

REGULATIONS

on the system of prevention and detection of academic plagiarism
in educational, methodological and scientific works of higher education
students, doctoral students and employees of the Hetman Petro
Sahaidachnyi National Army Academy

1. General provisions

1.1. The Regulations on the system of prevention and detection of academic plagiarism in educational, methodological and scientific works of higher education students and employees of the Hetman Petro Sahaidachnyi National Army Academy (hereinafter referred to as the Regulations) are developed in accordance with the Laws of Ukraine ‘On Higher Education’, ‘On Education’, ‘On Professional Higher Education’, ‘On Amendments to Certain Laws of Ukraine on Improving Educational Activities in the Field of Higher Education’, ‘On Copyright and Related Rights’, Joint NATO Strategic Command Directive “Education and Individual Training (E&ITD) 075-007” of 10.9.2015, the Statute of the Hetman Petro Sahaidachnyi National Army Academy (hereinafter - the National Academy) and to prevent plagiarism in scientific, educational and methodological works of cadets, students, postgraduate students (adjuncts), doctoral students, researchers, academic staff and other employees of the National Academy and is a part of the system of ensuring academic integrity.

1.2. The purposes of this Regulations are:

prevention and detection of plagiarism in scientific, educational and scientific-methodical works, monographs authored by scientific, scientific-pedagogical and pedagogical workers, doctoral students, adjuncts and their supervisors, cadets and students of all educational degrees, levels and forms of education at the National Academy;

adherence to a high level of academic culture, requirements of scientific ethics, correct work with information sources and citation rules in the National Academy;

establishing an effective system of control over the observance of independence and individuality in the creation of an author's work and responsibility for violation of the rules of academic integrity at the National Academy.

The system of preventing and detecting academic plagiarism is an integral part of the system of internal quality assurance of educational and scientific activities and the quality of higher education at all levels of higher education provided by the National Academy.

The system of prevention and detection of academic plagiarism includes the following procedures and measures:

spreading the idea of rejecting academic plagiarism;

creating conditions that make academic plagiarism impossible;

detecting academic plagiarism, fabrication, falsification in monographs, educational and teaching publications, articles, preprints, abstracts, dissertation manuscripts, term papers, diploma papers, and essays;

bringing to disciplinary or administrative liability for academic plagiarism (including withdrawal of a dissertation from defence at any stage, deprivation of the right to provide scientific guidance/consultation, cancellation of the decision to award a higher education degree and confer the relevant qualification, non-admission to the defence of diploma and course papers of cadets and students, and other types of liability provided for by the Statute of the National Academy).

1.3. Categories of persons covered by this Regulation.

This Regulation applies to all scientific, scientific-pedagogical and pedagogical employees, doctoral students, associate students, cadets, students, listeners of the National Academy; cadets, students and listeners of other higher military educational institutions, military educational units of higher education institutions, scientific institutions and higher education institutions in matters of participation in competitions of scientific works of doctoral students, adjuncts and postgraduate students who, within the framework of their right to academic mobility, defend dissertations in one-time specialised academic councils; persons wishing to publish in the publications of the National Academy.

1.4. Subject to plagiarism checks:

educational (master's and bachelor's qualification works, term papers (projects)), scientific and creative works of applicants for professional pre-higher education and higher education “junior bachelor”, ‘bachelor’, “master”, scientific and methodological works (textbooks, teaching (educational) manuals, lecture notes), monographs and distance learning courses of disciplines;

manuscripts of articles submitted for publication in the professional journals of the National Academy;

methodological papers (may be submitted upon review by the faculties);

abstracts and dissertations of adjuncts, PhD students and doctoral candidates;

abstracts and scientific articles by cadets of the military scientific society of cadets formed during their studies;

research papers of cadets, students and trainees submitted to research competitions held at the National Academy and beyond;

other materials to be published in the National Academy.

1.5. Documents containing information with restricted access shall be subject to verification by the Commission for Verification of Academic Plagiarism, which is appointed by the order of the Commandant of the National Academy ‘On the Organisation of Educational Activities at the National Academy’. In its work, the Commission is guided by the requirements of the Law of Ukraine ‘On Higher Education’ dated 01.07.2014 No. 1556-VII (as amended) and this Regulation.

1.6. All texts whose mandatory check for academic plagiarism is provided for by this Regulation and which do not contain information with restricted access

shall be checked by software recommended by the Ministry of Education and Science of Ukraine. The anti-plagiarism online system and the officials responsible for the verification are determined by the order of the Head of the National Academy 'On the Creation of an Anti-Plagiarism System for Detecting Academic Plagiarism in Educational, Methodological and Scientific Works of Higher Education Applicants, Doctoral Candidates and Employees of the National Academy'.

2. In these Regulations, the terms are used in the following meanings:

2.1. Author is an individual whose creative undertaking has resulted in the creation of a work.

2.2. The administrator of the Anti-Plagiarism Online Plagiarism Checker (administrator) is a person appointed by order of the Commandant of the National Academy as the administrator of the Anti-Plagiarism Online System at the Academy, who has an individual password-protected account on the website of the designated system and the authority to create accounts of system operators, distribute the total number of marks to be checked between operators within the framework of the concluded agreement, check operator accounts, and check works.

2.3. Academic plagiarism is the publication (in part or in full) of scientific (creative) results and ideas 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 without attribution.

2.4. The Anti-Plagiarism Online System is an online tool created to check text documents, which is recommended by the Ministry of Education and Science of Ukraine to check academic texts for plagiarism.

2.5. Similarity coefficient is an indicator that determines the level of borrowing in a document, i.e. how much the word combinations that make up the document are identical to the word combinations found by the system in the content (in the internal database, databases of other higher education institutions participating in the database exchange programme and the Internet) during the document check.

2.6 Similarity Coefficient No. 1 - calculated on the basis of short word combinations (at least 5 words) found by the system in other documents;

2.7. Similarity Coefficient No. 2 - calculated exclusively on the basis of long phrases, which are usually 25 words long.

2.8. A system operator (operator) is a person appointed by the order of the Commandant of the National Academy to be responsible for checking for academic plagiarism in a structural unit, who has an individual password-protected account on the website of the system and checks papers within the allocated number of characters.

2.9. Plagiarism is the disclosure (publication), in whole or in part, of another's work under the name of a person who is not the author of that work (Article 50 of the Law of Ukraine 'On Copyright and Related Rights').

2.10. A work is the result of intellectual, analytical, synthetic or heuristic activity of an individual or a group of people, presented in a form that allows its distribution, receipt, storage, processing, reproduction for use by various means, methods, techniques, technologies.

2.11. Uniqueness of the work is the ratio (in percentage) of the material that has no similarities with other publications to the total volume of the material.

2.12. Quote is an excerpt from a literary, scientific or other published (made public) work that requires a mandatory reference to the source and author of the quote.

3. Spreading the idea of rejection of academic plagiarism.

At the National Academy, the rejection of academic plagiarism is carried out by:

- development, publication and distribution of methodological materials with requirements for proper references to materials used in works;

- familiarisation of the academic, scientific and other employees of the National Academy, students with this Regulation and other documents regulating the prevention of academic plagiarism and establishing liability for academic plagiarism;

- introducing into the educational work of faculties, departments, educational and research units measures to form ethical standards among higher education students that make academic plagiarism impossible;

- creation of a repository of academic texts of term papers and diploma papers to prevent plagiarism;

- bringing to the attention of researchers, research and teaching staff, PhD students, adjuncts, cadets, students, and students of the National Academy legislative and governing documents, as well as regulations approved by the National Academy that regulate the issues of academic integrity.

4. Prevention of academic plagiarism.

4.1 Measures aimed at detecting plagiarism in the preparation and publication of all works specified in this Regulation (except for dissertations and professional publications of the National Academy, which are checked in accordance with the requirements of the current legislation).

The general algorithm for checking works for academic plagiarism includes the following steps:

a) review of the work for the presence of restricted information by the commission determined by the Order on the organisation of military service and combat training at the National Academy for the current year;

b) submitting the work for verification to the operator of the Anti-Plagiarism Internet System;

c) verification of the operation and interpretation of the verification report by the operator;

d) admission to the defence/publication/participation in the competition of the verified work publication of the work or revision of the work and return to point 'b' of this algorithm or withdrawal of the work from defence/publication.

4.2. Prior to submission of the text for verification to the operator, the work shall be reviewed by the Expert Commission on Secrets of the structural unit, which shall conduct an expert assessment and draw up an act on the presence or absence of information constituting state secrets and proprietary information in the work, the possibility of publication on the Internet and verification by means of the Anti-Plagiarism Internet system. The Internet system shall be checked on the Internet, and its text shall be automatically stored in a repository on the server of the developer company that owns the Anti-Plagiarism Internet System.

4.3. In order to ensure the possibility of verification by operators, the administrator of the Anti-Plagiarism Internet System at the National Academy creates the required number of operator profiles and allocates quotas for the number of characters of the text that can be verified. If necessary, the number of operator profiles may be changed in the course of business, with the corresponding redistribution of quotas for verification.

To allocate quotas, the chiefs of structural units submit the approximate volume of texts to be reviewed in their unit during the year. The operator has the right to review the works of its structural unit only within the allocated quotas.

4.4. Responsibility for the quality of the submitted materials, impartiality of the review and control depending on the type of work is given in Appendix 1.

The results of the check are recorded in the logbook for checking works for academic plagiarism. A sample form is provided in Appendix 2.

Operator (user) instructions, administrator instructions, and rules for interpreting the Similarity Report are available in the profiles of the operators of the Anti-Plagiarism Internet System.

Based on the results of the check, works are divided into works with high, medium, and low uniqueness.

For dissertations for the degree of Doctor of Philosophy, Doctor of Science and cadet research papers submitted for participation in research competitions, the indicators are determined by the following criteria:

High uniqueness - the work is allowed to be protected/printed:

‘Similarity Coefficient No. 1’ - 0-30%,

‘Similarity Coefficient No. 2’ - 0-20%.

Medium uniqueness - the work needs to be revised and re-checked:

‘Similarity Coefficient No. 1’ - 31-50%,

‘Similarity Coefficient No. 2’ - 21-40%.

Low uniqueness - the work is rejected without the right to further consideration:

‘Similarity Coefficient No. 1’ > 51%,

‘Similarity Coefficient No. 2’ > 41%.

The reviewer pays special attention to the presence of significant fragments (more than 25 words in a row) of borrowed text taken from one source without properly formatted references. The presence of a significant number of borrowed large fragments of text may be a sign of plagiarism, rather than an error in the references, and may be a reason for rejecting the paper without the right to further consideration.

At the same time, self-citations, quotations, laws, guidelines, instructions, proper names and names of documents, institutions, as well as other generally accepted statements/assertions/phrases/information, when analysing the work by the reviewer, if properly referenced, are not considered plagiarism and are not taken into account in the final indicator of the uniqueness of the text by including such fragments in the ‘self-citation’.

Institutes (faculties), the Military College of Non-Commissioned Officers and the Research Centre of the Land Forces have the right to independently determine the percentage of ‘high’, “medium” and ‘low’ uniqueness of the texts of cadets' qualification papers, teaching and learning manuals, reports of educational and pedagogical experiments based on the specifics of the texts of papers to be reviewed. The decisions of the Academic Council also determine the types of works to be checked within the internal repository and those to be checked on the Internet.

If services other than those recommended by the Ministry of Education and Science of Ukraine are used for academic plagiarism checking, the shingle/word selection value during the check is set to 5, the text is checked in full, except for the title page and the list of references. The verification report and the act of analysis of the verified text are printed out in full and submitted for approval to the person responsible for plagiarism verification in the structural unit, and the responsible person makes an entry in the work verification log with the obligatory indication of the result (report accepted/rejected). If the report is rejected, the reason for such a decision shall be indicated.

4.5. The dissertation and publications on its topic are evaluated by experts in order to provide an opinion on scientific novelty and practical significance, including the presence of academic plagiarism. The conclusions on the facts of academic plagiarism are reflected in the decision/conclusion of the scientific seminar (meeting of the faculty/department).

The chief of the structural unit where the results are presented is responsible for the objectivity of the conclusion on the scientific novelty in terms of the presence/absence of academic plagiarism in the dissertation and publications on its topic.

For the programmatic review of dissertation materials, papers and scientific articles on the topic of the dissertation are submitted for review at the request of the adjunct (Appendix 3) no later than 10 working days before submitting an application for the establishment of a one-time academic council for defence.

During the special period and the period of martial law, the work may be submitted for review 3 working days before submitting documents for the establishment of a one-time specialised academic council. In this case, the application is additionally approved by the person responsible for the activities of one-time councils (in the speciality in which the work was performed). The person responsible for the examination of dissertations is not responsible for the timeliness of the examination if it is impossible to conduct it within three days due to objective reasons caused by martial law. The results of the inspection in the form of an electronic version of the full inspection protocol and a printed summary report are given to the dissertator in duplicate, which he or she submits to the person responsible for the activities of the councils in the specialty together with the specified package of documents for the establishment of a one-time council.

The National Academy provides the necessary conditions for a one-time board to verify the applicant's compliance with academic integrity by providing access to the full report of the dissertation review in the service recommended by the Ministry of Education and Science of Ukraine, which was used to review the work.

The verification of non-secret dissertations, by decision of the chairman of the one-time council, may be carried out by the chairman and members of the one-time council, the person responsible for the activities of one-time councils in the National Academy, the unit responsible for postgraduate and doctoral training or the unit for internal quality assurance of higher education.

The report of the examination of the dissertation and, at the request of the person responsible for the activities of one-time specialised academic councils in the speciality of publications on its topic, is printed in triplicate by the operator directly from the examination programme.

Before accepting a secret dissertation submitted for defence to a one-time specialised academic council of the National Academy, the secretary of the specialised academic council and the commission appointed by the specialised academic council for preliminary examination of the dissertation shall, on a mandatory basis, check the dissertation for the absence of academic plagiarism.

Dissertations in the specialities 255 'Arms and Military Equipment' and 126 'Information Systems and Technologies' are checked for academic plagiarism in secret works by an expert commission for verification of academic plagiarism, fabrication, falsification and then submitted for verification by members of a one-time council. If necessary, only the open part of the work may be checked for academic plagiarism in the electronic system for checking scientific papers for academic plagiarism, provided that there is a relevant act certifying that the text submitted for verification does not contain any information prohibited for dissemination (secret/official). In this case, the submitted fragment is reviewed in the same way as open works.

Based on the results of the examination of the dissertation materials by the members of the expert committee, a corresponding act is drawn up (Appendix 4). The applicant, his/her supervisor(s), and the chairman of the one-time council are notified of the results of the examination. In the case of detected textual/ideological borrowings, the applicant is given the right to justify their legitimacy and the absence of fabrication or falsification. If the information provided by the applicant allows us to conclude that there are no illegal textual and ideological borrowings, fabrication or falsification in the work, such materials are drawn up as an appendix to the inspection report and provided to the chairman of the one-time council.

If the applicant cannot substantiate the revealed facts of academic dishonesty and does not agree with the decision of the commission, he or she has the right to appeal in accordance with this procedure. If the appeal committee has proved the existence of plagiarism or the applicant has admitted this fact voluntarily, the work is withdrawn from defence without the right to resubmit.

If the experts' opinion is positive, the work is submitted to the members of the one-time board for review.

If the members of the council find academic plagiarism, fabrication, falsification in the dissertation and/or scientific publications of the applicant, the reviewer (official opponent) indicates this in his/her review (feedback).

4.6. Qualification and other works of applicants for undergraduate and graduate education are recommended to be submitted for examination no later than 14 calendar days before the day of certification/defence. The faculties, by decisions of their academic councils, may reduce this period taking into account the peculiarities of the educational process (but not less than 5 working days).

During the special period and the period of martial law, by the decision of the head of the faculty/institute/general academic department, the work may be submitted for examination 3 working days before the day of certification/defence (such an order in matters of certification/defence is agreed by the Head of the academic department). In this case, the person responsible for the inspection is not responsible for the timeliness of the inspection if it is impossible to conduct it within three days due to objective reasons caused by the conditions of martial law.

After submission for verification, the responsible person uses the software to verify and record the results in the log within five business days (in the case of verification within a shortened timeframe, up to 2 business days).

The result of the qualification work verification must be indicated on a separate (second) sheet, which is filed with the work (Appendix 5).

The results of the inspections are mandatorily disclosed in the protocols of the meetings of the units where the inspection was carried out, with the data from the table in the inspection log.

4.7. It is recommended to submit papers that are planned to participate in the All-Ukrainian competitions of student/ cadet research papers for verification no later than 14 calendar days before the day of submission to the competition. The papers that have reached the second round of the All-Ukrainian competition of student research papers in the field of 'Military Science' may be checked for plagiarism at the request of the reviewer, regardless of the availability of a previous plagiarism check report and its result. If such a need arises for the work submitted by a participant from the National Academy, instead of re-checking, the reviewer may be provided with a full report of the check from the system that was used for the check. External papers submitted to the competition, if requested by the reviewer, are checked by representatives of the scientific and organisational department using the system recommended by the Ministry of Education and Science of Ukraine.

In case of detection of plagiarism at any stage, the work is withdrawn from the competition, and the participant and his/her supervisor are notified. The participant and his/her supervisor have the right to appeal in accordance with the procedure established by this provision. If the committee determines that there is no plagiarism, the work is returned to the competition, and the members of the competition committee, the person who discovered the textual coincidences and the party that filed the appeal are informed. Otherwise, the work is withdrawn from the competition without the right to revise and resubmit it for participation in further competitions.

4.8. All scientific papers and educational (teaching) publications prepared for publication are reviewed at the next meetings of the faculties, departments, and

other structural units in which the authors of the works work, with a decision on permission to publish the materials, admission to defence, sending the materials for revision (or issuing another version of the assignment for academic papers and qualification papers of students of the degrees 'Professional Junior Bachelor', 'Junior Bachelor', 'Bachelor', 'Master') or rejection without the right of further consideration, with a report on the relevant fact to the Academic Department of the National Academy.

Cadets' term papers and qualification papers are not allowed to be defended/submitted without a mark of the responsible structural unit on the absence of plagiarism.

4.9. Before submitting a periodical to the Academic Council of the National Academy of Sciences, the editorial board checks the articles accepted for publication for the absence of academic plagiarism, which is confirmed by a certificate signed by the executive secretary of the publication.

The executive secretary of the publication is responsible for the objectivity of the conclusion that plagiarism has not been detected. Papers submitted for publication in a professional journal and in which plagiarism is detected are not published. At the same time, the executive secretary of the publication reserves the right to include such authors and reviewers of the work in the list of persons who are permanently deprived of the right to publish in this publication.

4.10. A person who has discovered academic plagiarism must submit a written statement (report) to the head of the research and organisational department (if plagiarism is found in scientific works or qualification works of applicants for the degree of Doctor of Science / Doctor of Philosophy / Candidate of Science) or to the head of the educational department (if plagiarism is found in qualification works of applicants for higher education of the first and second level, educational, teaching and methodological works).

An application for detection of academic plagiarism is considered at a meeting of the Commission of the Academic Council of the National Academy on Scientific, Technical, Editorial and Publishing Activities. The protocol of such a meeting shall include a conclusion on the objectivity of the conclusion and proposals for the type of liability for the person whose work was found to have plagiarised.

The Commission of the Academic Council of the National Academy on Scientific, Technical, Editorial and Publishing Activities may consider the issue of academic plagiarism in scientific and educational works of scientific and pedagogical, scientific and other employees of the National Academy, dissertations and abstracts on its own initiative.

In case of detection of academic plagiarism in a dissertation for a degree, such a dissertation is withdrawn from defence regardless of the stage of consideration without the right to re-defend it.

If plagiarism is detected in a qualification paper, a decision is made not to issue a diploma of higher education.

The responsibility of the scientific and pedagogical, research and other employees of the National Academy for academic plagiarism is determined by the Statute of the National Academy, this Regulation and the current legislation of Ukraine.

Particular attention is paid to the verification of the works of persons who supervise cadets/adjuncts of the National Academy. In case of detection of plagiarism in their research papers, these persons may be deprived of the right to supervise cadets/adjuncts for up to three years by the decision of the Academic Council of the National Academy.

4.11. Procedure for filing an appeal.

In case of disagreement with the results of the review, the author(s) of the work has the right within five working days (if the work was reviewed within a shorter period of time - within the working day following the date of announcement of the review result) submit an appeal to the Deputy Commandant of the National Academy for education (in academic matters)/Research (in scientific matters). (Appendix 6).

When working on an appeal, it is imperative to provide detailed justification for the absence of references to the original source of all identified textual borrowings.

Depending on the profile of the work, educational or scientific, the Deputy Commandant of the National Academy for education or science initiates the creation of a commission consisting of three experts on the issue under consideration.

In case of consideration of a complaint from a student, the commission includes a representative of students of the same level of education as the plaintiff. The decision of the representative of the student is equal to other members of the commission.

The Commission shall review the submitted work and the similarity report within five business days. Based on the results of the review, the Commission shall submit a substantiated opinion in the form specified in Appendix 7.

If the detected textual borrowing is self-citation and the software used for verification provided a link to a source by another author, the person who filed the appeal shall submit to the commission the original of his/her own publication. If the author's publication precedes the work referenced by the verification software,

the entire fragment is considered as a self-citation. Otherwise, if it is proved that the author's article was published after the source to which the programme refers, such an article is also considered a work in violation of the rules of academic integrity and is not counted as the author's scientific achievement. This rule does not apply to conference abstracts and other works that do not provide references to the sources of literature used.

Commonly known facts, statements, and textual expressions are not considered plagiarism.

Textual fragments of laws, regulations, other regulatory documents, as well as generally accepted formulas, methods and techniques cited without references are not considered plagiarism and are considered technical errors in the preparation of textual references. The work, in which the inconsistency of references to such fragments is detected, is sent for revision with the right to further defend/participate in the competition/publish.

The decision of the commission is considered final and is not subject to further review.

5. Responsibility for detecting academic plagiarism is set out in the Regulations on Academic Integrity at the Hetman Petro Sahaidachnyi National Army Academy.

6. Final provisions.

6.1. The Regulation on the system of prevention and detection of academic plagiarism in educational, methodological and scientific works of higher education students, doctoral students and employees of the Hetman Petro Sahaidachnyi National Army Academy is approved by the Academic Council of the Academy.

6.2. The Regulations shall enter into force upon approval by the Academic Council of the Academy.

6.3. Amendments and additions to the Regulations may be made by the decision of the Academic Council of the Academy.

6.4. Participants in the educational process must be familiarised with this Regulation after its approval and publication, and subsequently - when employed and enrolled in studies.

6.5. Teaching, research, scientific and pedagogical, other employees of the Academy and students shall know and comply with the provisions of this Regulation.

Ignorance of these norms is not a reason for their non-fulfilment.

6.6. The officials of the Academy shall be responsible for updating the Regulation and controlling the fulfilment of its requirements.

Table of those responsible for checking works for plagiarism

| No. n/a | Type of work | Those responsible | | |
|------------|--|--|---|---|
| | | for the quality of the submitted materials | for the quality and impartiality of the audit | for controlling |
| 1. | Educational (term papers (projects), essays) of the National Academy cadets | Author(s), scientific supervisor | Department operator | Heads of departments Administrator of the educational department |
| 2. | Qualification (diploma papers (projects)) works of applicants for higher education ‘junior bachelor’, ‘bachelor’, ‘master’ | Author(s), scientific supervisor | Department operator | Heads of departments Administrator of the educational department |
| 3. | Abstracts and articles by the Military Science Society of the National Academy cadets | Author(s), scientific supervisor | Department operator | Heads of departments Administrator of the scientific and organisational department |
| 4. | Scientific papers of the All-Ukrainian competition of student research papers in the field of knowledge and specialities | Author(s), scientific supervisor | Department operator | Heads of departments Administrator of the scientific and organisational department |
| 5. | Scientific and methodological works (textbooks, study guides, lecture notes, etc.) | Author(s) | Department operator | Heads of departments Administrator of the scientific and organisational department |
| 6. | Methodological works (may be submitted for consideration by the faculties) | Author(s) | Department operator | Heads of departments Administrator of the educational department |
| 7. | Distance learning courses in matters of academic work | Author(s) | Department operator | Administrator of the educational department |
| 8. | Distance learning courses in scientific work | Author(s) | Operator of the SOD | Administrator of the scientific and organisational department |
| 9. | Monographs | Author(s) | Operator of the SOD | Administrator of the scientific and organisational department |
| 10. | Abstracts and dissertations of adjuncts, applicants and doctoral students | Author, scientific supervisor | Operator of the SOD | Administrator of the scientific and organisational department |
| 11. | Manuscripts of articles to be published in scientific professional journals of the National Academy | Author(s) | Operator of the SOD | Administrator of the scientific and organisational department |

Academic plagiarism checking log

[illegible]

Sample application for a dissertation check
for academic plagiarism

Head of the scientific and organisational
department

of the applicant / author _____

APPLICATION

I declare that the dissertation research / monograph on a special topic / on the
topic _____

I have prepared the work solely, it does not contain any deliberate textual
distortions for the purpose of trying to conceal borrowings, and the existing textual
coincidences are not plagiarism and have properly formatted references.

Please check the submitted dissertation and publications on its topic for
academic plagiarism in order to admit it to the defence.

Date

Signature

Full name

Protocol similarity report analysis for secret dissertations

classified status _____

Thesis title :

Author:

Scientific supervisor/consultant:

The composition of the commission is determined to check secret dissertations for academic plagiarism:

Academic degree, academic rank, military rank, Full name

Academic degree, academic rank, military rank, Full name

Academic degree, academic rank, military rank, Full name

Academic degree, academic rank, military rank, Full name

The date of the submitted audit report: "___". __. 20__

Indication of a separate opinion of the expert (*indicate the name of the expert before the opinion*):

Opinion of the commission members:

After analysing the Similarity Report*, the following was found:

- ☐ The borrowings found in the work are legitimate and do not constitute plagiarism. Thus, the work is independent and accepted.
- ☐ The borrowings are not plagiarism, but they are not properly cited. Thus, the work is returned for revision. After taking these comments into account, the work is accepted for defence.
- ☐ Borrowings and plagiarism or intentional textual distortions (manipulations) were detected as alleged attempts to conceal plagiarism, which make the work inconsistent with the requirements of the law (Article 32 of the Law of Ukraine ‘On Higher Education’, paragraph 3.1, Article 42 of the Law of Ukraine ‘On Education’) and the requirements of the NAQA (Criterion 5), as well as the Code of Ethics and Procedures. Thus, the work is not accepted.

* - in case of academic plagiarism, a detailed Report on the similarity of the dissertation and scientific publications with a page-by-page indication of the fragments in which plagiarism was detected and the primary sources where these results were published is attached.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

General conclusion on the admission of the work to protection:

| | <i>Full name</i> | <i>Signature</i> |
|--|------------------|------------------|
| Member of the plagiarism checking commission | _____ | "__". __. 20__ |
| Member of the plagiarism checking commission | _____ | "__". __. 20__ |
| Member of the plagiarism checking commission | _____ | "__". __. 20__ |
| Member of the plagiarism checking commission | _____ | "__". __. 20__ |
| Chairman of the one-time Board | _____ | "__". __. 20__ |
| Reviewer | _____ | "__". __. 20__ |
| Reviewer | _____ | "__". __. 20__ |
| Opponent | _____ | "__". __. 20__ |
| Opponent | _____ | "__". __. 20__ |
| Applicant | _____ | "__". __. 20__ |
| Scientific supervisor | _____ | "__". __. 20__ |

Qualification work

by subject

" _____ "

Information on the absence of information with restricted access: minutes of the meeting of the expert commission No. '____' from '____',

Work supervisor: _____

Signature

Date of submission of the work for review:

" _____ " _____

signature of the person who accepted the job

Results of the academic plagiarism check:

Uniqueness factor = _____%.

Overall conclusion: _____

Checked by: _____

" _____ " _____

Date

Signature

Work _____ to defend
is allowed (not allowed)

Cadet: _____

Signature

(Head of a structural unit)

" _____ " _____

Date

Signature

Sample application for appeal

Deputy for educational/scientific work

of the applicant / author _____

APPEAL

I declare that (diploma project, qualification work, dissertation, monograph, manuscript of a scientific article, other type of work) on the topic

‘ _____ ’, I have prepared personally (taking into account the contribution of the supervisor of the work). Therefore, I ask you to consider the appeal against the non-admission of this work to defence/publication as it does not violate the current legislation and does not contain deliberate textual distortions in order to try to conceal borrowings, and the identified textual coincidences are not plagiarism. Full verification report No. _____ dated _____. _____. 20____ (attached to the appeal).

Confirmation: _____

Date

Signature

A sample of the decision of the appeal commission

DECISION OF THE APPEAL COMMISSION

On the result of consideration of the appeal filed by _____ position, full name
_____.____.20____ year, regarding the detection of plagiarism in

_____.

The commission is composed of: _____

reviewed the result of the similarity report on the work generated by the text match/identity/similarity detection system:

Title: _____

Author: _____

Scientific supervisor: _____

Based on the results of the analysis of the similarity report, the following conclusion was made:

1) The textual coincidences found in the work are generally known and do not constitute plagiarism (hereinafter, the grounds for classifying borrowings as legitimate are indicated). The work is accepted for defence/publication.

2) The borrowings are not plagiarism, but they are not properly cited. Thus, the work is returned for revision. After taking these comments into account, the work is accepted for defence.

3) Borrowing and plagiarism or intentional textual distortions (manipulations) were detected as alleged attempts to conceal plagiarism, which make the work inconsistent with the requirements of the law (Article 32 of the Law of Ukraine 'On Higher Education', paragraph 3.1, Article 42 of the Law of Ukraine 'On Education') and the requirements of the NAQA (Criterion 5), as well as the Code of Ethics and Procedures. Thus, the work is not accepted.

4) Other _____

Confirmation/remarks: _____

Date

Signatures of the commission members