

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
NATIONAL UNIVERSITY “CHERNIHIV POLYTECHNIC”

APPROVED BY
Academic council of Chernihiv
Polytechnic National University
31 August 2020, Protocol No. 6

Put into effect by Rector's Order
No. 26 as of 31 August 2020

Regulation
**on information center for the prevention and detection of plagiarism at Chernihiv Polytechnic
National University**

1. General provisions

1.1. The regulations have been developed and approved in accordance with the Laws of Ukraine "On education", "On higher education", "On scientific and scientific-technical expertise", "On Copyright and Related Rights", the Civil Code of Ukraine, the Statute National University "Chernihiv Polytechnic" (hereinafter - the University), Regulations on the academic integrity of students and scientific and pedagogical employees of the University, Regulations on the organization of the educational process in University, Regulations on the internal quality assurance system of education activities of the University, the Rules of Procedure of the University and others regulations to detect and prevent plagiarism in graduation theses of applicants for higher education.

1.2. Regulations on the Center for the Prevention and Detection of Plagiarism of the National University "Chernihiv Polytechnic" (hereinafter - the Regulations) establishes general principles of work, structure, tasks, functions, rights and responsibilities, responsibilities staff of the National Center for the Prevention and Detection of Plagiarism Chernihiv Polytechnic University (hereinafter - CZVP).

1.3. The purpose of CZVP is:

- prevention and detection of plagiarism in scientific, educational and scientific-methodical works of scientific and pedagogical workers, doctoral students, graduate students, students of all educational degrees and forms of education;
- development of skills of correct work with sources of information and introduction of the practice of proper citation;
- compliance with the requirements of scientific ethics and respect for intellectual property;
- activation of independence and individuality at creation of author's work and responsibility for violating generally accepted rules of citation.

1.4. In its activities CZVP "Chernihiv Polytechnic National University "is governed by current legislation of Ukraine, Cabinet Resolutions Ministers of Ukraine, regulations of the Ministry of Education and Science Of Ukraine, Regulations on the organization of the educational process at the University, Regulations on the internal system of quality assurance of educational activities University, Rules of Procedure of the University and others regulations to detect and prevent plagiarism in graduation theses of applicants for higher education.

1.5. The CZVP reports directly to the rector and the first vice-rector University, reports on its work to the Rectorate of the University.

1.6. The CZVP carries out its work on behalf of and on behalf of the Rectorate in accordance with plan agreed with the first vice-rector and approved by the rector University.

1.7. The executive activity of the CZVP is organized within the limits of its powers head appointed by order of the Rector of the University.

1.8. CZVP is created, reorganized and liquidated by the decision of the Academic Council University. The personal composition of the CZVP is approved by the order of the rector University.

2. Subject of activity and tasks of CZVP

2.1. CZVP checks for possible facts academic plagiarism in accordance with the requirements of the Law of Ukraine "On Higher education "№ 76-VIII of 28.12.2014, Art. 19 item 5 and in accordance with Memoranda between the Ministry of Education and Science of Ukraine and Plagiat.pl with StrikePlagiarizm software (StrikePlagiarizm software).

2.2. Prevention of plagiarism in the academic environment of the University

carried out by the Center for Prevention and Detection of Plagiarism, Department of Methodological Work, accreditation and licensing, deans' offices of faculties and departments a set of preventive measures, which consist in:

- informing applicants for higher education and research and teaching staff on the need to comply with the rules of the Code of Academic Integrity University, this Regulation and acquaintance with the documents that regulate the prevention of academic plagiarism and establish responsibility for academic plagiarism;
- development, publication and distribution of methodical materials from defining the requirements for the proper design of links to used in scientific and scientific-methodical works materials;
- organization of seminars, trainings, round tables and educational events on popularization of students' academic culture and formation of practical skills writing scientific texts;
- placement of this Regulation and other documents on prevention and detection of plagiarism on the official website of the University.

2.3. Anti-plagiarism at the University is carried out by:

- placement of all educational, teaching and research works research and teaching staff, graduate students and students in the electronic archive University;
- detection of plagiarism through peer review using software providing StrikePlagiarism.

2.4. The following are subject to scrutiny for academic plagiarism:

- educational (term papers, abstracts, etc.) and qualification works applicants for higher education degrees "bachelor" and "master".
- dissertation works at the stage of presenting materials of works for approbation and for consideration by a specialized council, editorial board or department;
- scientific and methodical works (textbooks, manuals, abstracts lectures), monographs and other works that require the recommendations of the Academic Council University for publication;
- manuscripts of articles, abstracts of reports submitted to the scientific and editorial and publishing departments or organizing committees of conferences.

2.5. Analyzes the results of inspections for possible facts academic plagiarism in those specified in paragraph 2.4. materials.

2.6. Coordination with other structural units of the University on issues organization of verification of final qualification works of higher education seekers in antiplagiarism system.

3. Structure

3.1. The organizational structure of the CZVP is approved by the order of the rector University based on the scope and objectives of the work.

3.2. When changing the tasks facing the CZVP, the structure may be changed and supplemented in the manner prescribed by the University.

3.3. The activities of the Center are managed by an appointed head to this position and is dismissed by order of the Rector of the University.

3.4. The head of the Center performs:

3.4.1. Management of the Center in accordance with this Regulation within its competence.

3.4.2. Submission to the University management of the necessary information on the types and volumes of performed and controlled works within the competence of the Center.

3.4.3. Exercise of other powers in accordance with this Regulation.

4. Interaction with other departments

4.1. CZVP works in contact with the structural units of the University:

4.1.1. Faculties, departments for graduation testing qualification works of higher education seekers for the presence of borrowings in the system antiplagiarism.

4.2. Interaction is carried out directly through the leaders of the above structural units.

5. Rights

CZVP to carry out its activities within the assigned tasks and functions has a right:

5.1. Ask from the structural units of the University necessary for work information, documentation, information, reference materials to address their tasks.

5.2. Prepare drafts of local regulations, organizational, methodical and other documents on behalf of the University management within their competence, as well as to organize their preliminary discussion for further submission for approval, approval by the Academic Council of the University.

5.3. Initiate general university events in the areas activities of the Center.

5.4. Make suggestions to the University management on:

□ CZVP activities;

□ Encouraging University staff involved in education the process and activities of CZVP;

□ bringing employees to justice in accordance with the established procedure

University, guilty of violating the Statute of the University, Internal Rules regulations of the University, local regulations of the University and other documents regulating the activities assigned to the CZVP;

□ involve with the permission of the rector or vice-rector for educational work, employees and heads of structural divisions of the University to perform various works in the areas of CZVP.

6. Responsibility

6.1. Responsibility for quality and timely performance of functions, provided by this Regulation, shall be borne by the head of the CZVP.

6.2. The head of CZVP is personally responsible for:

□ compliance with the legislation of Ukraine in the process of managing the CPC;

□ compiling, approving and providing reliable information about the activity CZVP;

□ compliance with the requirements of regulations governing the organization work performed.