

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
CHERNIHIV POLYTECHNIC NATIONAL UNIVERSITY

APPROVED BY
Academic Council of Chernihiv Polytechnic
National University
31 May 2021, Protocol No.5

Put into effect by Rector's Order
No.100 as of 31 May 2021

PROCEDURE
for Checking Students' Qualification Works for Plagiarism
at Chernihiv Polytechnic National University
(new edition)

*amended according to Academic Council's
Decision as of December 06, 2021, Protocol No.12
and Rector's Order No.225 as of December 06, 2021;
according to Academic Council's Decision as of
December 28, 2021, Protocol No.13 and Rector's Order
No.245 as of December 28, 2021*

1. GENERAL PROVISIONS

1.1. The Procedure has been developed according to the Laws of Ukraine “On education”, “On higher education”, “On scientific and scientific-technical inspection”, “On copyright and related rights”, the Civil Code of Ukraine, the Statute of Chernihiv Polytechnic National University (hereinafter – the University), the Regulation on Academic Integrity of Students and Scientific-Pedagogical Workers, the Regulation on Organization of Educational Process, the Regulation on Internal System of Higher Education Quality Assurance, the Rules Internal Code of Conduct and other regulatory documents in order to detect and prevent plagiarism in students’ qualification works.

1.2. This Procedure is a part of the system of higher education quality assurance of Chernihiv Polytechnic National University.

1.3. The Procedure involves measures of organizational nature aimed at preventing and detecting plagiarism and strives to establish the system of connection between structural units and participants in the educational process of the University in order to prevent and detect plagiarism in students’ qualification works.

1.4 In order to check qualification works for plagiarism the Information Center for Prevention and Detection of Plagiarism (the ICPDP) has been created by the decision of the Academic Council. The personnel of the Information Center are approved by the Rector’s order.

1.5 The initial check of qualification papers and individual tasks of higher education students for plagiarism at the University is carried out free of charge for University students. Subsequent checks of the same paper are carried out in accordance with the estimate documentation of the University.

(Point 1.5 has been added to Section 1 complying with Academic Council’s Decision as of December 28, 2021, Protocol No.13 and Rector’s Order No.245 as of December 28, 2021)

2. PROCEDURE FOR CHECKING QUALIFICATION WORKS

2.1. All types of qualification works of students obtaining Bachelor’s degree and Master’s degree shall be checked for plagiarism.

2.2. The ICPDP checks qualification works of students using the software StrikePlagiarism of Plagiat.pl. company. It is a prerequisite for a student to be admitted to defense his / her work.

2.3. Checking qualification works for plagiarism is carried out:

- by the author and his / her academic advisor at all stages of its execution;
- by the ICPDP if the final check is necessary;
- by the Commission on Academic Integrity of the University if the author appeals against the results of preliminary check.

2.3 The author and academic advisor in the process of preparing the work can use any software and hardware. It is recommended to use “eТХТ Антиплагіат” and “Advego plagiat”, which are available on the Internet.

2.4 Features of plagiarism check, an acceptable level of text uniqueness as well as terms and procedure of submitting qualification works to departments or Examination Commissions are specified in the guidelines that are approved by graduating departments taking into account the specificity of the field of study, the requirements of

the Procedure and other regulatory documents of the University as well as the current legislation of Ukraine. At the same time, the following scale of qualification work's uniqueness is established:

Percentage of uniqueness	Uniqueness
100-70%	high uniqueness, the work is allowed to be presented or (and) published
69-51%	average uniqueness, the work needs to be refined in part of the correctness and completeness of citations
50% and below	low uniqueness, work needs to be substantially refined and checked for plagiarism

Provided that the percentage of uniqueness of the qualification work is 50% and below, the qualification after the second plagiarism check cannot be evaluated by the members of the commission, on the basis of its defense by a higher education student, for 90 or more points on a 100-point scale in accordance with the Regulations on the procedure for creating and organizing the work of examination commissions for attestation of students of Chernihiv Polytechnic National University.

(Paragraph 3 has been added to Point 2.4 complying with Academic Council's Decision as of December 06, 2021, Protocol No.12 and Rector's Order No.225 as of December 06, 2021)

2.5 To determine the percentage of uniqueness of the text in the qualification work, an academic supervisor of the qualification work sends the work for verification to the Information Center for Prevention and Detection of Plagiarism no later than two weeks before the defense of the qualification work.

(Amended paragraph 1 of Point 2.5 has been added complying with Academic Council's Decision as of December 06, 2021, Protocol No.12 and Rector's Order No.225 as of December 06, 2021)

Based on the results of the ICPDP check, an act is drawn up in which, on the basis of the technical inspection report (similarity report), the level of plagiarism and the uniqueness of the text is determined (Annex D). The act and the report are submitted to the head of the relevant graduating department to make a decision on admission, revision and re-examination or non-admission of a student to defend the qualification work. Copies of these documents are given to the author.

2.6 The ICPDP checks qualification works for plagiarism using the relevant software.

When checking the qualification works of students for plagiarism using the software, the limits of permissible borrowings are set in accordance with Point 2.4. of this Procedure.

2.7 In case of disagreement with the results of the ICPDP check, the student, the author of the work within three calendar days may file an appeal to the Commission on Academic Integrity of the University.

The Commission on Academic Integrity within five calendar days addresses to the head of the graduating department with a request to provide the appropriate electronic version of the qualification work, conducts a control check of the work and draws up a conclusion, which is recorded in a protocol and submitted to the head of the department.

2.8 The act of the ICPDP (Annex D) and (or) the conclusion of the Commission on Academic Integrity is transferred to the University archives together with the qualification work. The electronic version of the qualification work is transferred to the scientific library to be stored in the electronic archive of the University (Annex B).

2.9 The author of the qualification paper indicates the information in accordance with Annex B on the reverse side of the title page of the paper.

3. PROCEDURE FOR CHECKING INDIVIDUAL ASSIGNMENTS

3.1 All types of individual assignments of University students of the first (bachelor's) and second (master's) levels of higher education shall be subject to a plagiarism check.

3.2 Check for academic plagiarism is carried out by:

- an author;
- an academic supervisor for individual assignments at all stages of their completion.
- the ICPDP in case a final check is necessary;
- the Commission on Academic Integrity of the University in case a complaint has been submitted by an author about the preliminary final check.

3.3 The author and supervisor of an individual assignment of a student in the process of completing the assignment may use any software and technical means to determine the percentage of text uniqueness or plagiarism in the individual assignment. It is recommended to use programs that are publicly available on the Internet or the ICPDP's software tools.

3.4 The acceptable level of uniqueness of the text, as well as the terms and procedure for submitting individual assignments to the department are approved by the departmental meeting and specified in the individual assignment taking into account the requirements of this Procedure, other regulations approved by the University, the current legislation of Ukraine and taking into account the specifics of the field of knowledge. At the same time, the following scale of uniqueness of an individual assignment is established:

Percentage of uniqueness	Recommendations
100-60%	high uniqueness, the work is allowed to be presented or (and) published
59-31%	average uniqueness, the work needs to be refined in part of the correctness and completeness of citations
30% and below	low uniqueness, work needs to be substantially refined and necessarily checked for plagiarism

Provided that the percentage of uniqueness of an individual assignment is 30% and below, the assignment after re-checking for plagiarism shall not be evaluated for 90 or more points on a 100-point scale in accordance with Regulations on the current and final assessment of students' knowledge of Chernihiv Polytechnic National University.

(Paragraph 3 has been added to Point 3.4 complying with Academic Council's Decision as of December 06, 2021, Protocol No.12 and Rector's Order No.225 as of December 06, 2021)

3.5 The author of the individual assignment indicates the information in accordance with Annex B on the reverse side of the title page of the assignment.

3.6 Based on the review of individual assignments and/or verification by any software and technical means, the supervisor of an individual assignment can prepare a certificate on the absence of violation of academic integrity in individual assignments (Annex A).

3.7 The supervisor of the individual assignment for determining the percentage of the uniqueness of the text can send the work for verification to the Information ICPDP no later than two weeks before the defense of the individual assignment.

(Amended paragraph 1 of Point 3.7 has been added complying with Academic Council's Decision as of December 06, 2021, Protocol No.12 and Rector's Order No.225 as of December 06, 2021)

Based on the results of the ICPDP check, an act is drawn up in which, on the basis of the technical inspection report (similarity report), the level of plagiarism and the uniqueness of the text is determined (Annex D). The act and the report are submitted to the head of the relevant graduating department to make a decision on admission, revision and re-examination or non-admission of a student to defense of the individual assignment. Copies of these documents are given to the author.

3.8 The ICPDP checks individual assignments for plagiarism using the relevant software.

3.9 In case of disagreement with the results of the ICPDP check, the student, the author of the work within three calendar days may file an appeal to the Commission on Academic Integrity of the University.

The Commission on Academic Integrity within five calendar days addresses to the head of the graduating department with a request to provide the appropriate electronic version of the individual assignment, conducts a final check and draws up a conclusion, which is recorded in a protocol and submitted to the head of the department.

3.10 The notice on the absence of academic integrity violations (Annex A) and (or) the conclusion of the Commission on Academic Integrity (Annex D) is transferred to the University archives together with the qualification work.

4. STUDENT RESPONSIBILITY FOR PLAGIARISM

4.1 Students bare academic responsibility for violation of academic integrity.

4.2 Grounds for bringing a student to academic responsibility may be an act of the ICPDP or the conclusion of the Commission on Academic Integrity of the University.

4.3 In case of any academic integrity violations students may be brought to the following academic responsibility:

- retaking the final assessment;
- restudying the relevant educational component of the educational program;
- expulsion from the University;
- deprivation of an academic scholarship.

4. FINAL PROVISIONS

4.1. The procedure comes into force as of the date of its approval by the Rector's order.

4.2. All amendments to the Procedure are considered and adopted at the meeting of the Academic Council and approved by the Rector's order.

4.3. The officials of the University are responsible for and control the implementation of the Procedure according to their duties.

Ministry of Education and Science of Ukraine
Chernihiv Polytechnic National University
Department _____

Notice No.
confirming the absence of plagiarism in the individual assignment

According to the results of the examination of _____
(type of an individual assignment)

(surname, name, patronymic)

on the topic: _____
no violations of academic integrity have been detected.

The results of plagiarism check using the program _____
(specify the name of the program)

are attached.

Academic advisor

(signature)

(Surname, name, patronymic)

ACT _____

on acceptance and transfer of electronic versions of students' qualification works to the library of Chernihiv Polytechnic National University

(date)

We, the undersigned, _____
(name of the department)

(name and surname of the member of the department)

and the head of the sector of scientific information and scientific citation of the library on the basis of Rector's order as of 27.01.2020 No.13 "On placement of electronic versions of educational-methodical and scientific publications, qualification works in the electronic databases of the University" have carried out acceptance and transfer of electronic versions of students' qualification works to the scientific library of Chernihiv Polytechnic National University.

No.	Name and surname of the author	Title of the qualification work	Group	Academic degree	Year of the defense of qualification work
1.					
2.					
...					

The electronic version of the qualification work shall be executed in one file, format * pdf. The file should contain the title page, introduction, symbols and abbreviations, the main part of the work, conclusions, and references.

Appendices, or parts of work that contain commercial information of enterprises / organizations that the qualification work is based on, may not be attached.

The name of the qualification work file shall be entitled in such a way "Surname - Master / Bachelor - year of defense".

TRANSFERRED BY

(signature) (name, surname)

ACCEPTED BY

_____ Administrator of the ICPDP
(signature) (name, surname)

Information that the author of the individual assignment indicated on the reverse side of
the title page

I, _____, confirm that this assignment is my own written work completed complying with ethical values and principles, and academic integrity according to the Code of Academic Integrity of Chernihiv Polytechnic National University. I haven't used any other resources, except for those cited and referenced in the work.

(date)

(signature)

Act
on control of the qualification work (individual assignment) uniqueness

According to the results of the examination of the qualification work (individual assignment) of the student _____
 (surname, name, patronymic)
 the academic advisor _____
 (surname, name, patronymic)
 on the topic: _____

using a software the following uniqueness criteria have been identified:

Unicheck

StrikePlagiarism.com

Similarity _____

Modifications

KP1 _____

KP2 _____

KC _____

Manipulations with the text

The examination report on plagiarism is sent via email and (or) attached.

Comments of the ICPDP's administrator on identified borrowings:

ICPDP administrator

_____ (signature)

_____ (name and surname)

_____ (date)

The meeting of the department has approved the following indicators of text uniqueness:

%	high uniqueness, the work is allowed to be presented or (and) published;
%	average uniqueness, the work needs to be refined in part of the correctness and completeness of citations and will be sent for the second check;
%	low uniqueness, the work needs significant revision and will be sent for re-verification without sanctions;
% and below	low uniqueness, work is declined without further consideration.

Conclusion:

The work is admitted to be defended

It is necessary to conduct a review of the full similarity report involving specialists from the subject of the qualification work (individual assignment).

Academic advisor

(signature)

(name and surname)