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**REGULATIONS
ON PREVENTION AND DETECTION OF ACADEMIC
PLAGIARISM IN EDUCATIONAL AND SCIENTIFIC
PAPERS AT THE NATIONAL UNIVERSITY
“YURI KONDRATYUK POLTAVA POLITECHNIC”**

APPROVED:
Academic Council of the National University
“Yuri Kondratyuk Poltava Polytechnic”
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REGULATIONS

ON PREVENTION AND DETECTION OF ACADEMIC PLAGIARISM IN EDUCATIONAL AND SCIENTIFIC PAPERS AT THE NATIONAL UNIVERSITY “YURI KONDRATYUK POLTAVA POLYTECHNIC”

1. GENERAL PROVISIONS

1.1. Regulations on the prevention and detection of academic plagiarism in educational and scientific papers at the National University “Yuri Kondratyuk Poltava Polytechnic” (hereinafter – the Regulations) determines the procedure for checking scientific papers submitted to specialized scientific councils, editions of scientific journals by employees of the National University “Yuri Kondratyuk Poltava Polytechnic” (hereinafter – the University) and representatives of other organizations, as well as educational papers of higher education degrees "Bachelor", "Master" and "Doctor of Philosophy" who study at the University, for academic plagiarism and measures to prevent it, the development of skills of conscientious and correct work with sources of information; compliance with the requirements of scientific ethics and respect for the intellectual property of others; activation of independence and individuality in the creation of their own works, as well as increase of the responsibility for violating the generally accepted rules of citation.

1.2. The Regulations are a component of the regulatory framework of the quality assurance system of higher education and educational activities of the University and are applied in the part that does not contradict the current legislation, national and internal university regulatory framework.

1.3. When organizing the detection of academic plagiarism in educational and scientific papers, scientific, scientific and pedagogical, pedagogical, other employees and applicants for higher education of the University is governed by the Law of Ukraine "On Education", the Law of Ukraine "On Higher Education", the Law of Ukraine "On Copyright and Related Rights", "Recommendations for the prevention of academic plagiarism and its detection in scientific papers" (letter of the Ministry of Education and Science 1 / 11-8681 dated August 15, 2018), "Code of academic integrity and corporate culture of the University", these Regulations, University charter, rector's orders and other normative documents.

2. BASIC TERMS AND DEFINITIONS

The author – is an individual, who created the work.

Scientific and technical information – any information and / or data on domestic and foreign achievements of science, equipment and products obtained in the course of research, development, design and technological, production and

public activities, which can be stored on physical carriers or displayed in electronic form (Article 1 of the Law of Ukraine "On Scientific and Technical Information").

Scientific result – new scientific knowledge obtained in the process of basic or applied research and recorded on carriers. The scientific result can be in the form of a report, published scientific article, scientific report, scientific report on research work, monographic research, scientific discovery, draft normative legal act, normative document or scientific and methodological documents, the preparation of which requires relevant scientific research or contains a scientific component, etc. (paragraph 22 of Article 1 of the Law of Ukraine "On scientific and scientific-technical activities").

Plagiarism – publication (promulgation), in whole or in part, of another's work under the name of a person who is not the author of this work (paragraph "B" of Article 50 of the Law of Ukraine "On Copyright and Related Rights").

Academic plagiarism – publication (partially or completely) of scientific (creative) results obtained by others as the result of own research (creativity) and / or reproduction of published texts (promulgated works of art) of other authors without indication of authorship (Part 4 of Article 42 of the Law of Ukraine "On Education").

Work (paper, material) – information as a result of scientific or educational activities of a particular person (or co-author), presented on paper or electronically on the Internet (monograph, textbook, tutorial, article, thesis, preprint, abstract and dissertation manuscript (dissertation thesis), master's or bachelor's thesis, course paper or project, abstract, essay, test, etc.).

Quote – a relatively short excerpt from a literary, scientific or any other (including published on the Internet) work that is used, with obligatory reference to its author and source of citation, by another person in their work in order to make their own statements clearer or to refer to the views of another author in an authentic formulation.

Uniqueness of a work (paper, material) is the ratio (in percent) of material that does not correspond to other publications to the total volume of the material.

Types of plagiarism:

- reproduction in the text of a scientific work without changes, with minor changes, or in the translation of the text of another author (other authors), volume being of one sentence or more, without reference to the author (authors) of the reproduced text (to establish the type of plagiarism, it is sufficient to establish the presence of the following features: in the text of another author (other authors) there is the same or almost the same sentence or a group of sentences as in the evaluated scientific work (except for standard text clichés, which have no authorship and / or are commonly used); this text of another author (other authors) was created earlier than the evaluated scientific work (or another text of the author of the evaluated

scientific work, where the same sentence or group of sentences is available); the author of the evaluated scientific work does not refer to this text of another author (other authors) or refers elsewhere (in the bibliography, in another part of his work) so that it is unclear which sentence (which group of sentences) of the evaluated scientific work refers to the link);

- reproduction in the text of a scientific work, in whole or in part, the text of another author (other authors) through its paraphrasing or arbitrary translation without reference to the author (authors) of the reproduced text, (to determine the type of plagiarism it is enough to establish the following features: the evaluated scientific work contains a reproduction (in whole or in part) of the text of another author (other authors) through its paraphrasing or arbitrary translation in the amount of a paragraph, without reference to the author (authors) of the reproduced text; the evaluated scientific work contains the reproduction (in whole or in part) of the text of another author (other authors) through its paraphrasing or arbitrary translation of more than one paragraph without bibliographic and / or textual reference to the author (authors) of the reproduced text at least once in each paragraph (except for paragraphs consisting entirely of formulas, as well as numbered and bulleted lists); the reproduced text of another author (other authors) was created earlier than the evaluated scientific work (or another identical in content text of the author of the evaluated scientific work));
- reproduction in the text of a scientific work of quotations from other sources cited in another source without indicating which direct source is the citation (to establish the variety of this type of plagiarism, it is sufficient to establish the presence of the following features: in the evaluated scientific work, there are five or more citations from third sources, almost or almost to the same extent, as cited in another source, without reference to that other source as the source from which the relevant citations are taken; this other source was created earlier than the evaluated scientific work, (or other text of the author of the evaluation of the scientific work, which contains the same quotations); the author does not refer to this other source or refers elsewhere (in the bibliography, in another part of his text); the author does not refer to this other source or refers elsewhere (in the bibliography, in another part of his text) so, it is not clear at the reference that quotations used by the author from third sources were actually taken from this source);
- reproduction in the text of scientific work of scientific and technical information given in another source (except a well-known one), without indicating from which source this information is taken (to state the variety of this type of plagiarism, it is sufficient to establish the presence of the following features: in another source, the same scientific and technical information is published (except for a well-known one) which is given in the

- evaluated scientific work; this other source was created earlier than the evaluated scientific work (or another text of the author of the work, where the same scientific and technical information is available); the author does not refer to this other source or refers elsewhere (in the bibliography, in another part of his text) so that it is unclear from the reference what scientific and technical information used in the work (other than well-known), the author takes from this source);
- reproduction in the text of scientific work of published works of art without indicating the authorship of these works of art (to state the variety of this type of plagiarism, it is sufficient to establish the presence of the following signs: previously published works of art were used in the evaluated scientific work; the authors. (and/or performers) of these works of art are known; the authors (and / or performers) of these works of art are not specified in the evaluation scientific work).

3. ACADEMIC PLAGIARISM VERIFICATION PROCEDURE

3.1 Academic plagiarism is subject to verification in:

- educational papers of applicants for higher education degrees "bachelor", "master" and "doctor of philosophy", the organization of verification of the above materials is carried out by heads of departments;
- manuscripts of articles received by the editors of scientific journals, the organization of which is checked by the editors-in-chief of scientific journals;
- dissertations and thesis abstracts, the organization of verification of which is carried out by the chairs of specialized scientific councils.

3.2. Verification for academic plagiarism is carried out at the stage of submission of the materials of works specified in paragraph 3.1, for consideration by a specialized scientific council, editorial board or department.

3.2.1. Verification of educational and scientific works is carried out using an anti-plagiarism system.

3.2.2. Direct verification of the materials specified in paragraph 3.1, on the relevant mandate, is carried out by:

- responsible persons from among the highly qualified employees of the departments, appointed by the head of the department;
- executive secretaries of scientific journals;
- scientific secretaries of specialized scientific councils.

The above-mentioned persons with the help of the anti-plagiarism system determine the originality of each submitted work and form certificates of similarity of the text for further consideration at the meetings of departments, expert commissions of specialized scientific councils.

3.2.3. Verification for academic plagiarism of academic papers of applicants for higher education degrees of "Bachelor", "Master" and "Doctor of Philosophy"

is carried out at the stage of completion. The above-mentioned persons, when revealing the fact of academic plagiarism, provide motivated conclusions for consideration of the paper at the meeting of the department.

3.3. The final decision on the availability of ideas and scientific results obtained by other authors, and (or) reproduction of published texts of other authors without appropriate reference to the reasoned conclusions in accordance with subparagraphs 3.2.2, 3.2.3 is made by departments, expert commissions of specialized scientific councils, editorial boards of journals. When making a decision, the specifics of the paper are taken into account, which is checked for the presence of academic plagiarism (field of knowledge (specialty), type of work (article, dissertation, qualification work, educational work, etc.) and its originality.

3.4. The results of the verification for academic plagiarism are recorded in the minutes (of the meeting of the department, expert commission, and editorial board of the journal) in the form of a decision on permission to publish materials, admission to defense, sending materials for revision (or the issuance of another variant of the task for the educational paper of applicants for higher education degree of "Master") or rejection without the right to further consideration.

3.5. In case of disagreement with the results of the verification, the author (authors) of the paper under inspection has (have) the right to appeal.

3.6. The appeal is submitted personally by the author (authors) of the work addressed to the Vice-Rector for scientific and international work within three days after the announcement of the results of the inspection.

3.7. In case of receiving the appeal, by the order of the Vice-rector for scientific and international work, the commission for consideration of the appeal is created.

3.8. The personal composition of the commissions is formed of experienced and authoritative scientific and scientific-pedagogical employees of the University. When considering appeals against the results of the verification of educational works of applicants for higher education degrees of "Bachelor" and "Master", a representative of the student government is involved in the commission.

3.9. The appeal shall be considered by the appeal commission within a week from the day following the issuance of the order of the Vice-rector for scientific and international work on the establishment of the appeal commission, unless otherwise specified in the order. The conclusions of the appeal commission shall be recorded in the relevant minutes of the meeting.

4. PREVENTION OF ACADEMIC PLAGIARISM

4.1. Any textual fragment of a sentence or more, reproduced in the text of a scientific work without changes, with minor changes, or translated from another source, must be accompanied by a reference to this source. Exceptions are allowed only for standard text clichés that are not authored and / or commonly used.

4.2. If paraphrasing or arbitrary translation in the text of a scientific work of the text of another author (other authors) occupies more than one paragraph, the link (bibliographic and / or textual) for the relevant text and / or its author (s) shall be included at least once in each paragraph of the scientific work, except for paragraphs consisting entirely of formulas, as well as, numbered and bulleted lists (in the latter case, one link may be provided at the end of the list).

4.3. If a quote from a particular source is given from the original source, the text of the scientific work should include a reference to the original source. If a quote is not from the original source, the text of the scientific work should contain a reference to the direct source of quoting ("cited by: ___").

4.4. Any scientific and technical information provided in the text of the scientific work must be accompanied by a clear indication of the source from which this information is taken. Exceptions are allowed only for well-known information recognized by the entire community of specialists in the field.

4.5. Any promulgated works of art reproduced in the text of the scientific work must be accompanied by an indication of the authors of these works of art (if known). In the case of performing works of art, individual or collective performers (if known) should be also mentioned. If the authors / performers are unknown, it should be noted that they are unknown.

5. ADMONISHMENT OF ACADEMIC PLAGIARISM

5. Admonishment of plagiarism in the academic environment of the University is carried out by organizational, methodological and scientific units of the University by conducting a set of preventive measures, which consist in:

5.1. Informing higher education applicants, lectures and researchers about the need to comply with the rules of the "Code of Academic Integrity and Corporate Culture of the University", the rules of academic ethics and the increase of the responsibility for compliance with quotation standards;

5.2. Organization of events by the library and information center to promote the basics of information culture;

5.3. Formation of tasks for educational papers with the use of pedagogical innovations that promote the development of creative approach of higher education applicants to their accomplishment;

- annual events for doctoral and postgraduate students on scientific ethics and prevention of academic plagiarism;

- acquainting applicants for higher education, lecturers and researchers with these Regulations.

6. FINAL PROVISIONS

6.1. The Regulations are approved by the Academic Council of the University and put into effect by the order of the University.

6.2. Changes and additions to the Regulations may be made by the order of the Rector on the decision of the Academic Council of the University. In the same order, the Regulations are repealed.

Vice-Rector for Scientific
and International Work

Svitlana SIVITSKA