

**Private Joint-Stock Company Higher Education Institution Interregional Academy  
of Personnel Management**

**REGULATIONS  
ON CHECKING ACADEMIC AND SCIENTIFIC TEXTS FOR PLAGIARISM  
AND THEIR DEPOSITING AND STORING IN THE INSTITUTIONAL  
REPOSITORY OF PJSC HEI IAPM**

Kyiv – 2020

## **1. General provisions**

1.1. These Regulations are developed to carry out the Development Strategy of PJSC HEI IAPM for 2019-2029 in order to implement the principles of the Code of Academic Honesty and Integrity of educational, research and teaching staff, academic researchers and students of PJSC HEI IAPM (hereinafter referred as the Academy) in accordance with Art. 32 of the Law of Ukraine “On Higher Education” of 01.07.2014 № 1556-VII, as well as in conformity with the Civil Code of Ukraine, Law of Ukraine “On Copyright and Related Rights” of 23.12.1993 № 3792 -- XII.

1.2. Requirements of the Regulations are aimed at raising the level of culture and ethical use of known research findings, development of skills of correct work with sources of information; complying with the requirements of research ethics and respect for intellectual property; intensifying independent and individual creative work when creating an author’s academic text and responsibility for violation of the generally accepted citing rules. The requirements apply to the texts of research and teaching staff, tertiary students, graduate and doctoral students.

## **2. Glossary**

2.1. Author of an academic text -- an individual, the result of whose creative work is the presented text (Art. 1 of the Law “On Copyright and Related Rights” of 23.12.1993 № 3792 -- XII).

2.2. Tertiary student – a person who studies at a higher education institution (hereinafter referred to as HEI) at a certain educational level in order to obtain an appropriate degree and qualification (Art. 1 of the Law “On Higher Education” of 01.07.2014 № 1556-VII).

2.3. Work (text) -- information as a result of scientific or teaching and methodological activities of a particular person (or co-authored) presented as a hard copy or in electronic form on the Internet network or published on the official website of the Academy (monograph, textbook, manual, article, abstracts, preprint, synopsis and manuscript of a thesis (dissertation), (bachelor’s, master’s) degree paper, term paper or project, reference paper, essay, test etc.).

2.4. Quotation means direct use of an original source with reference to it, introduction of a text of another author to a text of one’s own work, direct and sometimes indirect borrowing of individual elements and topics from the original source.

2.5. Institutional repository -- an electronic archive for accumulation, long-term storage and ensuring open access to research findings.

2.5.1. In institutional repository may contain the following materials:

- academic papers;
- synopses of theses and theses;
- training materials;
- books or parts of books;
- student essays;
- proceedings of conferences;
- patents;
- images, audio and video files;

- webpages;
- computer programs;
- statistical data;
- learning objects; and
- scientific reports;

2.5.2. The main features of an institutional repository consist in:

- providing open access to findings of scientific research conducted at the Academy;
- providing access to the Academy's research for the world community;
- accumulating materials in one place; and
- storing electronic materials.

2.5.3. The institutional repository of the Academy was set up at Yaroslav the Wise International Library and Information Center with the possibility of accessing it through the official website of the Academy.

### **3. Preventive measures to stave off and detect plagiarism**

3.1. Research and teaching staff of the Academy, employees, students, graduate and doctoral students are responsible for compliance with the requirements of scientific ethics and respect for intellectual property; for violation of the generally accepted rules of quotation by adopting the rules of quotation and scientific ethics presented in these Regulations,

3.2. All scholarly and scientific-instructional works are published in the repository of the Academy.

3.3. The following measures are binding in order to encourage tertiary students to independently perform written works:

- public defense of diploma theses;
- publication of diploma papers (projects) of tertiary students in a special section

of the Academy's repository;

3.4. Prevention of academic plagiarism at the Academy is carried out by:

-- publishing scholarly and scientific-methodological works in the repository of the Academy;

-- checking for academic plagiarism through computer systems Unicheck.com and Plagiat.pl;

-- independent control by works' authors of their texts as to correctness of quotations;

-- introducing special training sessions on the basics of academic writing and research work; and

-- posting these Regulations and other documents on the official website of the Academy.

### **4. Procedure for checking academic texts (bachelor's, master's theses) using computer systems for plagiarism detection**

4.1. Written works are performed by tertiary students independently under the guidance of a research and teaching staff member – a supervisor. Execution and the content of a written work must meet the requirements of the Code of Academic Honesty

and Integrity of educational, research and teaching staff, academic researchers and tertiary students of PJSC HEI IAPM.

4.2. Before defending his/her diploma (bachelor's, master's) thesis a student submits it in electronic form to the thesis supervisor.

4.3. The supervisor carefully reads the content of the diploma (bachelor's, master's) thesis and uploads it to an appropriate section of his own "teacher's 'my account'" for further verification by computer system Unicheck.com and/or Plagiat.pl. The diploma (bachelor's, master's) thesis is submitted for verification without annexes and list of references in Word processor format.

4.4. The supervisor is responsible for checking the diploma thesis within the established deadline (1 week before the preliminary defense), deciding on finalization and checkback, as well as admission of the thesis to preliminary defense.

4.5. A relevant specialist of the Academy (Center for Organization of Scientific Work and Innovations in the Educational Process), who received a technical briefing on the procedure for checking computer system Unicheck.com and/or Plagiat.pl downloads, at the request of the thesis supervisor, the text of the thesis from the "teacher's 'my account'" to the computer system and checks it for academic plagiarism. The thesis supervisor is also entitled to independently do a check by means of the computer system having received appropriate access and a technical briefing.

4.6. The relevant specialist of the Academy hands over a technical report on the check results to the supervisor of the diploma (bachelor's, master's) thesis for a professional assessment of correctness of quotations and their scope. The scope of correct quotations should be within acceptable limits according to the professional field (in any case -- no more than 30% of the total text).

4.7. The supervisor corrects together with the student the deficiencies identified due to the check and re-submits the thesis to the relevant specialist of the Academy for a final check. If the supervisor considers the results of the second check as satisfactory, the relevant specialist of the Academy uploads the text of this diploma (bachelor's, master's) thesis to the institutional repository of the Academy. The text of the diploma (bachelor's, master's) thesis, deposited in the repository, acquires the status of an original version.

4.8. The supervisor of the diploma (bachelor's, master's) thesis provides an opinion on the check for academic plagiarism in a review report: "The level of originality of the thesis -- high," "The level of originality of the thesis – satisfactory"). The first page of the technical report is attached to the diploma (bachelor's, master's) thesis.

4.9. A review of the diploma (bachelor's, master's) thesis should also contain an opinion as to the level of originality of the thesis based on the technical report.

4.10. Positive review and report of the supervisor enable the student to submit his/her diploma (bachelor's, master's) thesis for public defense.

## **5. Procedure for resolving disputes over correct quotation issues**

5.1. Controversial issues regarding interpretation of identified incorrect quotations, use of unduly borrowed material without reference to the author or the source of borrowing are submitted by the author (authors) for consideration by the Standing Committee on Ethics and Academic Honesty and Integrity of the Academy.

**6. The Academy's procedure for granting and rules of administering accounts of authorized users of computer systems designed to detect academic plagiarism**

6.1. UNICHECK.com and Plagiat.pl systems are used at the Academy to check:

- papers for transactions of the Academy,
- dissertations of academics,
- dissertations defended at specialized academic councils,
- dissertations of graduate and doctoral students of the Academy,
- student competitive research papers,
- master's and bachelor's theses (projects), and
- creative projects and term papers.

6.2. An account is provided for a period of one year to persons from among trained employees, namely:

- Institutes and subdepartments of the Academy.
- Secretaries of specialized academic councils.
- Secretaries of committees for diploma theses defense.
- Supervisors of diploma theses (at the request of directors of institutes, with a limit based on the planned number of bachelors/magistrands).
- Supervisors and opponents of dissertations (at the request of the Academic Secretary, with a limit in the amount of an average annual output).
- Applicants for academic titles (at the request of directors of institutes, with a limit of twice the dissertation's size).
- Regular authors of the collection Transactions of the IAPM (with a limit in the amount of an average annual output).
- Regular reviewers of the collection Transactions of IAPM (with a limit in the amount of an average annual output).

6.3. Accounts of authorized users of computer systems designed to detect of academic plagiarism are administered by the Center for Organization of Scientific Work and Innovations in the Educational Process.

6.4. At the request of secretaries of specialized academic councils and heads of units of the Academy, texts of the works of doctoral students, graduate students, researchers, staffers are deposited in the institutional repository.