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**MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
KHERSON STATE MARITIME ACADEMY**

AGREED

First Vice-Rector

_____ Liliia KULYKOVA

« ____ » _____ 2020

APPROVED

Rector of Kherson State Maritime Academy

_____ Vasyl CHERNIAVSKYI

« ____ » _____ 2020

**REGULATION ON
INFORMATION SUPPORT OF ACADEMIC INTEGRITY
IN THE EDUCATIONAL AND SCIENTIFIC PROCESS
AT KHERSON STATE MARITIME ACADEMY**

QMS 04-154-2020

(Version #2)

APPROVED

The Academic Council of KSMA

protocol № ____ dated _____ 20 ____ .

Acting Scientific Secretary

_____ Mariana BABYSHENA

Put into force by the Rector's order

dated « ____ » _____ 20 ____ . № ____

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INTRODUCTION

1. The Regulation was developed by the Head of Educational process information support Department of Kherson State Maritime Academy.
2. Approved by the Academic Council of Kherson State Maritime Academy.
3. The Regulation is approved by the Rector of Kherson State Maritime Academy.
4. Periodic inspection of the Regulation is carried out within an interval not exceeding 12 months.
5. Amendments to the Regulation are developed according to the results of practical use thereof at Kherson State Maritime Academy or in the event of a change in the requirements under which this Regulation is developed.

1. THE PURPOSE

1.1. The Regulation is a component of the internal academic regulatory framework of KSMA quality management system and was developed to ensure academic integrity of participants in the educational and scientific process of KSMA.

1.2. The Regulation defines the requirements for compliance with the requirements of academic ethics and respect for the intellectual property of participants in the educational and scientific process.

1.3. The requirements of the Regulation are mandatory for all participants of the educational and scientific process.

2. REGULATORY REFERENCES.

The Regulation was developed taking into account the requirements of the following regulatory documents:

- The Law of Ukraine “On Education” dated 05.09.2017 № 2145-VIII (article 42. Academic integrity),
- The Law of Ukraine “On Higher Education” (article 16. System of quality assurance of higher education),
- Recommendations of the Ministry of Education and Science "On Prevention of Corruption" No. 1/9-650 dated October 23, 2018 for higher education institutions,
- Recommendations of the National Agency for Quality Assurance of Higher Education for institutions of higher education regarding the development and implementation of a university system for ensuring academic integrity dated October 29, 2019, Protocol No. 11,
- DSTU 180 9001:2015 "Quality management systems. Requirements",
- QMS 04-96-2019 "Instructions for the development of Provisions which regulate the activities of Kherson State Maritime Academy",
- QMS 02-01-2018 DP “Documentation Management”.

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3. TERMS, DEFINITIONS AND ABBREVIATIONS

Academic plagiarism	- publicizing (partially or completely) scientific (creative) results obtained by other persons as the results of one's own research (creativity) and/or reproduction of published texts (publication of art works) of other authors without indicating authorship
Author	- a natural person whose creative work the work has been created
Work (material)	- information as a result of the creative, scientific or educational and methodological activity of the author or a team of authors, presented on paper or in electronic form on the Internet (monograph, textbook, study guide, article, theses, preprint, abstract and dissertation manuscript (dissertation), master's or bachelor's thesis, term paper or project, abstract, essay, test paper, etc.) or in oral form (speech, lectures, speeches and other oral works)
Uniqueness of the work (material)	- the ratio (%) of material that does not overlap with other publications to the total volume of the work
Participants of educational scientific process	- education seekers, pedagogical, scientific-pedagogical and scientific workers, parents of education seekers; natural persons who conduct educational and scientific activities; other persons provided for by special laws and involved in the educational and scientific process in accordance with the procedure established by KSMA
Automated System Anti-plagiarism	- information and technical support as a set of means and methods of checking the works of participants in the educational and scientific process for the academic plagiarism presence

ABBREVIATION:

KSMA	- Kherson State Maritime Academy
SRW	- Scientific research work

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4. GENERAL PROVISIONS

4.1 The Regulation on informational support of academic integrity in the educational and scientific process of KSMA (hereinafter - the Regulation) was developed on the basis of the Constitution of Ukraine; Charter of KSMA. When developing this Regulation, the norms of the Regulation on preventing plagiarism and ensuring academic benevolence in the educational and research work of participants in the educational process of the Kherson National Technical University were taken into account.

4.2. The purpose of the Regulation is:

- implementation of modern technologies for combating manifestations of academic dishonesty including an effective system for preventing and detecting plagiarism in the works of participants in the educational and scientific process in KSMA;

- information provision of academic integrity in scientific, educational and academic, methodical works/projects (hereinafter referred to as works) of higher education applicants and scientific and pedagogical workers of KSMA (hereinafter referred to as participants in the educational and scientific process) by means of information monitoring of cases of academic integrity violation;

- ensuring legitimate work with information sources;

- compliance with the requirements of academic ethics and respect for intellectual property;

- activation of independence and individuality in the work preparation and responsibility for violations of generally accepted rules of citation.

4.3. According to Art. 69 of the Law of Ukraine "On Higher Education" of the Regulation and with the aim of stimulating students of higher education at KSMA to perform their work independently the following measures are taken at KSMA to ensure academic integrity:

- creation and distribution of recommendations specifying requirements for proper design of references to materials used in works;

- public defense of works;

- discussion the best works at scientific conferences, seminars or publication in scientific publications of KSMA;

- listening to reports on the quality of the performed works during the meetings of the departments at which they were performed.

4.4. Posting of this Procedure on the official website of KSMA is mandatory.

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5. REQUIREMENTS FOR ELECTRONIC COPIES AND CRITERIA DETERMINING ACADEMIC INTEGRITY VIOLATIONS

5.1. Requirements for electronic work copies submitted for review:

5.1.1. Works submitted for plagiarism checking must be submitted in the following electronic document formats:

- *.rtf (Rich Text Format);
- *.doc (Word 97 - Word 2003);
- *.docx (Word 2007).

5.1.2. The electronic version of the work is provided in its entirety starting with the title page and including the appendices in one file without protection elements and restrictions.

5.2. Criteria for evaluating plagiarism in papers.

5.2.1. The minimum rate of uniqueness to allow works to be protected is 50%.

5.2.2. Non-independent performance of higher education students' work cannot be positively evaluated or are not allowed for protection at all.

6 THE PROCEDURE FOR CHECKING EDUCATIONAL AND ACADEMIC WORKS OBSERVING ACADEMIC INTEGRITY IN THE EDUCATIONAL PROCESS OF HIGHER EDUCATION APPLICANTS BY MEANS OF AC ANTI-PLAGIARISM KSMA

6.1. In KSMA educational and academic works (hereinafter works) of higher education applicants include: educational (coursework (projects), essays, etc.) and qualification works (attestation works (projects)) works of higher education applicants which are checked at the stage of submitting the work for defense directly by the Head (consultant) of the work or the responsible persons at the department (depending on the nature of the work being checked) appointed in accordance with the established procedure;

6.2. The check is carried out by means of software and technical tools that allow you to generate a report based on the results of checking with the establishment of the fact of the presence or absence of textual and/or illustrative borrowings in the form of a percentage ratio of the work uniqueness.

6.3. The procedure for applying a comprehensive system of checking for the presence of academic plagiarism by means of AC Anti-plagiarism KSMA is approved by

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the order of KSMA. The results of the inspection using the Anti-plagiarism KSMA are recognized as acceptable for substantiating the conclusion regarding the presence or absence of academic plagiarism in the works of higher education applicants.

6.4. The use of AC Anti-plagiarism KSMA should ensure:

6.4.1. The possibility of checking works submitted in the following formats of electronic documents:

- * .rtf (Rich Text Formal);
- *.doc (Word 97 - Word 2003);
- *.docx (Word 2007).

6.4.2. Accumulation of information on the content and results of the inspection of already inspected works in the local database for the purpose of using this information for the inspection of subsequent works.

6.4.3. Verification of works based on textual material exclusively from the local database.

6.4.4. Checking the text of works for academic plagiarism using algorithms of shingle technologies.

6.4.5. Using the AC Anti-plagiarism KSMA based on MS Windows OS.

6.4.6. Verification of documents drawn up in two languages: Ukrainian and English.

6.4.7. Implementation of the following types of checks and protection:

- checking for textual borrowings from previous works;
- protection against entering or replacing additional punctuation marks;
- protection against entering additional characters, spaces;
- protection against entering hidden text.

6.4.8. Display of the following data in the report:

- the percentage of the text that coincides with the text of other works from the local database indicating the name, author, manager and date of inclusion in the database.

6.4.9. Impossibility of deleting and correcting the results of inspection of works from the local database. Storage of test results and text material of works indefinitely.

6.5. The procedure for applying AC Anti-plagiarism KSMA with the definition of specific verification terms and responsible persons is approved by the Rector's order.

6.6. The person responsible for checking works using AC Anti-plagiarism system KSMA, the administrator is appointed by the relevant order of the Rector.

6.7. Departments submit lists of works of higher education applicants who are subject to verification of academic integrity, according to the established form (Appendix

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No. 1). Works completed in accordance with all requirements in electronic format (*.doc, *.docx, *.rtf) are sent to the address isop.ksma.2018@gmail.com exclusively by the supervisors of works or the Head of the department within 21 (twenty one) calendar days to protection.

6.8. Departments submit works to the educational department, designed in accordance with all requirements, in printed form 5 days before the defense. Also, 21 (twenty-one) calendar days before the start of certification of higher education applicants, graduation departments must submit a defense schedule certified by the Dean of the faculty to the Department of information support of the educational process.

6.9. Higher education applicants fill out and sign a declaration of compliance with academic integrity for the entire period of study. This declaration confirms the absence of academic plagiarism in the work and awareness of possible sanctions in case of violation of academic integrity. Refusal to properly fill out and sign the declaration automatically means that the work is not allowed to be protected.

6.10. All participants in the educational process of KSMA are responsible for submitting their work to check for textual borrowings in accordance with this Regulation.

6.11. The supervisor is responsible for submitting the work to the academic plagiarism check within the established time frame.

6.12. The responsible person, the administrator of AC Anti-plagiarism KSMA, checks the work for the presence of academic plagiarism in terms not exceeding 2 (two) working days.

6.13. After checking the work, a conclusion is formed, which contains the results of the check according to the approved form (Appendix 2). The conclusion is issued to the Dean's office in printed form and is certified by a signature in the Register of issuance of conclusions no more than 1 (one) day after the registration of the electronic version of the work in the database of AC Anti-plagiarism KSMA (Appendix 3).

6.14. The printed version of the conclusion must be attached to the work when it is submitted for defense. The conclusion is approved by the Head of the department of information support of the educational process of KSMA and the work supervisor.

6.15. The work supervisor is responsible for ensuring that the work is not significantly changed after the inspection in the event of a positive conclusion.

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7 THE PROCEDURE FOR CHECKING SCIENTIFIC RESEARCH WORKS FOR COMPLIANCE WITH ACADEMIC INTEGRITY IN THE EDUCATIONAL PROCESS OF HIGHER EDUCATION APPLICANTS

7.1. In KSMA research works of higher education applicants include: scientific reports and abstracts; scientific reports, theses, scientific articles, methodological developments; scientific reports on the implementation of research elements during practice; design development of devices, devices, etc.; computer programs; course, qualification, diploma, dissertation works.

7.2. All scientific research works carried out in the academy by higher education applicants are checked for signs of academic plagiarism; and this check necessarily precedes all other review procedures.

7.3. Verification of all types of research works is carried out with the help of software and technical tools that allow generating a report based on the results of the verification with the establishment of the fact of the presence or absence of textual and/or illustrative borrowings.

7.4. When checking, you can use software and technical settings that you need to know about open access on a paid or free basis, you can do without printing by Internet services, if these requirements will be fulfilled taking into account the requirements of KSMA. At the same time, it is worth considering further:

7.4.1. The results of the automatic check are not a guarantee of the absence of plagiarism, therefore they can be used only as one of the components of the quality assurance system;

7.4.2. Text matches detected by the software should be analyzed by experts for their identification as plagiarism, citation errors, common knowledge, etc.

7.4.3. In order to improve the objectivity of the examination of research works of higher education applicants, it is recommended to use at least two programs.

7.5. Peculiarities of checking for academic plagiarism of dissertations.

7.5.1. The permissible percentage of academic plagiarism in dissertations is zero;

7.5.2. The permissible percentage of originality (coincidences), if necessary, can be set only as an indicator of the work's compliance with qualification requirements (in particular, it can be important for certain topics in literary studies, legislation analysis, etc.),

7.5.3. The detection of academic plagiarism must be accompanied by the application of defined academic responsibility (revocation of the decision on awarding an educational degree, etc.).

7.5.4. Specialized academic councils do not have the right to transfer to the dissertation student the obligation to check the text of the dissertation research for academic plagiarism in particular to demand certificates or any other documents about the results.

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8. THE PROCEDURE FOR CHECKING SCIENTIFIC AND METHODOLOGICAL WORKS FOR COMPLIANCE WITH ACADEMIC INTEGRITY BY SCIENTIFIC AND PEDAGOGICAL WORKERS OF KSMA

1. In KSMA the scientific works of scientific and pedagogical workers which must be checked for signs of academic plagiarism necessarily include: manuscripts of articles, abstracts of reports submitted to the editorial office of a scientific journal or organizing committees of scientific, scientific-technical and scientific-methodological events (conferences, seminars) which are checked by the technical secretary of the Scientific Register (responsible secretary of the conference), as well as final reports on the results of the SRW, financed from the state and/or local budgets which before being submitted for approval to the technical information department of KSMA are checked by the scientific director of the SRW or by other persons who may be appointed by order of the Vice-Rector for Scientific and Pedagogical Work.

8.2. In KSMA the methodological works of scientific and pedagogical workers which must be checked for signs of academic plagiarism, necessarily include: textbooks, study guides, lecture notes, methodological instructions, monographs, distance courses, in particular through the means of LMS Moodle.

8.3. The procedure for checking scientific and methodical works for compliance with academic integrity by scientific and pedagogical employees of KSMA coincides with clauses 7.2-7.5 of this Regulation and is technically provided by Internet services the use of which is regulated by relevant orders and agreements of KSMA.

8.4. Peculiarities of checking for plagiarism of methodical works:

8.4.1. The permissible percentage of originality of methodical works can be much lower in relation to scientific works so software tools can be used only at the first stage of verification. The second stage of verification is carried out by an expert in the relevant work of the field of knowledge and provides an analysis of the completeness and relevance of the citation.

8.5. Detection of plagiarism should be accompanied by the application of defined academic responsibility.

9. THE PROCEDURE FOR CHECKING SCIENTIFIC AND METHODOLOGICAL WORKS FOR COMPLIANCE WITH ACADEMIC INTEGRITY BY SCIENTIFIC AND PEDAGOGICAL WORKERS OF KSMA

9.1. If with the help of information and technical means a percentage exaggeration of textual borrowings from sources other than the established one is found in the work, then such work is not allowed to be defended and sent for revision. In case of a repeated negative conclusion, the work is not allowed to be defended and is sent to the commission for academic integrity.

9.2. Control over the inspection is carried out by:

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- educational and qualification works - Head of the department of information support of the educational process of KSMA;
- dissertations, scientific works published in journals and materials of conferences of KSMA as well as final reports on the results of the implementation of the SRW of the KSMA - Head of the technical information department of KSMA;
- methodical works — Head of the methodical department of KSMA.

If necessary those responsible for the types of works argue the feasibility of a more detailed analysis of them with the involvement of experts and submit a report to the first vice-rector of KSMA.

For a detailed analysis of works experts can be involved:

9.3.1. For educational and qualification works of higher education applicants, scientific and methodical works, monographs, electronic works - from among highly qualified specialists working at the department, by order of the Head of the department. If necessary representatives of departments of the faculty and representatives of departments of other faculties are involved in the composition of the commission;

9.3.2. For scientific works - from among the members of the editorial board by order of the editor-in-chief of the Scientific Register, from among the members of the organizational committee by order of the Chairman of the organizational committee of the conference, from among the members of the specialized academic council by order of the Chairman of the specialized academic council, from among highly qualified specialists working at the department by order of the Dean of the faculty or the Head of the department (depending on the type of work);

9.3.3. For final reports on the results of the implementation of the SRW, financed at the expense of the state and/or local budgets from among the leading scientists of KSMA from the relevant field of knowledge or scientific direction.

9.4. If as a result of a detailed examination of the work the presence of minor technical errors detected in the overview part of the work which does not describe the author's direct research, textual, illustrative borrowings and paraphrases without proper reference to the original source are found, such work is returned to the author for revision with the possibility of re-submission check The reasons for the return of work are indicated in the inspection report. After correcting all remarks the person responsible for the inspection (if necessary, with the involvement of an expert) conducts a detailed analysis of the work again and, in the case of a positive decision (depending on the type of work), it is allowed for defense, review or consideration, recommended for publication.

9.5. If as a result of a detailed review of the work the person responsible for the review (if necessary, with the involvement of an expert) has established the fact of the presence of intentional textual and illustrative distortions, attempts to hide borrowings, the presence of ideas and scientific results obtained by other authors or other manifestations of academic plagiarism in the work, then it (depending on the type of work) is not allowed to be defended, reviewed or considered, is not recommended for publication, is considered to have not passed internal review. In such a case, the author(s) of the work shall be held academically liable.

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9.6. Reasons for not admitting work to defense review or consideration (no recommendation for printing), as well as an academic type responsibilities are indicated in the Inspection Report.

9.7. Depending on the proposed type of academic responsibility, the decision is made by an authorized person or the Academic Integrity Commission or the Academic Ethics and Conflict Management Commission. If the above-mentioned facts are discovered during the inspection of the final reports based on the results of the scientific research works at the expense of the state and/or local budgets, they are recommended for mandatory revision by the author's team (without allocation of additional funding).

10. THE PROCEDURE FOR CHALLENGING A NEGATIVE CONCLUSION ON THE INSPECTION RESULTS AND FILING AN APPEAL

10.1. The procedure for challenging a negative conclusion on the results of the inspection and submitting an appeal is defined in the Regulation on the Commission on Academic Integrity and the Academic Commission on Ethics and Conflict Management.

11. FINAL PROVISIONS

11.1. The Department of Information Support of the Educational Process is responsible for publishing and updating this Regulation.

11.2. Cancellation of this Regulation is carried out in accordance with the DP “Documentation Management”.

COMPILER:

Head of Information Department
Support of the Educational Process of
KSMA

«__» _____ 2020

_____ Pavlo NOSOV

AGREED:

Head of Legal Department

«__» _____ 2020

_____ Oleksander SLIEPCHENKO

Head of Monitoring and
Education Quality Management Department

«__» _____ 2020

_____ Oksana USTYMENKO

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Appendix 1

Lists of higher education applicants' works subjected to verification of academic integrity according to the established form

Year of defense of qualification work, course project (work)			
Degree of higher education (a separate list for each)			
Code, specialty name			
Group number			
Form of education			
General data			
#	Full name of higher education applicant	Full name of head of research	Name of qualification work, course project (work)

Signature of Head of the department

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Appendix 2

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Conclusion

which contains the results of the inspection according to the approved form

Higher education applicant	
Faculty	
Code, specialty name	
Course and education form	
Degree	
Theme of research work	
Head of research work	
Date of submission of research work for review	
Date of inspection	
Uniqueness of work, %	
The number of research works which text fragments coincidences with was found (over 10%)	
Presence of additional symbols, spaces, hidden text	

The work is (not) allowed for defense

The work has been returned for revision (the deadline for revision is _____days)

Head of research

signature // full name

Head of Information Department
Support of the Educational Process

signature // full name

Date

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Appendix 3.1

Register of issuing conclusions on the results of the qualification works examination

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INFORMATION DEPARTMENT SUPPORT OF THE EDUCATIONAL PROCESS**

**REGISTER
OF ISSUING CONCLUSIONS ON THE RESULTS OF THE EXAMINATION OF HIGHER
EDUCATION APPLICANTS' QUALIFICATION WORKS
TO OBSERVE ACADEMIC INTEGRITY**

KHERSON

