



INTERNATIONAL EUROPEAN UNIVERSITY

APPROVED BY
the Academic Council
of International European University
dd. June 30, 2022, No. 5

BECAME EFFECTIVE
by order of the Acting rector of
International European University
dd. July 5, 2022, No. 47-OD

REGULATIONS ON THE PREVENTION AND DETECTION OF ACADEMIC PLAGIARISM AT INTERNATIONAL EUROPEAN UNIVERSITY

<i>Regulations on the Prevention and Detection of Academic Plagiarism</i>	<i>REGULATIONS</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

CONTENT

<i>Paragraph</i>	<i>Page</i>
1. General provisions	3
2. Key terms and definitions	3
3. Signs of academic plagiarism	5
4. The system and procedure for checking text works of participants in the educational process and scientific activities for matching/identity/similarity	5
5. The procedure for filing an appeal and its consideration	10
6. Policy on preventing academic plagiarism at the University	11
7. Final provisions	12

<i>Regulations on the Prevention and Detection of Academic Plagiarism</i>	<i>REGULATIONS</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

1. General provisions

1.1. Regulations on the Prevention and Detection of Academic Plagiarism at INTERNATIONAL EUROPEAN UNIVERSITY (hereinafter – the Regulations) are developed in accordance with the Laws of Ukraine “On Education”, “On Higher Education”, “On Copyright and Related Rights”, other legislative and subordinate legal acts, regulatory materials of the Ministry of Education and Science of Ukraine and the National Agency for Higher Education Quality Assurance concerning academic integrity assurance at higher education institutions, the University Statute and other University regulatory documents.

1.2. The goal of these Regulations is to advance the system of ensuring academic integrity by participants in the educational process and scientific/research activities at INTERNATIONAL EUROPEAN UNIVERSITY (hereinafter – the University), as well as to establish the academic culture.

1.3. Key objectives of the Regulations are to regulate:
 procedures for detecting academic plagiarism in scientific, educational and scientific methodical works of the academic staff, doctoral students, postgraduate students, academic works of students of all educational degrees and modes of study at the University; adoption of the practice of proper citation and improvement of skills in correct working with sources of information; compliance with the requirements of scientific ethics and respect for intellectual heritage; promotion of independence and individuality when creating an author’s work; enhancing implementation of the system of measures to prevent dishonest practices during educational/scientific/research activities at the University.

1.4. These Regulations are a regulatory component of the system of internal quality assurance of higher education and the quality of educational activities of the University. They are applied in the part not contrary to University regulatory documents and the current legislation of Ukraine.

2. Key terms and definitions

2.1. These Regulations use the following terms:

Author – a physical person who creates a work.

<i>Regulations on the Prevention and Detection of Academic Plagiarism</i>	<i>REGULATIONS</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>
<p>Academic plagiarism – disclosure (in part or in full) of scientific (creative) results obtained by others as the results of one’s own research (creativity) and/or reproduction of published texts (disclosed works of art) of other authors without specifying the authorship.</p> <p>Compilation – creation of a huge array of text without deep exploration of the problem by copying the text from the range of sources without corrections, referring to the authors and disguising it by writing transitional sentences between the copied parts of the text.</p> <p>Disclosure (<i>publication</i>) of the work –an action conducted with the consent of the author or othersubject of copyright and (or) related rights, which makes the work publicly available for the first time by publication, public performance, public display, public demonstration, public announcement, etc.</p> <p>Publication of the work – release of printing, electronic or other copies of the work with the consent of the author, providing access to them via electronic information systems so that any person will be able to get it from any place and at any time at his/her own choice. The publication of the work is also considered to be the depositing of the manuscript of the work in a depository (repository, electronic database) with open access and the possibility of obtaining a copy of the work.</p> <p>Paraphrase – retellingsomeone else’s opinions, ideas or text in your own words (replacing words (characters), phraseological expressions or sentences in case of using any author’s work (saved on electronic or paper media posted on the Internet)).</p> <p>Self-plagiarism – disclosure (in part or in full) of one’s own previously published scientific findings as new scientific findings;</p> <p>Essay – information as a result of scientific or educational methodical activities of a particular person (or in co-authorship) presented in hard copy or in electronic form on the Internet or published on the official website of the University (monograph, handbook, textbook, article, preprint, abstract, thesis manuscript, qualifying paper, term paper).</p> <p>Uniqueness of the work – a percentage correlation of the part of the work, which has no match with other publications, to the total volume of the work.</p> <p>Quote – a relatively short excerpt from a literary, scientific or any other published (published on the official website) work that is used, with an obligatory reference to its author and citation source, by another person in his/her work in order to make his/her statements clearer or refer to another author’s views in authentic formulation.</p>	

<i>Regulations on the Prevention and Detection of Academic Plagiarism</i>	<i>REGULATIONS</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>
<p style="text-align: center;">3. Signs of academic plagiarism</p> <p>3.1. Key (but not the only) sign of academic plagiarism include: literal borrowing of text fragments without their presentation as quotes with the reference to the source (in some cases, even the use of a single word without reference to the source is considered incorrect if this word is used in the unique sense provided by this source); the use of information (facts, ideas, formulas, numerical values, etc.) from a source without reference to this source (except commonly known and accepted ones); paraphrasing of a source text in the form close to the original text or generalization of ideas, interpretations or conclusions from a particular source without reference to this source; presentation of works made on request by other persons (theses, monographs, textbooks, articles, key points, reports, tests, calculations, term papers, qualifying papers, essays, abstracts, etc.) as one’s own works, including works whose authors consent to such use.</p> <p style="text-align: center;">4. The system and procedure for checking text works of participants in the educational process and scientific activities for matching/identity/similarity</p> <p>4. 1.The University uses the Unicheck matching/identity/similarity detection system or Strike Plagiarism system (hereinafter – the System) to carry out the procedure for checking text works.</p> <p>4.1.1. The System features the following characteristics: simple, user-friendly and informative interface; fast and high-quality check of texts for plagiarism or plagiarism concealment; check through the maximum amount of databases, repositories, search indices; detection of text identity concealing techniques (replacement of letters and characters with other alphabets, including hidden characters in the text, etc.); integration with university LMS systems; confidentiality and safe work of all users; automatic definition of citations and references; operations with different languages, etc.</p> <p>4.2. The University appoints a responsible person – an administrator – to work in the System.</p> <p>4.2.1.A member of the Department of Monitoring Knowledge and Adherence to the Principles of Academic Integrity of the University’s Department of Education Quality Assurance is the administrator of the Unicheck matching/identity/similarity detection system or Strike Plagiarism detection system. The Administrator is appointed by the University Rector on the submission of the Director of the University’s Department of Education Quality Assurance.</p>	

<i>Regulations on the Prevention and Detection of Academic Plagiarism</i>	<i>REGULATIONS</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>
<p>4.2.2. Departments appoint responsible persons to interact with the administrator.</p> <p>4.2.3. Due to operational necessity, the Department of Education Quality Assurance can submit suggestions to the University Rector on expanding the number of responsible persons to check academic texts for plagiarism in the System with further introduction of appropriate additions to these Regulations.</p> <p>4.3. The following works are subject to the academic plagiarism check: term papers of University students; competitive research papers of University students; Bachelor's and Master's qualifying papers; theses at the stage of presenting materials for approbation and consideration of the specialized Academic Council, editorial board or department; monographs, textbooks, study guides and other works that have author's text and require recommendations of the University Academic Council for publication; manuscripts, key points of presentations sent to scientific journal editorial boards and organizing committees of scientific, scientific and technical and scientific methodical activities (conferences, seminars, conventions, congresses); materials of scientific events dedicated to continuous professional development provided by INTERNATIONAL EUROPEAN UNIVERSITY.</p> <p>4.4. Basic conditions for academic plagiarism checking: all works are performed by the author independently and under the guidance of the scientific supervisor (scientific adviser) if it is stipulated by the form of work; the work design shall meet the writing requirements according to the methodical recommendations developed and approved at the University; the text of the final version of the work confirmed by the scientific supervisor shall be submitted to the department (to the specialized Academic Council – for theses; to the publication editorial board – for articles and key points). Besides, one shall submit a statement on independent performance of the written work and identity of the printed and electronic versions of the work (<i>Annex 1</i>). The Department (specialized council/editorial board) controls the compliance of the printed and electronic versions of the work.</p> <p>4.5. Works shall be submitted for the plagiarism check in one of the following formats of electronic documents:</p> <ul style="list-style-type: none"> *.doc (Word 97 - Word 2003); *.docx (Word 2007). <p>Photos, images, schemes, tables, etc. are submitted in the JPEG (.jpeg) format.</p>	

<i>Regulations on the Prevention and Detection of Academic Plagiarism</i>	<i>REGULATIONS</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

4.5.1. All works specified in p. 4.3. are prepared in accordance with the stipulated requirements and approved recommendations. Bibliographic references are given in accordance with DSTU (National Standards of Ukraine) 8302:2015 “On the design of bibliographic references”.

4.5.2. Quotes shall be given in the quotation marks construction:

English quotation marks - “...”; "..."

French quotation marks (guillemets) - «...»

4.5.3. References in the text are given in square brackets – [...], as well as after citation.

4.6. *General rules of the academic plagiarism checking procedure at the University:*

4.6.1. The academic text is entered inclusively from the first page of the text to the last position of the list of references. Annexes to the work are not uploaded to the checking system;

4.6.2. Term papers of students are checked in the University internal database; other qualifying papers of students and scientific works of all participants in the educational process and scientific activities are checked in the Internet+Library system.

4.6.3. The work is accepted for defense if it includes 75-80% of the original text; the percentage of quotes shall not exceed 35-40%;

4.6.4. The number of checks at the University is limited to 3 attempts. If the third check detects signs of academic plagiarism and/or cheating, this violation of academic integrity will be considered by the Committee on Ethics and Academic Integrity.

4.7. *Deadlines and procedure for uploading academic texts to the System to check term and qualifying papers of University students for academic plagiarism:*

4.7.1. A responsible person of the Department prepares an electronic package of works and sends them to the Administrator’s e-mail address within 30 days before the preliminary defense (but no later than 7 working days).

4.7.2. The work shall be uploaded to the system by the Administrator no later than 48 hours from the time of sending (within working hours).

4.7.3. Checking of students’ works is free of charge.

4.7.4. After checking in the System, the Administrator downloads the generated PDF report and sends it to the Department’s responsible person and/or directly to the author/scientific supervisor. The analysis of PDF reports is the ground for the Department’s decision about admission/non-admission of term and qualifying papers of University students to the defense (Annex 2).

<i>Regulations on the Prevention and Detection of Academic Plagiarism</i>	<i>REGULATIONS</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>
<p>4.7.5. A positive report is considered the completion of the academic plagiarism checking procedure.</p> <p>4.7.6. If a report contains the rates exceeding the maximum admissible values adopted at the University or signs of cheating, the Department's responsible person sends it to the author for revision of the work and informs the scientific supervisor about this fact. The revision of the work shall not exceed 5 days.</p> <p>4.7.7. The Administrator reserves the right to return the work of University students for revision with written or verbal notification to the Department (responsible person and Head of the Department) if the similarity and citation rates are within normal limits, but the Administrator is convinced that academic dishonesty is present (in the form of references, concealed cheating, etc.) if this fact is proven by him/her.</p> <p>4.8. <i>The procedure for checking theses for academic plagiarism at the University:</i></p> <p>4.8.1. Theses are checked for academic plagiarism by the Administrator or a responsible person of the Department of Monitoring Knowledge and Adherence to the Principles of Academic Integrity authorized by the Department of Education Quality Assurance.</p> <p>4.8.2. The Administrator or the responsible person of the Department of Education Quality Assurance uploads an electronic version of the work to the Unicheck matching/identity/similarity detection system or Strike Plagiarism system for checking. Checking by the Administrator or the responsible person of the Department of Monitoring Knowledge and Adherence to the Principles of Academic Integrity is conducted both on a paid basis (according to the approved budget) and at the expense of the University, which is documented in writing and signed by the Vice-rector for scientific and pedagogical work.</p> <p>4.8.3. The similarity report, which documents the checking results, is considered as part of the meeting of the committee of the specialized Academic Council that examines the thesis and is authorized to make a decision about its admission to the defense. The consideration of the similarity report and the decision on its results shall be specified in the protocol of the committee meeting as a separate paragraph.</p> <p>4.8.4. If the work is accepted for defense, the academic plagiarism checking procedure is considered complete.</p> <p>4.8.5. If one detects borrowings not specified by the author, which are not academic plagiarism, are placed in sections not directly describing the author's research, or if the number of quotes exceeds the amount justified by the goal of the work, the work is returned to the author for revision with the possibility of re-submission to the committee. The reasons for return shall be specified in the protocol of the meeting.</p>	

<i>Regulations on the Prevention and Detection of Academic Plagiarism</i>	<i>REGULATIONS</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>
<p>4.8.6.If the work contains deliberate text distortions, expected attempts to conceal borrowings, or other signs of academic plagiarism, the paper is not accepted for defense, and one can impose disciplinary and academic liability measures. The reasons for nonacceptance of the work and the nature of the liability shall be specified in the protocol of the meeting.</p> <p>4.8.7.The author has the right to file an appeal in accordance with the Procedure for awarding academic degrees.</p> <p>4. <i>9.The procedure for checking monographs, textbooks, study guides, research papers, scientific articles and key points of scientific reports, materials of scientific events dedicated to continuous professional development provided by INTERNATIONAL EUROPEAN UNIVERSITY for academic plagiarism:</i></p> <p>4.9. 1.Heads of Departments and heads of structural units engaged in these activities organize the planning and transfer of monographs, textbooks, study guides, research papers, scientific articles and key points of scientific reports to check them for academic plagiarism and originality.</p> <p>4.9.2. The Administrator or the responsible person of the Department of Monitoring Knowledge and Adherence to the Principles of Academic Integrity checks monographs, textbooks, study guides, research papers, scientific articles and key points of scientific reports for academic plagiarism and originality. The check is carried out in the deadlines according to the schedule suggested by the Department/other structural unit.</p> <p>4.9.3.Following the checking results based on the prepared report, the Department considers the results of checked monographs, textbooks, study guides, research papers, scientific articles and key points of scientific reports at its meeting and makes a decision about their further examination in the prescribed manner.</p> <p>If the monograph, textbook, study guide, research paper, scientific article and key points of scientific reports contain no plagiarism, one raises an issue of the petition for a recommendation for publication to the appropriate Academic Council of Education and Research Institutes, other structural units. The consideration of the similarity report and the decision on its results shall be specified in the protocol of the meeting of the Department/other structural unit, which is considered the completion of the academic plagiarism checking procedure.</p> <p>If one detects borrowings not specified by the author or the team of authors, which are not academic plagiarism, or other minor technical deficiencies, the work is returned to the author(s) for revision with the possibility of re-submission to the committee.If one detects academic plagiarism in the work, the paper is returned for revision until the complete elimination of deficiencies, and the author(s) are informed about the unacceptability of academic integrity violations, which is specified in protocols of the meeting of corresponding units.</p>	

<i>Regulations on the Prevention and Detection of Academic Plagiarism</i>	<i>REGULATIONS</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

4.9.4.If the work again contains deliberate text distortions, expected attempts to conceal borrowings, or other signs of academic plagiarism after revision, the author's petition is denied, and the matter is brought before the Committee on Ethics and Academic Integrity that imposes disciplinary and academic liability measures.

5. The procedure for filing an appeal and its consideration

5.1. In case of disagreement with the decision about non-admission (nonacceptance) of the work to the defense (publication) based on the PDF report, the author of the work has the right to appeal.

5.2. The right to appeal can be exercised by submitting an application (adding a PDF report).

5.3. The appeal application is submitted personally by the author(s) of the work to the Rector within three days after the announcement of the checking results in any written form or electronically to the official e-mail address.

5. 4.In case of receiving the appeal application, one establishes the committee to consider the appeal by Rector's order.

5.4. 1.To ensure the objectivity of the appeal consideration, the committee on academic plagiarism facts can also be established by Rector's order both at the initiative of the University staff and on applications of third parties, as well as by orders of appropriate government agencies.

5.5. The committee consists of at least 3 and no more than 7 experienced and authoritative academic employees of the University.

5.5.1. The committee can include, with their consent, other persons not employed at the university.

check of text works for academic plagiarism;
introduction of the University regulatory framework for academic integrity to students, academic and scientific staff of the University; informing of students, academic and scientific staff of the University about the necessity to observe the rules of academic ethics, enhanced responsibility for compliance with the citation standards, the Code of Ethics and Academic Integrity, as well as warning about academic liability for plagiarism, signing of the Declaration on Academic Integrity; organization of joint activities of University's structural units aimed at promoting the basics of information culture; preparation of tasks for educational works in formats encouraging the development of the creative approach of students to their performance; publication and distribution of methodical materials on unified requirements for proper design of references and sources used in the work among University students; organization and holding of webinars, roundtables, training sessions, etc. dedicated to academic integrity issues and academic plagiarism prevention for all participants in the

<i>Regulations on the Prevention and Detection of Academic Plagiarism</i>	<i>REGULATIONS</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

educational process and scientific activities; discussion of the best practices and negative experience of national and international higher education institutions concerning academic integrity assurance and academic plagiarism prevention in the results of educational and scientific activities of students, academic and scientific staff.

5.5.2. When considering appeals against the results of checking educational and qualifying papers of Bachelor's and Master's students, the committee involves a representative of the Student Parliament.

5.6. The appeal is considered by the Appeals Committee within 5 working days from the next day after Rector's order on the establishment of the Appeals Committee, unless another term is specified in the order.

5.7. The appeal application may be denied if one fails to meet the requirements for work submission, as well as if the appeal does not contain a substantiation.

5.8. If the applicant does not appear at the meeting of the Appeals Committee, the matter is considered in his/her absence.

5.9. The conclusions of the Appeals Committee shall be documented in the appropriate protocol.

5.10. Following the results of the meeting, the Appeals Committee draws the conclusions signed by the Chair of the Appeals Committee, its members and the applicant, specifying: 'I agree with the conclusions of the Appeals Committee'. The conclusions of the Appeals Committee on academic plagiarism (compilations) in works of students are stored in dean's offices, in works of the academic staff in the scientific department.

5.11. The appeal can be submitted only once.

5.12. If the Appeals Committee decides that the matter is beyond its competence, the matter is transferred to the Committee on Ethics and Academic Integrity.

6. Policy on preventing academic plagiarism at the University

6.1. Plagiarism in the University academic environment is prevented by the set of preventive measures initiated, organized and approved by the Department of Education Quality Assurance (Department of Monitoring Knowledge and Adherence to the Principles of Academic Integrity), which include:

introduction of specialized lectures (academic disciplines) dedicated to academic integrity and academic writing: Fundamentals of academic writing, Methodology of scientific research and academic integrity, Academic integrity and fundamentals of scientific research to Bachelor's and Master's degree programs; introduction of such academic disciplines as Fundamentals of research and innovation activities, Academic integrity, academic writing, Code of ethics of young scientists to discipline curricula at the third educational and scientific level of higher education.

<i>Regulations on the Prevention and Detection of Academic Plagiarism</i>	<i>REGULATIONS</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

7. Final provisions

7.1. These Regulations become effective upon their approval of the University Academic Council and come into force by order of the University Rector.

7.2. Consider the Regulations on Checking Academic and Scientific Texts for Plagiarism at International European University and the Regulations on the Prevention and Detection of Academic Plagiarism in Scientific and Academic Texts at International European University to be no longer valid.

<i>Regulations on the Prevention and Detection of Academic Plagiarism</i>	<i>REGULATIONS</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

Annex 1

To: Head of the Department
(Editor-in-Chief)

From: Bachelor's (Master's) student
(PhD or doctoral student,
author of the scientific paper)

Statement

I hereby declare that I am informed about the rules of the Unicheck matching/identity/similarity detection system or Strike Plagiarism detection system concerning the check for plagiarism signs and aware of the current Regulations on the Prevention and Detection of Academic Plagiarism at INTERNATIONAL EUROPEAN UNIVERSITY, according to which detection of plagiarism is the ground for denying a written work for defense and imposing disciplinary measures.

I declare that I have performed the work on my own, it does not contain elements of plagiarism, and all borrowings from printed and electronic sources have appropriate references. I consent to the processing of my work and its storage in the electronic database of scientific and academic papers.

Besides, I declare that the electronic version of my work submitted for check is identical to the printed one.

Date

Signature

<i>Regulations on the Prevention and Detection of Academic Plagiarism</i>	<i>REGULATIONS</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

Annex2

CONCLUSION OF THE DEPARTMENT (SPECIALIZED ACADEMIC COUNCIL, EDITORIAL BOARD) ABOUT ADMISSION (ACCEPTANCE) OF THE WORK TO DEFENSE (PUBLICATION)

We confirm the examination of the results of the similarity report on the work generated by the matching/identity/similarity detection system:

Topic: _____

Author: _____

Specialty: _____

Checking the report, we have drawn the following conclusion:

- Borrowings detected in the work are legal and are not referred to plagiarism.

Therefore, the work is independent and accepted for defense.

- Borrowings are not plagiarism, but the detected number of quotes exceeds the amount justified by the goal of the work (Article 444 of the Civil Code of Ukraine). The work shall be corrected and submitted to the Department (specialized council, editorial board) 10 days before the defense (acceptance for defense, acceptance for publication).

- Detected borrowings make the work illegal and subject to plagiarism. The work is not admitted to defense (publication).

- The work contains deliberate text distortions as expected attempts to conceal borrowings. The work is not admitted to defense (publication).

- Other:

.....

.....

.....

- Confirmation:

.....

.....

.....

Date

Signature