusal to sign the Declaration does not exempt the participant of the educational and scientific process from academic responsibility and the application of disciplinary measures for violation of academic integrity and ethics of academic relations in accordance with the normative framework of the University and the current legislation of Ukraine

11.4. All employees and persons who are studying must know the principles and norms of the Regulations and adhere to them. Ignorance of these norms cannot serve as an excuse for violating the Regulations.

11.5. Failure to comply with the provisions of the Regulations is subject to consideration in accordance with sections 6, 7 and 9 of these Regulations.

11.6. Amendments and additions to the Regulation are submitted for consideration by the Academic Council based on the proposals of the Commission on Academic Integrity at the University, Academic Councils of Faculties, the Trade Union Committee of the University, Commissions on Academic Integrity at Faculties, the Student Council, the Scientific Society of Students, Postgraduate Students, Doctoral Students and Young Scientists, etc.

11.7. Changes and additions to the Regulations regarding the responsibility of higher education recipients require approval by the relevant student self-government body.

## Appendixes

### APPENDIX A

Template of the declaration of a higher education applicant for verification of the qualification work for academic plagiarism by software and technical tools

To the head of the Department

\_\_\_\_\_  
Applicant of higher education (student  
Surname and Name, Faculty, course,  
group)  
\_\_\_\_\_

#### DECLARATION

Herewith I declare that I am acquainted with the rules of the current Regulations on the system of ensuring academic integrity at the Khmelnytskyi National University, according to which the detection of academic plagiarism is a reason for refusing to admit a qualification work to the defense and applying measures of disciplinary and academic responsibility. I have been informed about the use of software and technical tools to check the qualification works of higher education applicants for academic plagiarism and I give my consent to the university processing and saving my work in the university's institutional repository.

I also grant the University the right to transfer my work for processing and storage in the databases of software and technical tools (Unicheck and/or Anti-Plagiarism) and to use the work to detect academic plagiarism in other works that are checked by software and technical tools and users who have access to these software and technical tools, exclusively for the limited purposes of detecting plagiarism in the texts of works.

The work is submitted for review in an electronic version. The electronic version of my work coincides (identical) with the printed one.

\_\_\_\_\_  
date

\_\_\_\_\_  
signature

## APPENDIX B

Draft template of the decision of the expert commission on admission of qualification work to  
defense

DECISION OF THE EXPERT COMMISSION OF THE DEPARTMENT \_\_\_\_\_  
ON ADMISSION OF QUALIFICATION WORK TO DEFENSE

Herewith we confirm that we have read the results of the work's similarity report/reports produced by the plagiarism text checking software(s):

Name of qualification work \_\_\_\_\_

Author \_\_\_\_\_

Program \_\_\_\_\_

Specialty \_\_\_\_\_

Scientific director: \_\_\_\_\_

After analyzing the similarity report, the following conclusion was drawn:

#	Conclusion	Compliance mark
1	Borrowings found in the work are legal and not plagiarism (further, the grounds for classifying borrowings as legitimate are indicated, if necessary). The work is accepted for defense.	
2	Identified borrowings are not plagiarism, they are placed in sections that do not directly describe the author's research, but the number of citations exceeds the amount justified by the purpose of the work (below - detailed reasons for classifying borrowings as legitimate are indicated). The work is accepted for defense, but must be corrected.	
3	Identified borrowings are not plagiarism, but are partially placed in sections that directly describe the author's research, and the number of citations exceeds the amount justified by the goal of the work. The work may be accepted for defense after it has been corrected and refined and successfully re-checked for academic plagiarism.	
4	The work contains deliberate text distortions, alleged attempts to hide borrowings or other manifestations of academic plagiarism. The work contains fabrication or falsification of data. The work is not allowed for defense.	
5	Other:	

Evidence:

.....  
.....  
.....  
.....

Date

Head of department \_\_\_\_\_  
Signature Name, surname

Guarantor of the educational program \_\_\_\_\_  
Signature Name, surname

Supervisor of the qualification work \_\_\_\_\_  
Signature Name, surname

## APPENDIX C

The recommended scale for evaluating the uniqueness of qualification works of higher education applicants depending on the quantitative indicator of the level of uniqueness of the text

Quantitative indicators of the levels of uniqueness of the text of qualification works (%)			Recommended action
For educational and research programs	For educational and professional programs	Level of text uniqueness	
More than 85	More than 75	High	The text is considered unique and does not require additional actions to prevent illegal borrowing. Submitted for consideration of the Expert commission of the department
From 85 to 75	From 75 to 60	Satisfactory	There are certain signs of academic plagiarism. You should make sure that there are links to the original sources for the quoted fragments. It is submitted for consideration by the Expert Commission of the department, which determines the need for re-examination
From 74 to 40	From 59 to 40	Low	There are certain signs of academic plagiarism, but the material can be accepted under the condition of revision with a mandatory subsequent check for the uniqueness of the revised text
Less than 40	Less than 40	Unacceptable	There are significant signs of plagiarism. The material for consideration is not accepted

## APPENDIX D

### REPORT ON THE VERIFICATION OF QUALIFICATION WORKS OF HIGHER EDUCATION APPLICANTS

Of the specialty \_\_\_\_\_  
Code and name of the specialty

Name of the program \_\_\_\_\_  
 On the signs of academic plagiarism at the department of \_\_\_\_\_  
Department name

Level of higher education \_\_\_\_\_  
bachelor/master  
 of \_\_\_\_\_ semester 20\_\_ - 20\_\_ study year  
autumn/spring

#	Surname, Name, Patronymic name of the applicant	Surname, Name, Patronymic name of supervisor of the qualification work	Title of the work	Date of check	Percentage of matches when checking with software and technical tools		Conclusion of the commission on admission of the work to the defense *	Note
					Unicheck	Anti-Plagiarism		
1	2	3	4	5	6	7	8	9

\* - in the conclusion of the commission, it must be noted that the qualification work is or is not allowed to be defended.

Note - justify the reason for re-checking the qualification work, if it was carried out, etc.

Responsible person for checking the qualification works of higher education applicants in the department \_\_\_\_\_  
signature Name Surname

Head of department \_\_\_\_\_  
signature Name Surname

Guarantor of the educational program \_\_\_\_\_  
signature Name Surname

## APPENDIX E

KHMELNYTSKYI NATIONAL UNIVERSITY

### DECLARATION OF THE HIGHER EDUCATION APPLICANT

#### On compliance with academic integrity

Herewith I, \_\_\_\_\_  
Surname, name and patronymic name

\_\_\_\_\_  
Higher education applicant (code and title of the specialty, course, group)/ scientific-pedagogical employee (department name)

\_\_\_\_\_  
Faculty name

confirm that I have read the Regulations on the system of ensuring academic integrity at Khmelnytskyi National University and the Code of Academic Integrity and **undertake** to comply with their requirements during the educational process, conducting scientific activities, performing organizational and administrative functions, etc.

I **am aware** that if I violate the principles of academic integrity, I will bear responsibility before the academic community of KhNU in accordance with the norms defined by the Regulations of the system of ensuring academic integrity at Khmelnytskyi National University, the legislation of Ukraine.

\_\_\_\_\_  
20\_\_\_\_\_

\_\_\_\_\_  
Signature