

MINISTRY OF DEFENCE OF UKRAINE

NATIONAL DEFENCE UNIVERSITY OF UKRAINE



**REGULATIONS
ON ACADEMIC INTEGRITY
AT THE NATIONAL DEFENSE UNIVERSITY OF UKRAINE**

Kiev – 2024

Anex
to the Order of the Head of the National
Defence University of
Ukraine
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REGULATIONS On academic integrity at the National Defense University of Ukraine

1. General provisions

The Regulations on Academic Integrity at the National Defence University of Ukraine (hereinafter referred to as the Regulations) enshrine the norms, rules and principles of relations regarding the observance of academic integrity as an integral part of the system of quality assurance of higher education and scientific activities, and also defines the procedures, procedure for verification and criteria for detecting academic plagiarism, types of violations of the norms and rules of academic integrity, measures to prevent, detect and be responsible for their violations, rights of participants in the educational process, in whose activities the facts of violation of academic integrity were revealed, organization of the work of the Commission on Academic Integrity.

In addition to the national regulatory framework, the Regulations additionally use, analyze (interpreted in accordance with the specifics of the University's activities) information from open sources of electronic resources – websites (including the regulatory framework) of domestic and foreign higher education institutions, national and international institutions and associations, recommendations of the Ministry of Education and Science of Ukraine, recommendations for higher education institutions on the development and implementation of the university system ensuring the academic integrity of the National Agency for Quality Assurance in Higher Education, materials of educational and scientific periodicals, data from national and international surveys, etc.

The legislative basis for the creation of the Regulations is:

Constitution of Ukraine;
the Law of Ukraine "On Education";
Law of Ukraine "On Higher
Education";
Law of Ukraine "On Scientific and Scientific-Technical Activities";
The Law of Ukraine "On Copyright and Related Rights".

The academic community of the National Defense University of Ukraine (hereinafter referred to as the University) recognizes academic integrity as a fundamental value of scientific and educational processes.

Academic integrity is a set of ethical principles and rules determined by the laws of Ukraine, which should guide participants in the educational process during study,

teaching and conducting scientific (creative) activities in order to ensure confidence in the results of learning and/or scientific (creative) achievements and is a component of the system of internal quality assurance of educational activities and the quality of higher education of the University.

The main definitions used in the Regulations are given in the interpretation of the current legislation of Ukraine.

The Regulations are a component of the general regulatory framework of the University and are posted on its official website.

The system of ensuring academic integrity is an integral part of the internal system of quality assurance of education of the University and includes:

regulatory framework;
structural subdivisions and authorized
commissions; information base.

The subjects of the system of ensuring academic integrity are pedagogical, scientific, scientific and pedagogical, other employees and applicants for higher education (hereinafter referred to as participants in the educational process) of the University.

Educational, scientific, professional and creative activities of participants in the educational process are based on generally accepted moral and ethical values and responsible implementation of the principles of academic integrity:

integrity – honesty, diligence in the performance of their professional duties and obligations. Creating conditions of zero tolerance for manifestations of academic dishonesty;

legality – strict compliance with the current legislation in the field of educational, scientific, economic and economic activities; education of legal culture, respect for the Constitution of Ukraine, laws of Ukraine, state symbols; inviolability of copyrights and their successors – recognition of authorship and protection of the results of scientific, educational and creative activities, which are the object of copyright protection, by means of proper Play results of searches and research by other scientists, educators;

respect for human rights and freedoms, which provides for the right to freely choose the topics and objects of scientific research, learning trajectories, the right to freely express opinions and ideas;

openness – ensuring transparency of activities, maintaining mutual trust, open exchange of information, ideas and opinions between participants in the educational process;

partnership, which involves a focus on cooperation and team interaction during the organization of the educational process and scientific research;

equality, which is based on the obligation of each member of the university community to comply with the norms and rules of academic integrity and equal responsibility for their violation.

2. Academic Integrity Assurance System at the University

2.1 The main goal of the system of ensuring academic integrity at the University is the formation and development of a culture of integrity as a component of the quality of education and educational activities through:

ensuring the proper qualification level of scientific, educational and methodological, qualification works of the Master (Bachelor) and educational works performed at the University;

observance of intellectual property rights of individuals and legal entities by scientific, scientific and pedagogical staff of the University, applicants for higher education of all levels of higher education and forms of education when working with published sources of information;

creation of appropriate conditions at the University to improve the quality of control of scientific, educational and methodological, qualification works of the master (bachelor) and educational works (author's works) for academic integrity;

improvement of skills of correct work with sources of scientific information and formation of a conscientious attitude to intellectual achievements;

performance of work in compliance with the requirements of academic integrity;

stimulation of independence and individuality in the performance of (creation) of scientific, educational and methodological, qualification works of a master (bachelor) and educational works (author's work);

clarification of responsibility to the author (authors) for violation of generally accepted rules of citation when performing (creating) written works (author's work).

2.2 The regulatory framework of the University's academic integrity system describes the internal mechanisms for implementing the principles of academic integrity in scientific and educational processes, measures to ensure compliance with the principles of academic integrity, procedures for preventing and prosecuting for violations of academic integrity.

The main elements of the internal regulatory framework include:

basic regulatory documents:

University Strategy;

Code of Academic Integrity of the University; Regulations on the academic integrity of the University;

other regulatory documents on the implementation of relevant types of educational and scientific activities at the University, which, among other things, reflect the issues of academic integrity.

2.3 Structural subdivisions and authorized commissions that ensure the popularization of the principles of academic integrity, their implementation in the educational

and scientific activities of the University, as well as perform a supervisory and controlling function are:

- institutes (centers), departments of the University;
- a commission on academic integrity, which, if necessary, is created by the order of the head of the University.

2.4 The information base is a set of organized information posted in the section of the official website of the University "Academic Integrity" and is used to implement the functioning and improve the system of ensuring academic integrity. With the help of the information materials of the database, the principles of academic integrity are popularized and the level of awareness of all participants in educational and scientific activities at the University on the issues of academic integrity.

The main components of the information base:

- information and methodological materials on academic literacy, detection and prevention of plagiarism;
- information materials on the basic principles of corporate culture at the University and the benefits of honest learning;
- materials dedicated to the popularization of the principles of academic integrity among participants in the educational process (banners, infographics, handouts, etc.).

2.5 Tools for the implementation of the principles of academic integrity in the educational and scientific activities of participants in the educational process of the University, who perform an educational function and thanks to whose activities it becomes possible to prevent cases of violation of the principles of academic integrity:

- information and advisory support of participants in the educational process through the creation of appropriate resources on the official website and platform of distance learning of the University, publication and distribution of booklets and posters, development and distribution of videos and other activities to popularize the principles of academic integrity;

- implementation of a professional development program for scientific, pedagogical and pedagogical staff on academic integrity;

- conducting open lectures by experts and graduates of the University on the benefits of adhering to the principles of academic integrity in teaching and research;

- trainings for all participants in the educational process of the University within the framework of all-Ukrainian and international academic integrity events, grant programs, etc.

2.6 Tools for monitoring compliance with academic integrity in the educational and scientific activities of participants in the educational process of the University include:

monitoring the system of ensuring and observing academic integrity using various survey tools (oral survey, online survey, questionnaire, interview) of participants in the educational process of the University for violations of academic integrity;

mandatory verification of scientific and educational and methodological works of scientific and scientific-pedagogical workers, qualification works of a master (bachelor), scientific works of students (cadets) of scientific societies (circles) for signs of academic plagiarism;

mandatory verification of scientific articles published in the University's publications, as well as research works, the main executor of which is the structural divisions of the University.

2.7 Quality control of scientific, educational, methodological, master's (qualification) works is aimed at the formation of academic ethics and respect for intellectual achievements, contributes to the introduction of the practice of proper citation through the definition of the concept and forms of plagiarism, methods of preventing its spread, the procedure for considering and recording the facts of plagiarism, as well as the formalization of possible consequences of its commission within the University.

2.8 The following terms and concepts are used in the system of ensuring academic integrity at the University.

The author is an individual whose creative work created the work (in accordance with Article 1 of the Law of Ukraine "On Copyright and Related Rights").

Essay is a term for denoting the results of scientific or educational and methodological activities of a specific individual or group of persons (co-authorship) in the form of information presented on paper or officially published in electronic form (including on the official website of the University or on the Internet).

Works include the following results of scientific and educational and methodological activities: monographs, textbooks, manuals, articles, theses, essays, preprints, abstracts and manuscripts of dissertations, master's qualification works of masters (bachelors), scientific works of members of scientific societies (circles) and term papers, projects, abstracts, etc. (in accordance with the Law of Ukraine "On Copyright and Related Rights").

Academic fraud is any actions of participants in the educational process, the content of which is:

References to sources that do not exist and/or have not been used

in work, other deliberate manipulation of the description of the source;
use of prohibited auxiliary materials or technical means (cheat sheets, micro-headphones, phones, tablets, etc.) during control measures;
passing knowledge control procedures by dummies;
forgery of signatures in official documents certifying the results of studies and/or scientific activities (information on the results of higher education applicants' academic performance, journals of academic groups, record books of higher education applicants, reports on scientific activities, acts, contracts, etc.);
execution to order and/or sale of academic texts (dissertations, master's (qualification), term papers, educational, methodological and scientific literature);
attribution of the results of collective activity to one or individuals without coordination with other members of the authors' team or inclusion in the list of authors of scientific or educational and methodological work of persons who did not participate in the creation of the product.

Plagiarism is the publication (publication), in whole or in part, of someone else's work under the name of a person who is not the author of this work (in accordance with Article 50 of the Law of Ukraine "On Copyright and Related Rights").

The main types of plagiarism are:

verbatim presentation of someone else's text;
paraphrase – presentation of someone else's text (ideas) with the replacement of words, expressions, phraseological turns without changing the essence (content) of any author's scientific work (stored on electronic or paper media, including posted on the Internet);
academic plagiarism – publication (partially or completely) of scientific (creative) results obtained by other persons as the results of their own research (creativity), and/or reproduction of published texts by other authors without appropriate reference (in accordance with Article 42 of the Law of Ukraine "On Higher Education").

Types of academic plagiarism:

Copies; paraphrasing;
Compilation;
use of information (facts, ideas, formulas, numerical values, etc.) from a source without reference to this source;
submission of own works (dissertations, monographs, textbooks, articles, theses, reports, control, calculation, coursework, diploma and master's theses, essays, essays, etc.) made to order by other persons, including works in respect of which the real authors have consented to such use.

Academic plagiarism must be distinguished from citation errors.

The most typical citation errors are:

absence of quotation marks when using text fragments borrowed from other sources, if there is a correct reference to this source;

a link to a source that does not correspond to the text fragment; incorrect design of the link, which makes it difficult to find the source.

A quote is a relatively concise excerpt from a literary, scientific or any other (including published on the Internet) work that is used, with a mandatory reference to its author and source of citation, by another person in his work in order to make his own statements clearer or to refer to the views of another author in an authentic formulation (in accordance with Article 1 of the Law of Ukraine "On Copyright and Related Rights").

Copying is a verbatim reproduction of part or all of a previously published work by another author and publication under one's own name.

The uniqueness of the work (work, material) is the ratio (in percentage) of the material that does not coincide with other publications to the total volume of the material.

Incorrect borrowing is an extended concept of the legal term "Plagiarism". Borrowing without indicating authorship can occur in two directions – borrowing the form and borrowing the content.

Biased assessment is a deliberate overestimation or underestimation of the learning outcomes of students.

Hidden incorrect borrowing is the inclusion of other people's published results in one's work with minor edits to the copied material (paraphrasing in your own words, rewording sentences, changing the order of words in them, etc.) without reference to the original source (without proper citation).

Paraphrasing is the reproduction of a part of the text by other authors with a change in the order of words without reference to the source.

Compilation is the process of writing a work, a scientific work on the basis of other people's materials without independent in-depth research (study) of the problem and elaboration of sources without making corrections to it, with reference to the authors and "masking" by writing transitional sentences between copied parts of the text.

Self-plagiarism is "the publication (partially or completely) of one's own previously published scientific results as new scientific results."

Typical examples of self-plagiarism are:

duplication of publications – publication of the same scientific work (in whole or with insignificant changes) in several editions, as well as re-publication (in whole or with insignificant changes) of previously published articles, monographs, other scientific papers as new scientific papers;

duplication of scientific results – publication of the same scientific results, in different articles, monographs, other scientific works, as new results that are published for the first time;

presentation in the reports on the implementation of scientific projects of the results contained in previous works, as obtained during the implementation of the relevant project;

data aggregation or supplementation – combining old and new data without their clear identification with relevant links to previous publications;

data disaggregation – publication of a part of previously published data without reference to the previous publication;

re-analysis of previously published data without reference to the previous publication of these data and their previously performed analysis.

Cheating is the performance of written work with the involvement of external sources of information, except for those allowed for use, in particular, during the assessment of learning outcomes.

Types of cheating:

use of printed and electronic sources of information during the performance of written works, in particular, examination and control papers, without the permission of the teacher;

submission or presentation by different persons of works with the same content as a result of their own educational activities;

writing other people's versions of tasks at control events;

the use of a system of hidden signals (sound, gesture, etc.) when performing group control measures with the same options;

non-independent performance of tasks in cases where it is not allowed to receive assistance, or failure to indicate information about the assistance received, consultations, cooperation, etc.;

receiving other unauthorized assistance in the performance of those tasks that involve independent performance.

Deception is the provision of knowingly false information regarding one's own educational (scientific, creative) activities or organization of the educational process.

The forms of deception are:

attribution of co-authorship to persons who did not participate in the study and preparation of the publication;

failure to include in the co-authors persons who took an active qualified part in the research and preparation of the publication, in particular in setting goals and objectives of the work, formulating its conclusions, developing algorithms, analyzing the results of experiments and calculations, writing text, etc.;

deliberate distortion of references to sources, deliberate distortion of information contained in sources to which references are made;

passing the procedures for monitoring and evaluating the learning outcomes by dummies;

sale, distribution, posting or publication of courses of lectures, handouts, recordings or other information provided by a scientific and pedagogical (scientific) worker, as well as their use for any commercial purposes without the written permission of this scientific and pedagogical (scientific) worker;

simulation of deterioration of health, illness in order to avoid control measures;

obtaining a copy of examination tickets, questions or tasks earlier than allowed by the scientific and pedagogical worker;

unauthorized cooperation, in particular in the implementation of educational projects submitted as results of independent work; use of unauthorized assistance during the performance of individual and control tasks;

repeated submission by students of written works that have already been submitted as reports in other disciplines, without the permission of a scientific and pedagogical worker;

forgery of signatures in official documents (record books, acts, reports, agreements, etc.);

providing feedback or reviews on scientific or educational works without proper examination.

Appropriation of authorship – declaring oneself the author of someone else's author's work, releasing someone else's author's work (in full or in part) under one's own name; publication under your own name of a work created jointly with other persons without indicating their names.

Unlawful benefit – property, right to property, actions of a property nature, benefits, services, advantages, intangible assets, other any benefits of a material or intangible nature that are offered, promised, requested, provided or received without grounds provided for by law.

Fabrication is the invention of data or facts used in the educational process or scientific research.

Falsification is a deliberate change or modification of existing data related to the educational process or scientific research.

Conflict of interest is the presence of a person's private interest in the area in which he/she exercises his/her official or representative powers, which may affect the objectivity or impartiality of his/her decision-making, or the performance or non-performance of actions during the exercise of these powers.

2.9 Facts violations of academic integrity by higher education applicants in the course of their educational and scientific activities are manifested primarily by a scientific and pedagogical worker (within the disciplines he teaches) and supervisors of written (master's (bachelor's) qualification works, coursework, scientific, essays, essays, etc.

2.10 Facts violations of academic integrity by scientific and scientific-pedagogical staff of the University are manifested primarily by officials, in particular by the management of structural units, specialized academic councils, organizing committees of conferences, editorial offices of scientific journals.

2.11 A scientific and pedagogical worker for the established fact of violation of academic integrity may assign the following types of academic responsibility for applicants for higher education:

decrease in the results of the assessment of written work, exam, test, etc.; re-passing the procedure for evaluating written work, exam, tests, etc.;

appointment of additional control measures (additional individual tasks, additional tests, tests, etc.) within the requirements of the work program of the academic discipline.

2.12 The head of the qualification work of a master (bachelor) for the established fact of violation of academic integrity may assign the following types of academic responsibility for applicants for higher education:

indication in the supervisor's review of the master's (bachelor's) qualification work about the established fact of academic dishonesty and the tendency of the higher education applicant to plagiarism (deception, etc.);

repeated performance of a separate section (sections) of the master's (qualification) work;

to petition the head of the department (institute) to prevent the qualification work of a master (bachelor) from being defended and to appeal to the Commission on Academic Integrity to resolve the issue of expulsion of a higher education applicant from the University for violation of academic integrity.

The details of academic responsibility may be specified in the regulations of the discipline or the regulations for the performance of the qualification work of the master (bachelor).

2.13 Heads of institutes, heads of centers and heads of departments for the established fact of violation of academic integrity can assign the following types of academic responsibility for applicants for higher education:

repeated completion of the relevant educational component of the educational program;

repeated performance of the qualification work of the master (bachelor),

but not earlier than a year later;

conducting an additional check of other works authored by the infringer.

2.14 The head of the institute, the head of the center, the head of the department and deputy heads of the University for the established fact of violation of academic integrity can assign the following types of academic responsibility for participants in the educational process:

conducting an additional check for signs of academic plagiarism of all works authored by the offender;

withdrawal from consideration (printing) of works, the author of which is the offender and the preparation of which was carried out in violation of academic integrity.

2.15 Measures to prevent violations of academic integrity in educational and scientific activities.

Prevention of violations of academic integrity in the academic environment of the University is carried out by the structural divisions of the University by carrying out a set of preventive measures, the main of which are:

informing the participants of the educational process of the University about the need to comply with the requirements of the current legislation in the field of educational and scientific activities, the implementation of this Regulation, as well as other accepted norms and rules of academic ethics;

one-time signing of the Declaration of Academic Integrity of the participants of the educational process of the University (Annex 1);

organization of events to popularize the basics of academic integrity; formation of tasks for master's (qualification) works with the use of pedagogical innovations that contribute to the development of a creative approach of higher education students to their implementation;

distribution of methodological materials with a unified definition of requirements for the proper design of references in written works;

systematic conduct of scientific and practical activities on the implementation of academic integrity in the educational and scientific activities of higher education applicants (round tables, seminars, trainings, etc.);

creation of information and methodological materials dedicated to information literacy and plagiarism prevention, as well as keeping the relevant section of the official website of the University up to date;

creation and placement of materials on the University premises dedicated to the popularization of the principles of academic integrity among higher education applicants (infographics, video clips, handouts, etc.);

placement in the repository of the University (taking into account the requirements of the legislation of Ukraine) of master's (bachelor's) qualification works (without fail 10 days before the defense), scientific and methodological works of scientific and pedagogical workers (except for those containing information with limited access) to ensure transparency, honesty, responsibility and other principles of academic integrity.

3 Management system of promoting and ensuring academic integrity at the University

3.1 The management of the system of promoting and ensuring academic integrity at the university level is carried out by the deputy head of the university for scientific (educational) work (in the areas of activity).

3.2 The task of establishing facts and making decisions on compliance and/or violation of academic integrity is entrusted to the Commission on Academic Integrity of Institutes (Centers), the Department of Military Training of the University (hereinafter referred to as the Commission). The composition of the commission is approved by the order of the head of the University. The term of office of its members is 3 years. The Commission operates on a voluntary basis and is an advisory body.

3.2.1 The Commissions include participants in the educational process of institutes (centers), the Department of Military Training of the University. In the order of the Head of the University on the approval of the composition of the Commissions, the chairman, secretary and members (respectively according to the number and tasks of the structural unit) of the Commission are appointed from among its members. The commissions must necessarily include persons responsible for checking for plagiarism and representatives of students (listeners, cadets, students, adjuncts) and their self-government bodies. Meetings of commissions on academic integrity are held every third Wednesday monthly and in some cases as necessary, in accordance with the work plan and are drawn up in minutes. The protocols are signed by the Chairman and Secretary of the Commission and approved by the head of the institute (center), the Department of Military Training of the University.

3.2.3. A meeting of the Commission shall be considered competent if two-thirds of the members of the Commission participate in it.

3.2.4. The main tasks of the Commission are:

consideration of appeals of participants in the educational process of the University and in cases of obtaining reliable information from any sources (surveys, appeals of third parties, messages in the media, etc.) related to the violation of the principles of academic integrity;

development and provision of recommendations on the state and topical issues of compliance with the principles of academic integrity at the University;

providing recommendations for the elimination of violations and other problematic cases of non-compliance with academic integrity at the University identified as a result of consideration of issues.

3.2.6. Members of the Commission actively cooperate with the structural divisions of the University in order to jointly solve important tasks in cases of violation

of academic integrity.

3.2.7. The Commission in its activities is guided by the Constitution of Ukraine, laws of Ukraine, acts of the Cabinet of Ministers of Ukraine, and other normative legal acts regulating the issues of academic integrity.

3.2.8. The Commission has the right to receive and consider information (statements, complaints) regarding the violation of academic integrity by participants in the educational process and to provide the persons authorized for decision-making within their competence with proposals on the use of appropriate means of response and managerial decision-making.

3.2.9. The Chairman of the Commission conducts meetings, signs minutes and decisions, represents its interests, and exercises other powers on the organization of activities. In the absence of the Chairman, his/her duties shall be performed by the deputy. The minutes of the Commission meeting and the technical preparation of materials for their consideration shall be carried out by the Secretary.

3.2.10. The organizational form of the Commission's work is meetings. Meetings can be regular, held within the terms specified in the work plan, and extraordinary, convened if necessary to consider urgent issues.

3.2.11. Decisions of the Commission are made by open voting. A decision is considered approved if more than half of the members of the Commission present at the meeting voted for it.

3.2.12. Any participant in the educational process of the University may apply to the Commission with a statement on violation of the norms of this Regulations, make proposals for improving its activities, organization of the educational process and scientific activities on compliance with academic integrity.

3.2.13. Any participant in the educational process who has become aware of the facts of violation of this Regulations, the possibility of such a violation, in accordance with the Law of Ukraine "On Citizens' Appeals", may apply to the Commission with an application addressed to its Chairman.

3.2.14. The application can be submitted by an individual (individual) or a group of persons (collective), submitted personally, sent by mail or using the Internet to the official e-mail of the University (info@nuou.org.ua).

3.2.15. The application shall contain the applicant's personal data (full name, contact details: address, phone number, place of work (study), position, structural unit, course, group, personal signature) and state the essence of the issue raised. The application must be accompanied by documents confirming the fact of violation of academic integrity.

3.2.16 It is not allowed to submit an application without substantiated information on the essence of the violation, with false (defamatory) information about the fact of violation,

which is based on unverified facts (is in the nature of an assumption). An application drawn up without compliance with these requirements shall be returned to the applicant with appropriate explanations no later than five days from the date of its receipt (Part 3 of Article 7 of the Law of Ukraine "On Citizens' Appeals").

3.2.17 Anonymous applications are not considered by the Commission.

3.2.18 The application shall be considered by the Commission within 30 calendar days from the date of its registration.

3.2.19 The Commission is obliged to:

- check the application objectively, comprehensively and in a timely manner;
- if necessary, invite to its meetings the applicant and the person in respect of whom the issue of violation of academic integrity is being considered;
- to resolve the issue of the type of responsibility of the person who violated academic integrity and the restoration of the rights of the person in respect of whom these violations were committed;
- organize and verify the facts of violations of academic integrity, take measures to eliminate the causes that give rise to them, as well as analyze and inform the university academic community about their activities.

3.2.20 The procedure for considering the fact of violation of academic integrity by the Commission consists of the following stages:

- informing the person about the grounds for conducting an audit of violation of academic integrity
- conducting an inspection;
- preparation of an act on the results of the audit with conclusions and determination of the type of academic responsibility.

3.2.21 Consideration of the fact of violation of academic integrity is carried out by informing only members of commissions, officials and a person in respect of whom an inspection of violation of academic integrity is carried out about the progress of consideration of the case. At the same time, the person who checks the fact of violation of academic integrity has the right to:

- to familiarize themselves with the materials considered by the commission, the protocol on the results of the inspection and other information related to the consideration of the fact of violation;
- on their own initiative or at the request of the commission, provide written explanations on the essence of the violation, refuse explanations in case of a request for their provision from the commission; be present at the meeting of the commission at the stage of consideration of the issue of bringing her to academic responsibility.

3.2.22 The Commission considers the violation and makes its decision on the basis of reasonable information on the essence of the violation, the results of the inspection and the current legislation.

3.2.23 The Commission may appoint or recommend for consideration by the Head of the University, the Academic Council of the University or other bodies and officials (in accordance with the distribution of powers) the following types of academic responsibility:

for higher education applicants:

annulment of the results of the ranking of higher education applicants;
 deprivation of the right to participate in competitions for scholarships, grants, etc.;
 repeated completion of the relevant educational component of the educational program;
 appointment of additional control measures (additional individual tasks, tests, etc.);
 repeated performance of the master's scientific and/or qualification work (bachelor's degree);
 written warning;
 notification of the entity that finances the Applicant's education; prohibition of the University's representation in any events for a certain period of time period;
 for scientific and scientific-pedagogical workers:

exclusion from the "Rating of Scientific and Pedagogical (Scientific) Workers of the University" (hereinafter referred to as the Rating) or accrual of penalty points in the Rating;

exclusion from the composition of the methodological council, the Academic Council of the University (institute), scientific and technical council of its advisory and working bodies or restriction of the right to participate in the work of such bodies for a certain period;

conducting an additional check for signs of academic plagiarism of all works authored by the offender;

withdrawal from consideration (printing) of works, the author of which is the offender and the preparation of which was carried out in violation of academic integrity;

written warning;

refusal to consider the issue of awarding a scientific title, qualification category;

petition, after approval of such a decision by the Academic Council of the University, to the Ministry of Education and Science of Ukraine regarding:

- 1) refusal to award a scientific degree or awarded an academic title;
- 2) cancellation of the awarded scientific degree or awarded academic title.

3.2.24 For each violation of academic integrity, participants in the educational process can be brought to academic responsibility, depending on the decision of the Commission. The Commission may also consider the issue of committing actions that contain signs of violation of academic integrity, with recommendations for bringing to other types of liability provided for by the current legislation of Ukraine.

3.2.25 The application of a specific type of liability for violation of academic integrity is carried out taking into account:

- recognition by the violator of guilt in violation of academic integrity; the fact of cooperation with the commission or refusal to cooperate during the consideration
- cases of violation;
- the fact of the first violation or the systematic commission of violations, their totality;
- the level of impact of the violation on the reputation of the University and the academic community of the institution as a whole;
- the degree of impact of the violation and the quality and further results of learning (for higher education applicants) and the implementation of educational and scientific activities (for scientific and scientific-pedagogical workers);
- other circumstances of the violation.

3.2.26 In case of disagreement with the decision of the Commission on bringing to academic responsibility, the appeal shall be filed personally by the violator addressed to the Chairman of the Commission on Academic Integrity within ten days after the announcement of the decision.

3.2.27 In case of an appeal on the applications of third parties (as well as on the instructions of the Ministry of Education and Science of Ukraine, relevant state institutions), the appeal is considered by the order of the head of the University.

3.2.28 The appeal is considered within a week. The conclusions on the appeal are drawn up in the appropriate protocol and submitted for consideration to the head of the University (or a person authorized by him), who approves the final decision on the results of consideration of the violation (assignment of the type of academic responsibility, recommendations for consideration of the issue of assigning the type of academic responsibility by the Academic Council, etc.)).

3.3 Checking all types of work for signs of academic plagiarism necessarily precedes all other review procedures. The University uses only those programs with developers, owners, representatives of which an agreement has been concluded.

Verification of all types of work is carried out with the help of software and hardware with the establishment of the fact of the presence or absence of textual and (or) illustrative borrowings and with the issuance of a certificate of text verification

work by software and hardware (Appendix 2).

The certificate of the results of the check provides recommendations for further consideration of the work based on the results of the check for signs of plagiarism and the volume of citations, which are detected in the indicators of similarity of the text, which are determined by the program. During the check, an approximate scale is used (as a percentage of unique text to the total volume of material):

high uniqueness (91–100%) – the work is allowed for defense and/or publication;

medium uniqueness (70–90%) – the work is allowed for defense and/or publication;

low uniqueness (51–70%) – the work needs revision and re-verification;

Very low uniqueness (50% and below) – work rejected without consideration.

3.4 The procedure for checking for signs of academic plagiarism: master's (bachelor's) qualification work).

Verification of the qualification work of a master (bachelor) for academic plagiarism is carried out on the basis of the application of a higher education applicant (Annex 3).

Before checking for academic plagiarism, the applicant for higher education (author of the qualification work) within 15 calendar days before the preliminary defense:

prepares a file of the master's (bachelor's) qualification work in a format acceptable for plagiarism checking;

checks the qualification work of the master (bachelor) using programs or services on the Internet and uploads it to the distance learning system to carry out an automatic check for academic plagiarism among the internal resources of the University, and familiarizes the supervisor of the master's (qualification) work with the results;

submits a ready-made file of the completed qualification work of the master (bachelor) to his supervisor.

The supervisor of the master's (bachelor's) qualification work transfers it electronically to the responsible person for checking for academic plagiarism on the Internet with the result of verification among the internal resources of the University.

The check is carried out within no more than 5 calendar days. The result of the check is drawn up by a certificate of the level of uniqueness of the work, in 2 copies, one of which is provided to the Commission on Academic Integrity of the institute (center), and the second to the department.

The department fills in the Conclusion on the admission of the master's (bachelor's) qualification work to the defense (Appendix 4).

Commissions on academic integrity of institutes (centers), departments of military training of the University make decisions on admission to defense of applicants for higher education, whose works have a low or very low level of uniqueness of the text and formalize their decisions in a protocol that is submitted to the educational and methodological center for the organization of educational activities

later than 3 calendar days from the date of receipt of certificates on the level of uniqueness of the master's (bachelor's) qualification work. If necessary, the Commission on Academic Integrity of Institutes (Centers) may involve a higher education applicant and his/her supervisor to consider the certificate of uniqueness of the master's (bachelor's) qualification work. The decision of the Commission on Academic Integrity of Institutes (Centers), the Department of Military Training of the University is drawn up in two copies in accordance with the sample (Annex 5 or 6). The first copy remains in institutes (centers), at the Department of Military Training of the University, and the second copy is provided to the scientific and methodological center for the organization and conduct of educational activities.

Based on the results of checking the qualification works of the master (bachelor) for uniqueness, the following criteria are applied (rounding to whole numbers occurs according to standard rules):

Uniqueness	“Master”	“bachelor”	Recommendation
High level	90-100	82-100	Excellent level of uniqueness, the work is recommended for certification
Intermediate level	70-89	64-81	A good level of uniqueness, the work is recommended for certification
Low	60-69	55-63	Satisfactory level of uniqueness, the work is recommended for certification with comments, needs to be improved
Very low level	51-59	51-54	Very low level of uniqueness, the work needs significant improvement, the work is not recommended for certification
Unsatisfactory level	0-50	0-50	Unsatisfactory level of uniqueness, the work is not recommended for certification

Master's (bachelor's) qualification papers, which have a low level of uniqueness of the text, are returned to higher education applicants for revision for a period of no more than 2 calendar days. After that, it is sent for a second check, which is carried out within no more than 3 calendar days.

Master's (bachelor's) qualification papers that have an unacceptable or low level of uniqueness of the text based on the results of re-verification are not allowed to be defended.

On the basis of the decisions of the Commission on Academic Integrity of Institutes (Centers), the Department of Military Training of the University, the Secretary of the Commission forms a list of applicants for higher education admitted to defense.

Part of the system for ensuring academic integrity at the University, which clarifies the procedure for the implementation of ethical principles and rules at the stages of writing, preliminary examination and preliminary consideration of dissertations at the university, is the Peculiarities of the application of the mechanism for ensuring academic integrity

integrity at the stages of writing, preliminary examination and preliminary consideration of dissertations at the university, approved by the order of the head of the National Defense University of Ukraine dated November 24, 2023 No. 619.

3.5 Verification of manuscripts of monographs, textbooks and textbooks submitted for recommendation for publication is carried out with the help of software and hardware with the establishment of the fact of the presence or absence of textual and (or) illustrative borrowings and with the issuance of a certificate of verification of the text of the work by software and hardware (Ane[2).

Verification of manuscripts of monographs, textbooks and textbooks is carried out on the basis of the application of the author(s) in the form (in accordance with Annex 7).

The results of the academic plagiarism check are taken into account when the department (institute) makes a decision to initiate a petition to recommend a monograph, textbook or textbook, etc., for publication.

Before checking for academic plagiarism, the author(s) of a monograph, textbook or textbook or other materials:

- prepares a manuscript file in a format acceptable for plagiarism checking;
- submits the finished manuscript file to the responsible person.

To check for academic plagiarism, the responsible person who is a member of the Academic Integrity Commission after receiving the manuscript file and the statement from the author(s) within 5 calendar days:

- checks manuscripts on the Internet and among the internal resources of the University;

- informs the Secretary of the Academic Council of the University about the indicator (percentage) of the uniqueness of the manuscript and provides him with a certificate of the uniqueness of the work based on the results of the verification.

In case of a high and medium level of uniqueness, the department draws up a conclusion on the admission of the work to the defense (in accordance with Appendix 4). If the level of uniqueness of the text in the manuscript is low or very low, the results of the verification are provided to the Commission on Academic Integrity of Institutes (Centers), Individual Departments of the University, which makes a decision on the need for re-verification within no more than 3 calendar days and records its decision in writing with justification of the grounds for accepting the manuscript for consideration or submitting it for re-verification.

In case of a low level of uniqueness of the text of the submitted manuscript, it is mandatory to re-check after revision by the author (authors). Re-verification is carried out within no more than 3 calendar days from the receipt of the corrected version of the manuscript. Only after that the manuscript is submitted for consideration to the Academic Council of the University.

4 Final provisions

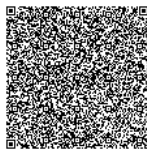
4.2 The Regulations shall be enforced by the order of the Head of the National Defense University of Ukraine after its approval by the decision of the Academic Council of the University.

4.3 Changes and additions to the Regulations are made by the decision of the Academic Council of the University and are put into effect by the order of the Head of the National Defense University of Ukraine

4.4 Control over the fulfillment of the requirements of the Regulations is carried out by officials of the University, in accordance with their functional duties (job descriptions).

Acting Head of the Scientific and Methodological Center for the Organization and Implementation of Educational Activities
colonel

Ruslan TORCHEVSKYI



СЕД АСКОД - Національний університет оборони України
№ документа: Н(нрд.)-1623-182
Дата реєстрації: 03.10.2024 10:26
Сертифікат: 5B77CE19CBB35C6404000000310B0000FD6A0100
Дійсний з: 03.10.2023 09:20:04
Дійсний до: 03.10.2025 09:20:04
Підписувач: Торчевський Руслан Вікторович
Мітка часу: 15.10.2024 17:51:44

SAMPLE DECLARATION
On academic integrity

I _____,
below the signature (all), as a member of the academic community of the National
Defense University of Ukraine

I DECLARE that I understand and support the policy of the institution on
academic integrity. I will carry out my own educational, scientific, creative activities,
adhering to the mission, vision and values of the academic community of the National
Defense University of Ukraine, moral and legal norms of academic integrity
behavior, guided by the legislation of Ukraine.

GOITER:

Respect yourself and all members of the academic community of the National
Defense University of Ukraine.

Not to commit illegal and reputationally risky actions for the National Defense
University of Ukraine, to personally prevent violations of academic integrity and to
be intolerant of such violations by other members of the academic community.

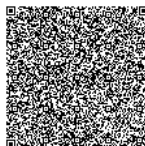
Promote the principles of academic integrity and promote the formation of zero
tolerance for violations of academic integrity in the university environment.

(signature)

(date)

Acting Head of the Scientific and Methodological Center for the Organization
and Implementation of Educational Activities
colonel

Ruslan TORCHEVSKYI



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Мітка часу: 15.10.2024 17:51:44

DOVİDKA
on checking the text of the work by software and hardware

Text (select the necessary):

1. master's (qualification) work;
2. educational/scientific work;
3. of scientific materials
4. Other

“ _____ ”
(name)

The author(s) or performer of which is:

Name, SURNAME

(structural unit)

the volume_____of pages of printed text was checked by software and hardware.

The level of uniqueness is%._____

When checking references, the program has identified some matches with:

1. own publications;
 2. Terminology;
- ☐ references to literature, works of scientists;

1. references to legislation;
2. commonly used phrases.

The materials were reviewed and recommended for

_____ At the meeting
(further consideration, printing, publication, etc.)

_____ (structural unit)
from " _ " _____ 20____p. protocol No _____ . .

Head of Unit

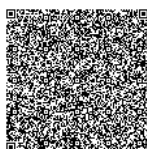
(signature)

Name, SURNAME

(date)

Acting Head of the Scientific and Methodological Center for the Organization
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Colonel

Ruslan TORCHEVSKYI



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Підписувач: Торчевський Руслан Вікторович
Мітка часу: 15.10.2024 17:51:43

**Sample application of a higher education
applicant (except for doctoral students
and adjuncts)**

Head of the Department

(name of the department, military rank, full name)

**STATEMENT
on the independence of performing written work**

I, FULL NAME, a student (cadet) _____ of the course of _____ the
institute group, declare: my written work on the topic " _____
_____"
(title of the work)

made independently and does not contain plagiarism elements.

I am familiar with the rules of the current Regulations "On Academic Integrity at the National Defense University of Ukraine" of 20_____, according to which the detection of plagiarism is the basis for refusal to admit work to defense and the application of disciplinary and academic liability measures.

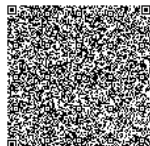
I _____ am notified of the use _____ of the System _____ for Detecting Text Matches/Identity/Similarities in the Works of Higher Education Applicants and I give my consent to the processing and storage of my work in the University Database. I also grant the University the right to transfer my work for processing and storage in the System for Detecting Text Matches/Identity/Similarities and using the work to detect plagiarism in other works, that have been uploaded/are being uploaded for verification by the Text Match/Identity/Similarity Detection System and by users who have access to this System, exclusively for limited purposes to detect plagiarism in the texts of works. Work for verification by the University is provided in printed and electronic versions. The electronic version of my work coincides (identical) with the printed one.

(дата)

(підпис)

Acting Head of the Scientific and Methodological Center for the Organization
and Implementation of Educational Activities
Colonel

Ruslan TORCHEVSKYI



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Підписувач: Торчевський Руслан Вікторович
Мітка часу: 15.10.2024 17:51:42

Conclusion of the department On admission of work to defense

We confirm that you have read the result of the similarity report on the work generated by the text match/identity/similarity detection system:

Name: _____

Author: _____

Specialty: _____

Supervisor: _____

After analyzing the similarity report, the following conclusion was made:

1. The borrowings found in the work are legitimate and do not constitute plagiarism. The work is accepted for defense.
2. The identified borrowings are not plagiarism, they are placed in sections that do not directly describe the author's research, but the number of citations exceeds the volume justified by the goal of the work. The work is accepted for defense, but must be corrected. The corrected version must be submitted to the department 2 days before the defense, along with a statement on the independence of the written work and the identity of the printed and electronic versions of the work.
3. The identified borrowings are not plagiarism, but are partially placed in the sections that describe the author's research directly, and the number of citations exceeds the volume justified by the goal of the work. In this regard, the purpose of the work and the tasks set were not achieved. The work can be admitted to defense next year after it is corrected and finalized and successfully passes the re-check for academic plagiarism.
4. The work contains deliberate textual distortions, alleged attempts to conceal borrowings, or other manifestations of academic plagiarism. The work contains fabrication or falsification of data. Work is not allowed to be defended.

5. Other:

.....
.....

6. Confirmation:

.....
.....

(date)

(signature)

Acting Head of the Scientific and Methodological Center for the Organization
and Implementation of Educational Activities
Colonel

Ruslan TORCHEVSKYI

Like
decision of the Commission on Academic Integrity of the Institute (Center)
for one work
Expert opinion

checking for the uniqueness of the text of dissertation, scientific,
educational, methodological, educational work

We confirm that you have read the result of the similarity report on the work generated by the text match/identity/similarity detection system:

Title: _____

Author: _____

Specialty: _____

Supervisor: _____

Plagiarism checker results

Name structural element of the work (sections)	Volume in manuscripts	The volume that checked for plagiarism	Level uniqueness, as a percentage	Justification legality of borrowings
Overall:				

General conclusion: (on the possibility of publication (submission for defense) or non-admission to publication (submission for defense) of this work depending on the share (percentage) of the unique text.

After analyzing the similarity report, the following conclusion was made:

1. The borrowings found in the work are legal and do not constitute plagiarism (hereinafter referred to as the grounds for classifying the borrowings as lawful). The work is accepted for defense.
2. The identified borrowings are not plagiarism, they are placed in sections that do not directly describe the author's research, but the number of citations exceeds the volume justified by the purpose of the work (hereinafter – detailed and reasoned grounds for classifying borrowings as legitimate are indicated). The work is accepted for defense, but must be corrected. The corrected version must be submitted to the department 2 days before the defense, along with a statement on the independence of the written work and the identity of the printed and electronic versions of the work.
3. The identified borrowings are not plagiarism, but are partially placed in the sections that describe the author's research directly, and the number of citations exceeds the volume justified by the goal of the work. In this regard, the purpose of the work and the tasks set were not achieved. Work can be

admitted to the defense (next year) after it is corrected and revised and successfully passes the re-check for academic plagiarism.

1. The work contains deliberate textual distortions, alleged attempts to conceal borrowings, or other manifestations of academic plagiarism. The work contains fabrication or falsification of data. Work is not allowed to be defended.

2. Other:

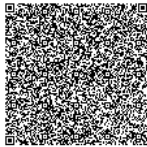
Responsible person
and patronymic

(signature)

Surname, first name

Acting Head of the Scientific and Methodological Center for the Organization
and Implementation of Educational Activities
Colonel

Ruslan TORCHEVSKYI



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Дійсний до: 03.10.2025 09:20:04
Підписувач: Торчевський Руслан Вікторович
Мітка часу: 15.10.2024 17:51:40

Like
decision of the Commission on Academic Integrity of the Institute (Center)
for several works

Expert opinion

checking for the uniqueness of the text of dissertation,
scientific, educational and methodological, educational work

We confirm that you have read the results of the similarity reports for the works generated by the text match/identity/similarity detection system:

Speciality : _____

Plagiarism checker results

Job Title	Author	Supervisor	Volume in manuscript	The volume that checked for plagiarism	Level uniqueness, as a percentage	Justification legality of borrowings

General conclusion: (on the possibility of publication (submission for defense) or non-admission to publication (submission for defense) of these works, depending on the share (percentage) of the unique text.

After analyzing the similarity reports, the following conclusions were made (works are grouped by conclusions):

1. The borrowings found in the works are legal and do not constitute plagiarism (hereinafter referred to as the grounds for classifying the borrowings as lawful). Works are accepted for defense.
2. The identified borrowings are not plagiarism, they are placed in sections that do not directly describe the author's research, but the number of citations exceeds the volume justified by the purpose of the work (hereinafter – detailed and reasoned grounds for classifying borrowings as legitimate are indicated). Works are accepted for defense, but must be adjusted. The corrected versions must be submitted to the department 2 days before the defense, along with a statement on the independence of the written work and the identity of the printed and electronic versions of the work.
3. The identified borrowings are not plagiarism, but are partially placed in the sections that describe the author's research directly, and the number of citations exceeds the volume justified by the goals of the work. In this regard, the goal of the work and the tasks set were not achieved. Works can be admitted to defense (next year) after they are corrected and

revised and successfully passed the re-check for academic plagiarism.

4. The works contain deliberate textual distortions, alleged attempts to conceal borrowings, or other manifestations of academic plagiarism. The works contain fabrication or falsification of data. Work is not allowed to be defended.

5. Other:

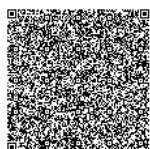
Responsible person
patronymic

Surname, first name and

(signature)

Acting Head of the Scientific and Methodological Center for the Organization and
Implementation of Educational Activities
Colonel

Ruslan TORCHEVSKYI



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Підписувач: Торчевський Руслан Вікторович
Мітка часу: 15.10.2024 17:51:38

Like
Statements of the authors of manuscripts of monographs, textbooks
and textbooks submitted for recommendation for publication

Chairman of the Academic Council of
the University

(Military rank, full name)

STATEMENT
on the independence of manuscript processing

I (We), V/Z, P.I.B.,
I declare (declare) that my (our) work

“ _____ ”

(title of the manuscript)

made independently and does not contain plagiarism elements.

I am familiar with the rules of the current Regulations "On Academic Integrity at the National Defense University of Ukraine" of 20_____, according to which the detection of plagiarism is the basis for refusal to admit a work to publication and the application of disciplinary and academic liability measures. I am notified of the use of the Text Match/Identity/Similarity Detection System in other works and I give my consent to the processing and storage of my work in the University Database. I also grant the University the right to transfer my work for processing and storage in the Text Match/Identity/Similarity Detection System and to use the work to detect plagiarism in other works that have been uploaded/are being uploaded for verification by the Text Match/Identity/Similarity Detection System and users who have access to this System, exclusively for limited purposes to detect plagiarism in the texts of the works. Work for verification by the University is provided in printed and electronic versions. The electronic version of my work coincides (identical) with the printed one.

Acting Head of the Scientific and Methodological Center for the Organization
and Implementation of Educational Activities
Colonel

Ruslan TORCHEVSKYI