

APPROVED
Scientific Council
Petro Mohyla Black
Sea National University

Protocol №1

Dated on 30/08/2019

APPROVED
Rector
Petro Mohyla Black
Sea National University



L.P. Klymenko

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Provision on academic integrity at Petro Mohyla Black Sea National University

General provisions

The regulation on academic virtue in the PMBSNU is valid according to the law of Ukraine "on education", the law of Ukraine "on higher education", The University Charter, Regulations on the organization of the World process, and others regulatory legal acts.

Purpose of the regulation: Organization of a system for preventing and detecting plagiarism in academic texts of applicants for higher education and employees of PMBSNU.

Provision on academic integrity at PMBSNU an integral and integral part of the quality assurance system of educational and scientific activity of the University and the quality of higher education in general.

1. The concept of academic integrity

1.1. Academic integrity is a set of ethical principles and principles, rules defined by the law, which should guide participants of the educational process during the training, teaching and implementation of scientific activities with the goal to ensure confidence in learning outcomes and scientific achievements.

1.2. Compliance with academic integrity by pedagogical, scientific- teachers and researchers provide with:

- links to information sources in the case of using ideas, developments, approvals, and information;
- compliance with copyright and related rights legislation;
- providing reliable information about research methods and results, sources of information used and own pedagogical (scientific and pedagogical, creative) activity;
- monitoring the observance of academic integrity by applicants higher education; objective assessment of learning outcomes.

1.3. Compliance with academic integrity by higher education applicants provide with:

- independent performance of educational tasks, current and current tasks final control of learning outcomes (for persons with special educational needs this requirement is applied taking into account their individual needs and features);
- links to information sources when using ideas and developments, statements and information;
- compliance with copyright and related rights legislation;
- providing reliable information about the results of own training program (scientific, creative) activity, research methods and sources used information.

2. Main types of academic integrity violations

Main types of academic integrity violations:

2.1 **Academic plagiarism** - publication (partially or completely) scientific results obtained by other persons, as the results of their own research and reproduction of published texts by other authors without specifying authorship.

The main types of academic plagiarism:

- literal borrowing of text fragments without formatting them as quotes with a link to the source;
- use of information (facts, ideas, formulas, numerical values etc.) from a source without reference to this source;
- paraphrasing the source text in a form that is close to the original text, or summarizing ideas, interpretations, or conclusions from a specific source without reference to this source;
- submission works (dissertations, monographs, educational programs manuals, articles, abstracts, reports, tests, settlement, term papers, theses and master's works, essays, abstracts) which have been made by other persons, including works in connection to which the present authors have given their consent to such usage.

2.2. **Self-plagiarism** - disclosure (in part or in full) of its own thoughts previously published as new scientific results.

Typical examples of self-plagiarism:

- duplication of publications - publication of the same scientific work (in all or with minor changes) in several editions, as well as repeated publication (in all or with minor changes) of previously published articles, monographs, other scientific papers, as new scientific papers;
- duplication of scientific results - publication of the same scientific results in various articles, monographs, and other scientific works, such as new results that are published for the first time;
- submission of the results in reports on the implementation of scientific projects, 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 links of previous publications;
- data disaggregation publishing a part of previously published documents data without a link to the previous publication;
- re-analysis of previously published data without reference to previous publication of these data and previously performed analysis of them.

2.3. **Fabrication** - fabrication of data or facts used in the production process educational process or scientific research.

Fabrication is also the use of fictitious data next to authentic, when genuine data is not sufficient to support conclusions research.

2.4. **Falsification** - deliberate modification or modification of existing data, related to the educational process or scientific research.

Falsification can refer to incomplete or deliberately distorted information descriptions of research methods for the purpose of concealment:

- methodological errors made by the authors; usage of outdated or unsuitable for the relevant purposes research equipment;
- application of algorithms that are not suitable for research purposes and software.

Falsification is also the provision of incomplete or distorted information about testing the results of research and development.

2.5. **Rewriting** - performing written work with the involvement of external clients sources of information other than those allowed for use, in particular during the evaluation of learning outcomes.

It can also be credited to debiting:

- submission or representation by different persons of works with the same content as a result of own educational activity;
- writing other people's versions of tasks at control events;
- usage of a system of hidden signals (sound, gesture, and other signals). etc.) when performing group control measures with the same options;
- non-independent performance of tasks in cases where it is not allowed to receiving assistance, or not specifying information about the assistance received, consultations, cooperation, etc.

2.6. **Deception** - providing deliberately false information about own educational (Scientific, creative) activities or organization of the educational proces; forms of deception are, in particular, academic plagiarism, self-plagiarism, fabrication, falsification and debiting.

In addition to the above, forms of deception are:

- imitation of educational and scientific activities;
- false co-authorship;
- attribution of co-authorship to persons who have not taken a qualified course participation in research and publication preparation (in particular, this applies

to enrollment to the authors of the heads of institutions and departments that did not directly participate in the work performed by employees or students who performed only technical tasks help, etc.):

- non-inclusion in co-authors of persons who have taken an active qualified participation in research and publication preparation, in particular in setting goals and tasks of the work, formulation of its conclusions, development of algorithms, analysis results of experiments and calculations, writing text, etc.;
- conscious distortion of references to sources, conscious distortion information contained in the sources referenced (in some cases it may also be academic plagiarism);
- passing procedures for monitoring and evaluating learning outcomes figureheads;
- selling, distributing, posting, or publishing courses of lectures, handouts materials, records or other information provided by the teacher, and using them for any commercial purposes without written permission of a teacher;
- simulation of deterioration of Health and illness in order to avoid control measures;
- getting a copy of exam papers, questions, or assignments earlier than will be allowed by the teacher;
- illegal cooperation, in particular when performing student tasks projects submitted as the results of independent work;
- usage of illegal assistance in performing individual and control tasks; repeated submission by educational applicants of written works that have already been submitted as reports in other disciplines, without the teacher's permission;
- forgery of signatures in official documents (credit cards, acts, reports, agreements, etc.);
- providing feedback or reviews on scientific or educational works without proper examination of them;
- provision by a higher education institution or its employees false information about the institution, its educational programs, and assessment system, training results, contests, etc.;
- false reports of education applicants about events that require termination of the educational process, postponement of control measures, etc. (man-made accidents, natural disasters, explosion Threats, etc.).

2.7. Bribery - provision (receipt) by a participant in the educational process or an offer to provide (receive) funds, property, services, benefits, or any other services-what other benefits of a tangible or intangible nature for the purpose of obtaining illegal advantage in the educational process.

Bribery may include receiving, provoking, or offering undue benefits for getting a positive or higher rating when drawing up any type of current and final control, as well as any other advantages in academic, research or work activities;

forced charitable contributions and forced labor of higher education applicants and / or their parents; compulsory provision of educational services (compulsory tutoring).

2.8. Objective assessment - deliberate overestimation or understatement assessment of learning outcomes of higher education applicants. This violation covers any cases of deliberate overstatement or underestimation of teachers ' grades.

In particular, the following: the usage of different approaches and criteria for evaluating the same type of work of different applicants for higher education; deliberate creation of unequal conditions for different applicants, etc., providing and obtaining any unjustified benefits in the educational, research or employment of applicants for education and employees of a higher education institution, in particular including through family and other informal ties, the usage of pressure on individuals, making appropriate decisions.

Biased assessment can also include usage of an assessment system that is incomprehensible to higher education applicants; late notification of higher education applicants about the assessment system learning outcomes; creation of an assessment system that does not correspond to declared goals and objectives of the topic, discipline, practice, educational program and so on.

3. Academic responsibility

3.1. Academic liability for violation of academic legislation integrity is established for applicants for Higher Education, Scientific and pedagogical, research and teaching staff, as well as for structural divisions.

3.2. Types of academic responsibilities:

Academic responsibilities of scientific and pedagogical organizations. scientific teaching staff are:

- refusal to award an academic degree or award a scientist title;
- deprivation of an awarded academic degree or awarded scientist title;

Academic responsibility of higher education applicants are:

- repeated passing of the assessment (control work, exam, test etc);
- repeated completion of the corresponding educational component of the educational programs;
- appointment of additional control measures (additional individual measures tasks, additional test papers, tests, etc.);
- notification to parents or other persons (individuals or legal entities), who pay for training; deductions from an educational institution;
- deprivation of an academic scholarship;
- deprivation of tuition benefits provided by an educational institution;
- non-admission of qualification work to the defense with the right to repeat certification within the time limits established by regulatory documents.

3.3. Plagiarism in academic texts of the PMBSNU is not allowed. Maximum volume of citations, their sources, etc are determined by the methodological Council of the faculty(Institute), taking into account the specifics educational programs.

4. Measures to prevent academic plagiarism

4.1. Measures for academic integrity and Prevention of academic integrity plagiarism in the PMBSNU consists of:

- informing higher education applicants and employees about the need to compliance with the principles of academic integrity and responsibility;
- teaching a course on academic writing for higher education applicants;
- organization of events to promote the basics of Information Culture and academic integrity;
- organization of audio/video recording of the defense of dissertations and qualification documents works of higher education applicants;
- checking academic texts for plagiarism; application of academic responsibility methods.

5. Academic texts that subject to plagiarism testing

5.1. The following academic texts subject to mandatory verification for plagiarism:

1. Qualification works for obtaining a bachelor's or Master's degree on the stage of admission to protection;
2. Dissertations for the degree of Doctor of philosophy/doctor science - at the stage of submitting materials of works for consideration by a specialized company Academic Council;
3. Recommended manuscripts of monographs and textbooks for publication by the Academic Council of the University - at the stage of submission of materials;
4. Manuscripts of articles for scientific journals and conference abstracts at the stage of submission of the work for publication;
5. Current control, analytical works, research papers, etc. - at the stage of verification of these works before issuing points in a paper or electronic journal of academic group;
6. Coursework (projects) - before its defense.

5.2. Verification of the texts specified in clause 1-4 is carried out by using the anti-plagiarism system chosen by PMBSNU.

Report concerning borrowings in the text of coursework papers (projects) together 13 the electronic version of the work is uploaded to the Moodle system.

5.4. Responsible persons from the scientific department, editorial offices of scientific publications conference organizing committees, Scientific Library academic texts are placed in: institutional repositories of the PMBSNU, repositories

qualification works of higher education applicants corresponding to the sections of the web site University and are provided with free access to the Internet.

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Procedure of academic texts verification for academic plagiarism in Petro Mohyla Black Sea National University

Procedure for academic texts verification in the PMBSNU. This procedure is an integral part of the regulation on academic performance virtue at Petro Mohyla Black Sea National University.

General scheme for academic texts verification for plagiarism using the appropriate electronic system will consist of the following stages:

- the final version of the text for verification will be uploaded to the system
- the text verification process is performed by using internal databases system libraries and open internet sources;
- genus system similarity report;
- the similarity report is sent for analysis and acceptance by the expert solutions.

Measures of academic plagiarism verifications of qualification works at the obtaining a bachelor's or Master's degree:

1. deans of faculties (directors of institutes) organize work on verifications for plagiarism of qualification works of applicants at higher education levels Bachelor's and master's degrees.

2. heads of graduate departments appoint scientific supervisors/ heads of qualification works made by responsible persons from departments for verification of Bachelor's and master's qualification papers anti-plagiarism the Unicheck system.

3. director of the Scientific Library as an Account Manager/Administrator of the University in the Unicheck system, provides Organization of the learning process

verification of qualification works and formation of reports of persons appointed responsible persons from the departments.

4. to determine the procedure for implementing measures to check academic performance plagiarism of qualification works:

1) heads of the graduate departments provide information about full names and addresses of existing electronic mail addresses and the number of qualification works of higher education applicants of scientific supervisors/head of qualification works-manager the administrator of the university account to register in the Unicheck System 2 months in advance of qualification works pre-defense;

2) manager/administrator of the resstrus university account of responsible persons from the departments in the system and sets a limit in the system for verification in scientific institutions managers of qualification works depending on the number of qualification documents works of applicants for higher education that are being verified;

3) the final version of the qualification work for plagiarism varification uploaded to the system by the responsible person (doc, docx, or pdf format; without title page; list of symbols, appendices, size 12; with the ability to search by text);

4) the responsible person carries out the process of varification the qualification certificate work on the databases of the internal library of the Unicheck system and open online sources;

5) the system generates a similarity report;

6) the similarity report is submitted for analysis and expert decision-making;

7) admission to the defense of qualification works is carried out taking into account expert assessment of scientific supervisors/managers of qualification works concerning for plagiarism.

Measures of plagiarism varification of dissertations for the Doctor of philosophy/doctor of science degrees

1. Electronic version of the dissertation together with the application for verification of plagiarism (the application confirms the dissertation candidate's independence in performing the work and the identity of the printed and electronic versions of the work) is submitted to the scientific- Research Part (Department of doctoral studies, postgraduate studies) of the University. Verifying for the identity of the printed and electronic versions of the dissertation and is based on the corresponding department where the work was performed.

2. Responsible Person of the research department (Department of doctoral studies, postgraduate studies) of the University uploads an electronic version of the work to the system to perform a varifications that generates a similarity report.

3. The report of the plagiarism varification is submitted to the meeting of a specialized scientist the council that reviews the dissertation and is authorized to make decisions on admission to the defense, which should be indicated in the conclusion of the minutes of the meeting a separate item.

4. If professional assessment of the content of the dissertation is necessary (determined at a meeting of the dissertation Council) as experts (up to 3 people) doctors of Sciences, candidates of Sciences (doctors of PhD) can be involved in the relevant field specialty.

5. If the work is accepted for the defense, then the process of implementation the measures from the academic plagiarism is considered to be completed.

6. In case of detection of borrowings in the work without proper design of links or other technical shortcomings, or if the number of the above citations exceed the volume justified by the intended purpose of the work, the work is returned to the author for revision with the possibility of resubmission for consideration by the dissertation Council. If the work contains explicit text messages borrowing, deliberate attempts to hide them, or other manifestations of academic failure integrity - work is not accepted for the defense. Reasons for the refund work should be indicated in the conclusion as a separate item.

7. The author has the right to appeal in accordance with procedure 3 award of academic degrees approved by a resolution of the Cabinet of Ministers Of Ukraine dated on 24.07.2013 №567.

Measures of academic plagiarism varifications of manuscripts and monographs, textbooks and manuals

1. Final version of the monograph/textbook/educational manuscript created at the University and applying for it Vulture University, must be submitted by the author of the work to the research institute (department of doctoral studies, postgraduate studies) of the University in electronic format in 10 days before the discussion at the department meeting.

2. Responsible person from the Research Unit (Department doctoral studies, postgraduate studies) for plagiarism verification download electronic version of the work to the system for verification and submission report on compliance with academic integrity.

3. Responsible person from the Research Unit (Department doctoral studies, postgraduate studies) for plagiarism verification provide paper report similarity to the head of the department within three working days after receiving it works for plagiarism verification.

4. Report on the absence/presence of plagiarism analysis responsible the person and reports on the results at the meeting of the department, where it is considered questions of the application for awarding the work of the University stamp.

5. The issue of reviewing the report and making a decision based on its results is noted in the minutes of the department meeting.

6. If the department provides with the positive decision for the manuscript to the university, the process of implementation of measures for plagiarism verification is considered complete. The results of the recommendation on printing are announced

during the consideration of the application for the assignment of the work of the university stamp at the Academic Council.

7. In case of detection of borrowings in the manuscript without proper registration link design or other technical errors, the job will be returned to the author for revision with the possibility of re-submission for the department consideration.

8. If the manuscript contains intentional textual attempts to conceal borrowings or other manifestations of academic plagiarism, the author is denied an application for the university stamp.

9. The reasons for refusal must be indicated in the minutes of the department meeting.

Measures for plagiarism verification of manuscripts or articles to scientific journals and conference abstracts of the PMBSNU

Measures for plagiarism verification of manuscripts articles in scientific journals publications are carried out using the appropriate electronic system by editors of scientific journals and organizing committees conferences in accordance with the general procedure for plagiarism verification. The report is submitted to the editorial offices of scientific journals and organizing committees conferences.