Economic and Technological Institute named after Robert Elworthy

Regulations on the procedure for checking academic and scientific texts for uniqueness at the Economic and Technological Institute named after Robert Elworthy

Kropyvnytskyi, 2020

I. General provisions

1.1. The Regulation "On the procedure for checking academic and scientific texts for plagiarism" (hereinafter - the Regulation) was developed on the basis of the Law of Ukraine "On Higher Education", the Law of Ukraine "On Education", the Law of Ukraine "On Copyright and Related Rights", "Methodological Recommendations for institutions of higher education to support the principles of academic integrity", Regulation "On academic integrity", adopted by the Academic Council of ETI on March 17, 2020 (protocol No. 8).

1.2. The regulation regulates the procedures for checking academic and scientific texts of students and employees of the Economic and Technological Institute (hereinafter - the Institute) for the presence of borrowings from texts present in the databases of the Institute, the databases of other higher educational institutions and on the Internet using the Strikeplagiarism.com system. If necessary, additional verification can be performed by other freely available systems.

1.3. The following types of work are subject to the mandatory inspection procedure:

- qualification papers of students of the Institute at the stage of consideration by the department of the issue of providing recommendations for defense;

- manuscripts of monographs, textbooks, teaching aids, materials of conferences submitted for consideration by the Academic Council;

- manuscripts of articles at the stage of their independent review and analysis by editorial boards of scientific publications of the Institute. Examination of coursework, calculation and graphic works and homework is not mandatory and can be carried out selectively or at the request of the teacher of the disciplines.

1.4. The task of the online plagiarism check system is to determine the degree of similarity of the text of a qualification, academic or scientific work to the texts of documents contained in databases and on the Internet. Works for which a significant percentage of similarity is found cannot be qualified (accepted for consideration) as containing plagiarism. The Board of Academic Ethics and Conflict Management makes decisions about the existence or legality of borrowings found by the review system.

1.5. The contact person between the Institute and the company "Plagiarism" LLC (Strikeplagiarism.com), which provides services for the detection of text matches and borrowings, on all technical issues of the functioning of the anti-plagiarism

system and the coordinator of work on checking academic texts at the university is the administrator of the plagiarism check system. Duties of the Administrator from the plagiarism check system are assigned by the rector's order to the responsible person (with his consent).

2. TASKS AND OBLIGATIONS OF RESPONSIBLE PERSONS

2.1. The Plagiarism Checker Administrator account is created by a representative of the developer company.

2.2. The administrator of the plagiarism check system can delegate part of his authority to responsible persons by providing them with the appropriate account attributes. Responsible persons are appointed by the rector on the proposal of the dean of the faculty.

2.3. The regulation defines the general algorithm for checking texts for academic plagiarism.

2.4. The author of this work is responsible for preparing the work file to be reviewed. The file format must be acceptable for plagiarism checking (file formats .doc, .docx, .pdf, .odt that do not contain security elements are supported).

2.5. During the preparation of the work file, it is forbidden to use any methods of deceiving academic plagiarism checking services, in particular, it is forbidden to:

- replacement of text symbols with visually identical images;

- replacement of individual letters of one alphabet with similar letters of another alphabet (for example, replacement of Cyrillic letters "АаВЕеИиКМНОоРрСсТуХх" with corresponding Latin letters and vice versa);

- insertion of additional text symbols that are not visually visible.

In the event of detection of an attempted deception during the check for the presence of academic plagiarism in the submitted works, a negative conclusion is taken with the drawing up of an appropriate protocol, and such work is not accepted for defense (it is not recommended for publication).

2.6. After receiving the work files from the authors, the responsible person conducts an academic plagiarism check according to the following procedure:

- is authorized in the Internet plagiarism check service;

- uploads work files to the Internet service server through the appropriate Web interface;

- checks uploaded work files with the Institute's internal document database or with Internet resources in the Internet service;

- stores extended electronic reports on inspection results on local media, which contain information on the percentage of uniqueness of works.

2.7. Responsible persons are responsible for:

- for inconsistency of submitted paper and electronic versions of works;

- for submitting unreliable and false information in the report;

- for the untimely check of the work for plagiarism and the formation of similarity reports, subject to compliance with the terms of submission of the text of the work by the author.

2.8. The system administrator conducts a selective review of similarity reports submitted by responsible persons and decisions of the Council on Academic Ethics and Conflict Management.

3. ASSESSMENT OF THE LEVEL OF ORIGINALITY AND THE CONDITIONS FOR RECOGNIZING LOANS AS LEGAL

3.1 In the academic plagiarism prevention system of the Institute, as a criterion for the originality of works, the indicator of the level of originality of the text is used as a percentage, obtained with the help of software and technical means of checking for plagiarism and reduced by the percentage of legitimate borrowings.

3.2 For scientific, educational-methodical and qualification works, the following evaluation scale is recommended depending on the quantitative indicator of the level of originality of the work according to the Strikeplagiarism.com system (the work is accepted for defense/for publication):

1. If the work does not contain borrowings of more than 40% of the first coefficient;

2. If the work does not contain borrowings of more than 10% of the 2nd coefficient;

3. If all quotations are correctly marked;

4. If all citations are correctly displayed in the list of references;

5. If the work does not contain any manipulations with the alphabet, replacement of letters, hidden text, etc.

3.3 Borrowings identified in the text of the work are considered legitimate if they are:

- proper names (individual names of individual single objects, including names of institutions, names of works that were studied in the work, bibliographic references to sources, etc.);

- established phrases characteristic of a certain field of knowledge;

- properly decorated with citations;

- self-citation (text fragments belonging to the author of the work, published or made public in electronic form by him in other works), if it is allowed by the editorial policy of the publication.

3.4. The results obtained in the reports on checking the text for uniqueness are advisory in nature and are only supporting materials to ensure the work of the Commission on Academic Ethics and Conflict Management.

3.5. The final decision to accept or reject the submitted text can only be made by the Commission on Academic Ethics and Conflict Management, this decision must be reasoned and recorded in the protocol (conclusion).

4. REVIEW OF STUDENT WORK

4.1. Checking students' works for academic plagiarism is carried out using Internet services based on the Institute's internal document database and on the Internet free of charge.

4.2. Manuscripts of qualification works are checked for academic plagiarism based on the application of the applicant for higher education (according to the form provided in Appendix 1).

4.3. Before checking for academic plagiarism, the applicant of higher education (the author of the qualification work) no later than 20 calendar days before the meeting of the Commission on Academic Ethics and Conflict Management:

- prepares a file of qualification work in a format acceptable for plagiarism checking;

- can check the qualification work with the help of free programs or services (for example, EtxtAntiplagiat), and introduce the results of the check to the supervisor of the qualification work;

- submits the finished file of the completed qualification work to the responsible person.

4.4. The responsible person submits students' works in electronic and printed form for academic plagiarism check or performs such check independently, if such authority has been delegated to him.

4.5. The check is carried out in a period of no more than 3 calendar days. The result of the check - similarity reports - are sent to the graduation departments.

4.6. The decision on the originality of the author's work and admission to defense/printing is made by the Commission on Academic Ethics and Conflict Management, which is created by order of the rector and works under his chairmanship. Its composition should include: the dean, heads of specialized departments, representatives of the teaching staff, a delegated member from the student parliament. The Commission 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 rector. Depending on the specifics of the issue under consideration, if necessary, additional members from among the employees of the Institute are included in its composition by written order of the head of the Commission. The commission is elected for a term of two years. A meeting of the commission is considered legitimate if at least two-thirds of its members participate in its work. Decisions of the commission are considered adopted if they are supported by the majority of its members by open voting.

4.7. Works that have a low level of originality of the text are returned to students for revision for a period of no more than 2 calendar days, after which they are sent for re-checking, which is carried out in a period of no more than 3 calendar days.

4.8. Works that have an unacceptable or low level of originality of the text based on the results of re-checking are not allowed to be protected.

4.9. Based on submitted reports and decisions of the Commission on Academic Ethics and Conflict Management approved at the department meeting, the Secretary of the Commission forms a list of higher education applicants admitted to defense.

4.10. Upon completion of the full process of checking texts for plagiarism, including re-checking, generated similarity reports and expert opinions on the degree of originality of the author's work must be provided to the Administrator of the Institute's plagiarism check system.

5. REVIEW OF MANUSCRIPTS OF MONOGRAPHS, TEXTBOOKS AND TRAINING GUIDES SUBMITTED FOR RECOMMENDATION FOR PRINTING

5.1. Checking monograph manuscripts for academic plagiarism is carried out using an Internet service based on the Institute's internal databases and open Internet resources and is a mandatory condition for their acceptance for consideration by the Institute's Academic Council.

5.2. The review of manuscripts of monographs, textbooks and study guides is carried out on the basis of the statement of the author(s) (according to the form provided in Appendix 1/3).

5.3. Checking for academic plagiarism of manuscripts of monographs, textbooks and teaching aids is carried out by responsible persons at the faculty level.

5.4. The results of the check for academic plagiarism are taken into account when the department makes a decision on violation of the request to recommend a monograph, textbook or study guide for printing.

5.5. Before being checked for academic plagiarism, the author(s) of the monograph, textbook or study guide:

- prepares a manuscript file in a format acceptable for plagiarism checking; - submits the finished manuscript file to the responsible person.

5.6. To check for academic plagiarism, the responsible person after receiving the manuscript file and statement from the author(s) within 5 calendar days:

- in accordance with Clause 5 of Section 2, checks manuscripts with Internet resources in the Internet service;

- informs the head of the Academic Council about the indicator (percentage) of the uniqueness of the manuscript and provides an extended electronic report on the results of the check.

5.7 The Chairman of the Academic Council, on the basis of the submitted report, makes an appropriate decision regarding the further procedure for reviewing the manuscript. If the level of originality of the text in the manuscript is satisfactory

or high, the chairman convenes the Committee on Academic Ethics and Conflict Management, which makes a decision on the admission of the work to print. If the degree of originality of the text in the manuscript is low or unsatisfactory, the Committee on Academic Ethics and Conflict Management makes a decision on the need for re-examination within a period of no more than 3 calendar days and records its decision in writing (according to Appendix 2) with justification of the reasons for accepting the manuscript for consideration or submission for re-inspection.

5.8 In the case of a low level of originality of the text of the submitted manuscript, it is mandatory to recheck it after revision by the author(s). Re-checking is carried out within no more than 3 calendar days from the receipt of the corrected version of the manuscript. Only after that, the manuscript is submitted for review by the Commission on Academic Ethics and Conflict Management.

5.9 Upon completion of the full process of checking texts for plagiarism, including re-checking, the generated similarity reports and one copy of the decision of the Commission on Academic Ethics and Conflict Management must be provided by the responsible persons to the Administrator of the Institute's verification system.

6. PROCEDURE FOR SUBMISSION OF APPEAL AND ITS CONSIDERATION

6.1. The review of appeals by applicants (authors) is carried out by the Commission on Academic Ethics and Conflict Management.

6.2. In case of disagreement with the decision of the Academic Council or editorial board, a student, teacher or other participant in the educational (scientific) process has the right to submit a written appeal within three days to the head of the Commission on Academic Ethics and Conflict Management (on the form provided in Appendix 3).

6.3. The head of the Commission on academic ethics and conflict management holds a meeting within a week from the moment the application is submitted.

6.4. The applicant is notified of the date and time of the meeting at least two days in advance.

6.5. If the applicant does not appear at the meeting of the appeal commission, the matter is considered in his absence.

6.6. Based on the results of the meeting, the appeal commission forms a final conclusion, which is signed by the chairman of the commission, its members and the applicant (if available).

7. RESPONSIBILITY OF AUTHORS AND OFFICIALS FOR ACADEMIC PLAGIARISM

7.1. Establishing the facts of unsatisfactory originality (low uniqueness) is the basis for refusing to provide a recommendation for printing or sending these materials for revision.

7.2. The low percentage of originality of the works of higher education holders of the "master's" degree is a reason for the Commission to make a decision not to admit to the defense and send materials for revision or issuing a new assignment, deducting the holder or depriving him of his grant (tuition payment benefits).

7.3. Detection of facts of plagiarism by scientific and scientific-pedagogical employees of the Institute is taken into account when extending the validity of the contract.

7.4. Scientific-pedagogical and scientific workers, holders of educational qualification and scientific degrees and their supervisors, members of the Academic Council bear personal responsibility for observing the principles of academic integrity stipulated by the legislation of Ukraine and the Regulation "On Academic Integrity".

7.5. Appeals of persons regarding infringement of their copyright are considered at a meeting of the Commission on Academic Ethics and Conflict Management. With their consent, the following may be involved in the meeting of the Quality Council: the rector, administrator and deputy administrator of the plagiarism check system, scientific and pedagogical staff, as well as additional persons by decision of the chairman.

8. FINAL PROVISIONS

8.1 The procedure enters into force from the date of its approval by the Academic Council.

8.2 All changes and additions to the Regulations are approved by order of the rector.

8.3 Responsibility and control over the implementation of the Regulations shall be borne by the officials of the Institute in accordance with their functional duties.

Appendix 1

Sample application of a higher education applicant

To the head of the department

_____

student of higher education

(student name, faculty, "course", "group")

_____

STATEMENT

With the rules of the current Regulation "On the procedure for checking academic and scientific texts for uniqueness in ETI named after R. Elworthy" dated "___"_____ 20__, according to which the detection of plagiarism is a reason for refusing to allow the work to be defended/printed and applying measures of disciplinary and academic responsibility, familiarized. I have been informed about the use of the System for identifying similarities in the works of higher education applicants and I give my consent to the processing and storage of my work in the database of the institute. I also grant ETI the right to transfer my work for processing and storage in the Similarity Detection System and to use the work to detect plagiarism in other works uploaded/uploaded for review, solely for the limited purposes of detecting plagiarism in the texts of the works. The work was prepared solely by me and does not infringe the copyright of third parties in accordance with copyright law. The electronic version of the work presented by me for verification coincides with the printed copy.

_____ date   _____ signature

Appendix 2

Sample decision of the Academic Council and Conflict Management Commission

DECISION OF THE COMMISSION ON ACADEMIC ETHICS AND CONFLICT MANAGEMENT OF THE ROBERT ELWORTHY ECONOMIC AND TECHNOLOGICAL INSTITUTE

_____ (date)

The Commission on Academic Ethics and Conflict Management confirms the review of the protocol of the report of found similarities and the conclusion on the degree of originality of the author's work regarding _____ (type, title, author and scientific supervisor of the work).

After review, the Commission on Academic Ethics and Conflict Management concluded that:

1. Borrowings found in the work are legal and not plagiarism (the reasons for classifying borrowings as legitimate are indicated below). The work is accepted for protection/printing

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 and reasoned reasons for classifying borrowings as legitimate are indicated below). The work is accepted for protection/printing, but must be proofread. The corrected version must be submitted to the department 2 days before the defense, together with a statement regarding the independence of the written work and the identity of the printed and electronic versions of the work.

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. In this regard, the goal of the work and the set tasks were not achieved. The work may be accepted for defense/print after it has been proofread 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 eligible for protection/printing.

5. Other _____ Members of the Academic Ethics and Conflict Management Commission (signatures).

Appendix 3

Sample application for appeal regarding the decision of the Commission on
Academic Ethics and Conflict Management

Chairman of the Commission

on Academic Ethics and Conflict Management

_____

higher education applicant (surname, group)

_____

STATEMENT

I ask you to consider my case at a meeting of the Commission on Academic Ethics
and Conflict Management, as I do not agree (a) with the inspection and believe
that ……………………………

(specific comments and position of the applicant are presented).

_____ date _____ signature

Appendix 4

Sample of an expert opinion on the degree of originality of the author's work

Conclusion on the degree of originality of the author's work

Job title: _____

Type of work: _____

Author(s) of the work: _____

Volume of the author's work: _____

Software and technical means of verification, which were used when checking the author's work for originality: StrikePlagiarism program

The results of checking the originality of the author's work

The extent of similarities found: KP 1: (norm 40 %)   KP 2: (norm 10 %)

"Alarm!" signal: yes/no

Remark:_____

_____

_____

_____

_____

_____

Conclusion:_____

_____

_____

Authorized plagiarism checker: _____ (signature)