INTERNATIONAL EUROPEAN UNIVERSITY

APPROVED
Academic Council of the
International European University
from <u>April 3, 2025 </u>№ <u>7</u>

PUT IN PLACE
by order of the rector of the
International European University
from <u>April 4, 2025 </u>№ <u>20-OD</u>

POLICY
ON DETECTION AND PREVENTION
ACADEMIC PLAGIARISM

KYIV 2025

In order to improve the clarity and accessibility of the provisions, the Regulation was adapted using artificial intelligence tools.

Policy on the detection and prevention of academic plagiarism	POLICY
INTERNATIONAL EUROPEAN UNIVERSITY	*Quality management system ISO 9001:2015*

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1. GENERAL PROVISIONS

1.1 This Regulation on the Detection and Prevention of Academic Plagiarism at the International European University (hereinafter referred to as the Regulation) is created in accordance with the laws of Ukraine regulating education, higher education, copyright, as well as the requirements of the Ministry of Education and Science of Ukraine, the National Agency for Higher Education Quality Assurance, the Charter and other internal documents of the University.

1.2. **The purpose of this Regulation** is to ensure honesty and fairness in education and research, to promote the formation of an academic culture, and to support quality education and research without violations.

1.3. **Main tasks of the Regulation**:

• Determine how to identify cases of academic plagiarism in the work of students, teachers, postgraduates and researchers;

• To teach how to use information sources correctly, make references and avoid plagiarism;

• Encourage respect for the copyrights and intellectual property of others;

• Support the development of an individual approach to writing and student independence;

• Strengthen measures that help prevent malpractice in education, science and research.

1.4. In preparing these Regulations, the best practices of Ukrainian and foreign universities, as well as recommendations of international organisations in the field of academic integrity, were studied.

1.5. This Regulation is part of the system of internal quality assurance of education at the University. It is used together with other regulatory documents and does not contradict the current legislation of Ukraine.

2. KEY TERMS AND DEFINITIONS

Definitions of terms are presented in an adapted form for better understanding by participants in the educational process. Where necessary, the official wording in accordance with the current legislation of Ukraine is provided in the Appendix.

An author is a person who has created a work (text, presentation, scientific article, etc.) through his or her own creative work.

Academic plagiarism is when someone passes off someone else's scientific or creative work (in whole or in part) as their own. It also includes copying parts of text, pictures, ideas or conclusions without attribution.

A compilation is when a text is created by simply copying pieces from different sources with minimal changes and without a deep understanding of the topic. Sometimes such texts have references to sources, but look like a jigsaw puzzle of other people's thoughts.

Publication is when a work is made available to the public, for example, published on a website, on the Internet, in a magazine, etc.

Publication of a work is the distribution of a work in any way: publication in a journal, on a website, placement in an electronic database, or transfer to other people.

The originality of a work is a sign that it was created by you, taking into account your ideas, analysis, structure and design.

A paraphrase is a retelling of someone else's text or ideas in your own words. Even in this case, you need to indicate the author or source of the idea.

Plagiarism is the use of someone else's work (in part or in full), including its translation, as your own, without permission or without reference to the author.

Self-plagiarism is when an author submits a previously published work or a part of it as a new work. For example, if a student submits the same term paper for a different subject without changes or without notifying the instructor.

A work is any result of scientific, educational or methodological activity: a monograph, article, textbook, term paper, diploma paper, dissertation, etc., regardless of whether it is in paper or electronic form.

The uniqueness of a work is an indicator that reflects the extent to which the text is original and has no overlap with other sources. The University determines the acceptable level of overlap in accordance with its internal rules.

A **quotation** is a verbatim passage from another source that is used in your work. You should always give the correct attribution to the author of the quote and where it came from.

3. SIGNS OF ACADEMIC PLAGIARISM

3.1 **Academic plagiarism** is a violation of academic integrity when someone uses someone else's work, ideas or texts as their own without properly citing the source. Main examples of plagiarism:

• **Copying a text without citing the author** - even a single word if it has a unique meaning.

• **Use of facts, formulas, ideas or data** without mentioning where the information came from (other than common knowledge).

• **Paraphrasing the text** while retaining the essence, but without indicating the source.

• **"Mosaic plagiarism"** is copying parts from different sources without references to create the illusion of originality.

• **Submitting someone else's work as your own** - if the work was written by someone else (commissioned or as "help").

• **Use of templates, presentations or texts** with minimal changes without acknowledging the author.

• **Translation of another person's text** from another language without reference to the original.

• **Borrowing an idea or opinion** from another source without attribution.

• **Incorrect citation** - for example, missing quotation marks, incorrect or false references.

These rules apply not only to written texts, but also to **graphics, images, video, audio, presentations**, i.e. everything that can be the result of someone else's creativity.

3.2. **Self-plagiarism** is also an offence. It occurs when a student or teacher submits a previously used and graded work (or part of it) again as a new work without indicating this fact.

• For example, if you submit the same term paper for a different subject, this is self-plagiarism.

• If you are using pieces of text from an already published article, you need to indicate this.

Before reusing any of your own material, you **must obtain permission from the teacher** and indicate what you have reused.

4. TYPES OF WORKS TO BE CHECKED FOR PLAGIARISM AND REQUIREMENTS FOR THEM

4.1 What works are checked?

The university checks the following types of work for academic plagiarism:

4.1.1. Academic works of students:

• essays, abstracts, reports (in full or selectively - at the discretion of the department);

• term papers;

• diploma and master's theses;

• dissertations (at the stage of preparation for defence or submission to a special council, editorial board or department).

4.1.2. Scientific works:

• articles, conference abstracts - before submission to scientific journals or conferences;

• materials prepared for continuing professional development events;

• scientific reports;

• competitive research papers by students.

4.1.3. Scientific and methodological works:

• work programmes, silent aids;

• textbooks, manuals, monographs and other educational/methodical materials containing the author's text and recommended by the Academic Council of the University, including electronic versions.

4.2 Requirements for the preparation and submission of papers

4.2.1. General rules:

• The work must be written independently (with a supervisor, if applicable).

• The design must comply with university standards.

• All references should be made in accordance with DSTU 8302:2015.

• Quotation marks should be used to highlight quotes ("...", "...", "...").

• References in the text should be in square brackets: [1].

4.2.2. How is the work submitted for review?

• The final version of the work (agreed with the supervisor) must be submitted to the department, editorial office or special council in **electronic form** (as well as a printed version, if necessary).

• The paper should be accompanied **by a statement on the independence of its execution** and the conformity of the printed and electronic versions (see Appendix 1 for the form).

• The entire text is uploaded to the system for verification - from the first page to the last source in the bibliography. Appendices are not checked.

• File formats:

o   text: .doc or .docx;

o   illustrations (photos, diagrams, tables): .jpeg.

5. TECHNOLOGICAL MEANS OF CHECKING TEXTS FOR PLAGIARISM

5.1. What software does the IEU use?

To check written works for plagiarism, the University uses the modern online system **StrikePlagiarism** (official website: https://strikeplagiarism.com/en/).

5.2. Can I use other applications?

Yes, it is also allowed to use freely available software for self-checking student work **(except for those owned by developers from the Russian Federation)**.

6. HOW IS THE PLAGIARISM CHECKING ORGANISED AT IEU?

6.1. Who is responsible for the verification system?

The University appoints **responsible persons (administrators)** to work with the **StrikePlagiarism** programme.

The main administrator is a **library staff member** appointed by the Rector's order on the recommendation of the Library Director.

6.2. What if the workload increases?

If more administrators are needed for inspections, the library director may submit a proposal to the university administration for additional appointments. In this case, the relevant regulation will be amended.

6.3. Who helps the administrator?

To ensure that the process of checking papers for plagiarism is organised in a high-quality manner, each university department appoints **responsible persons** to coordinate the check:

• **At the departments**, authorised teachers ensure that term papers, diploma papers, qualification papers and other works of students and teachers are examined.

• **In specialised academic councils,** supervisors or authorised persons are responsible for examining dissertations.

• **At the editorial offices of journals and collections**, the responsible members of the editorial board organise the review of articles, abstracts and conference materials.

7. HOW IS ACADEMIC PLAGIARISM CHECKED AT IEU?

7.1 General principles of verification

• **All written works of students and staff** are checked in the StrikePlagiarism system, which checks against Internet and library databases.

• A work is considered **original** if it does not contain plagiarism or unlawful borrowings without references. The requirements for uniqueness and citation level depend on the type of work and are set out in the guidelines.

• **The number of checks is limited to 3 times.** If plagiarism is detected after the third check, the **Ethics and Academic Integrity Commission will** deal with it.

• In exceptional cases (technical error, force majeure, author's statement), additional verification is allowed - in agreement with the management.

7.2 How are term papers and theses checked?

1.   **30 days before the defence** (but no later than 7 working days), the department sends electronic versions of the work to the StrikePlagiarism administrator.

2.   **The administrator uploads the work to the system** within a maximum of 48 hours (business hours). In case of technical failures - on the first available day.

3.   **The first check is free of charge.** Repeated checks are paid for by the author of the work (if necessary).

4.   **The system generates a similarity report,** which is passed on to the supervisor for analysis.

5.   **If the report shows an acceptable level of matches**, the work is considered verified. It can be accepted for protection.

6.   If problems are found in the paper (unformatted references, excessive citations, etc.), the paper is **returned to the author for revision.** Resubmission - after making changes.

7.   The author can receive a full PDF version of the report upon written request from the department.

8.   **In case of disagreement with the result**, the author has the right to appeal within 3 working days. The procedure for filing an appeal is described in a separate section of this policy.

7.3. How dissertations are examined

1.   The student sends an electronic version of his/her thesis to the supervisor for preliminary review before defence.

2.   The supervisor submits the work to the StrikePlagiarism system administrator for review.

3.   The administrator uploads the text to the system to check for matches.

4.   The inspection can be carried out free of charge or for a fee (with the permission of the Vice-Rector for Academic Affairs).

5.   The resulting **similarity report** is reviewed at a meeting of the Specialised Academic Council. All decisions are recorded in the minutes.

6.   If the work **meets the requirements,** it is allowed to be defended, and the inspection is considered complete.

7.   If **unregistered borrowings or excessive citations** are found, the work is returned for revision, which is also recorded in the protocol.

8.   If **signs of intentional plagiarism or attempts to conceal borrowings** are detected, the work is not allowed to be defended and disciplinary measures are applied.

9.   The student has the right to **appeal** in accordance with the procedure for awarding academic degrees.

7.4. How scientific and educational works are checked

1.   The head of the department or the head of the subdivision organises the review plan: it includes monographs, articles, theses, textbooks, etc.

2.   The administrator carries out the inspection within the timeframe agreed with the department. The duration of one inspection is up to 5 working days.

3.   The results of the review are discussed at a meeting of the department. If everything is in order, a request for publication is submitted.

4.   If **unregistered borrowings or technical deficiencies** are found, the paper is returned to the author for revision.

5.   If **plagiarism** is detected, the work is returned with a note on the violation of academic integrity.

6.   If, after revision, plagiarism or an attempt to conceal it is again detected, the material is not accepted, and the matter is referred to **the Ethics and Academic Integrity Commission**.

7.   The author has the right to **appeal in writing** within 3 working days after receiving the results.

8. HOW TO APPEAL AGAINST THE RESULTS OF A PLAGIARISM CHECK

8.1. When you can file an appeal

• If your work **is not allowed to be defended or published** due to the results of a plagiarism check, you have the right to appeal.

8.2. How to file an appeal

• Write **an application to the Rector** (in any form) within **3 working days** after receiving the results of the inspection.

• The application can be submitted **in person or via the official university email**.

• Attach it to the application:

o   **PDF report of the inspection**;

o   **evidence of** the legitimacy of the appeal: proof of authorship, explanations of the sources used, letters from co-authors, etc;

o   own explanations of controversial points (for example, why the system showed a high percentage of similarity).

8.3. Consideration of an appeal

• **An appeal commission** of 3-7 people is established by order of the rector.

• In the case of student papers, the committee includes a representative of the student parliament.

• The Commission **considers the appeal within 5 business days** after its creation, unless otherwise provided.

• If the author does not appear at the hearing, the appeal is considered in his or her absence.

• The results of the review are sent to the applicant in writing.

8.4. Possible outcomes

• **An appeal is accepted** if the commission finds that the decision was wrong.

• **An appeal may be rejected** if:

o   the application was submitted out of time;

o   there are no clear arguments or evidence;

o   the appeal contains only a general disagreement without explanation.

8.5. Documents

• The commission's conclusion is drawn **up in a protocol**.

• The applicant signs the protocol with the note **"I agree with the conclusions of the appeal commission"**.

• The conclusions are still valid:

o   in **the dean's office** - if it is a student paper;

o   in the **research department** - if it is a teacher's job.

8.6. Repeated appeal

• You can appeal **only once**.

• Repeatedly - **only if there is new evidence** or circumstances that may change the decision.

8.7. If the issue is complex

• If the Appeal Board cannot make a decision, the **case is referred to the Ethics and Academic Integrity Commission**.

9. POLICY OF PREVENTING ACADEMIC PLAGIARISM IN AN INTERNATIONAL EUROPEAN UNIVERSITY

9.1. Purpose of the policy

This policy is designed to maintain high standards of academic integrity at the University. It includes a system of measures to help:

- prevent cases of plagiarism;
- detect violations;
- respond to them quickly and effectively.

9.2. How the University prevents plagiarism

The University implements preventive measures under the coordination of the Department of Education Quality Assurance (Knowledge and Integrity Monitoring Department), in particular:

- **Teaching students about academic integrity**:
  o The Bachelor's and Master's degree programmes include the disciplines "Fundamentals of Academic Writing", "Research Methodology", and "Academic Integrity";
  o for postgraduate students - courses on Academic Writing, Code of Ethics for Young Scientists, etc.
- **Mandatory verification of written works** for academic plagiarism using an anti-plagiarism system.
- **Familiarising all participants in the educational process with the regulations** on academic integrity.
- **Signing of the Declaration of Academic Integrity** by students and teachers.
- **Conducting awareness-raising events** that help to build a culture of ethical behaviour:
  o webinars, trainings, round tables;
  o joint initiatives of departments and divisions;
  o Consideration of examples of positive and negative experiences of other universities.
- **Publishing methodological materials** with clear examples of how to properly cite sources.
- **Developing tasks that contribute to the uniqueness of the work,** for example:
  o individual analytical cases;
  o work with up-to-date data;
  o creative projects.

This approach allows us to create a culture of respect for copyright, uniqueness and honesty in teaching and research among students and teachers.

Policy on the detection and prevention of academic plagiarism	*POLICY*
INTERNATIONAL EUROPEAN UNIVERSITY	*Quality management system ISO 9001:2015*

To the Head of the Department (Editor-in-Chief)
of an educational degree holder
"bachelor" ("master")
(for an applicant for an educational and scientific degree
"Doctor of Philosophy"
or "Doctor of Science", the author of a scientific article))

Statement.

I, _____(full name), confirm that:

- I am familiar with the rules of operation of the StrikePlagiarism matching/identity/similarity detection system used to check academic texts for plagiarism.
- I am familiar with the current Regulations on the Prevention and Detection of Academic Plagiarism at the International European University.
- I am aware that the detection of plagiarism may be grounds for refusal of admission to the defence of the work and the application of disciplinary measures.

I hereby declare that:

- The work was done independently.
- There are no elements of plagiarism in the paper, and all sources used correctly cited.
- I consent to the verification, processing and storage of my work in the electronic database of scientific and academic texts.
- The electronic version of the paper submitted for review is completely identical to the printed version.

Date: "_" _____ 20__ year
Signature: _____

Appendix 2

CONCLUSION OF THE DEPARTMENT (SPECIALISED ACADEMIC COUNCIL, OF THE EDITORIAL BOARD) ON ADMISSION (ACCEPTANCE) OF THE WORK FOR DEFENCE (PUBLICATION)

We confirm that we have read the result of the similarity report for the work generated by the match/identity/similarity detection system:

Topic: ⎵ Author: _____ Speciality: _____

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

●   The borrowings found in the work are legitimate and do not constitute plagiarism. Thus, the work is independent and is accepted for defence.

●   Borrowing does not constitute plagiarism, but the number of citations found exceeds the amount justified by the purpose of the work (Article 444 of the Civil Code of Ukraine). The work must be corrected and submitted to the department (to the special council, to the editorial board) 10 days before the defence (acceptance for defence, acceptance for publication).

●   Detected borrowings make the work illegal and prone to plagiarism. The work is not allowed to be defended (published).

●   The work contains deliberate textual distortions as alleged attempts to conceal borrowings. The work is not allowed to be defended (published).

●   Other:

....
....
....

●   Confirmation:

....
....
....

Date   Signature

A GUIDE FOR STUDENTS: HOW TO AVOID PLAGIARISM

In academic work, it is normal to refer to the ideas of other authors - it is part of the research. But plagiarism is a serious offence that the University takes very seriously. Even accidental plagiarism has consequences. That is why it is important to understand what it is and how to avoid it.

What is plagiarism?

Plagiarism is the use of other people's ideas, texts, images or results without attribution. This can be:

Obvious plagiarism:

- Buying work or ordering it from a third party;
- Copying a large part of the text without citing the source;
- A translation of another author's text without indicating where it came from;
- Reusing your previous work without acknowledging it.

There are less noticeable violations:

- Paraphrasing the text of another author without reference;
- Borrowing an idea without mentioning the author;
- Use of charts, tables or images without attribution;
- Using outside help without acknowledging it in the work.

How to avoid plagiarism?

1. **Separate sources:**
   o In your notes, indicate what is **a quote**, **what is paraphrased**, and what is **your own thoughts**.
   o You can use the following notation: "C" - quote, "P" - paraphrased, "M" - my own.
2. **Make a link:**
   o Follow the established citation format (for example, DSTU).
   o All sources should be listed in the bibliography.
3. **Paraphrase correctly:**
   o Do not copy the sentence structure from the source.
   o Even when paraphrasing, be sure to cite the source.
4. **Quote correctly:**
   o Short quotes are in quotation marks.
   o Long quotes (more than 6 lines) should be given in a separate block.
   o Always add a reference after a quote.
5. **Don't copy mindlessly:**
   o Do not paste text from sources without proper citation.

Remember:

✅ Reference any ideas, data or illustrations that are not your own.

🚫 Do not order or purchase work.

🚫 Do not use software that automatically generates text.

✅ Complete the assignment yourself or indicate if you had help.

Maintaining academic integrity is not only a requirement of the University, but also your respect for the work of others and your own professional development.

If you need help, please contact your teacher, supervisor or the IEU Department of Education Quality Assurance.

CHECKLIST: HOW TO MAKE SURE YOUR WORK IS FREE OF PLAGIARISM

Links to sources

☐ I have acknowledged the author if I have used other people's ideas, findings, tables, diagrams or images.

☐ I don't put links only when it is a well-known fact or my own opinion.

Quotes.

☐ When I use exact words from another source, I put them in quotation marks and add a link.

☐ I use quotes only when it is really necessary.

☐ Long quotations (more than 6 lines) are presented as a separate block.

Paraphrasing

☐ When I paraphrase, I use my own words and sentence structure.

☐ Even when I paraphrase, I indicate the author and source.

My ideas vs other people's ideas

☐ In my notes, I clearly separate my thoughts, quotes and paraphrases.

☐ I always point out when something is not my own opinion.

Correct link design

☐ I know what system of referencing I use (for example, DSTU).

☐ All references are given in the text and in the bibliography at the end of the paper.

What I did not do

☐ I did not buy or commission the work.

☐ I did not use artificial intelligence or services to automatically generate the text.

☐ I did not copy text from the Internet without proper citation.

Analysis and independence

☐ I have done all analyses, graphs or interpretations on my own or have indicated who helped me.

☐ If this part is assessed individually, I did it myself.

Declaration

☐ I have included a declaration of compliance with the rules of academic integrity.

Appendix 4

A GUIDE FOR TEACHERS: HOW TO PREVENT ACADEMIC PLAGIARISM BY STUDENTS

A. How to teach students to avoid plagiarism

Building academic integrity begins with teaching students how to use sources correctly. Here are some practical tips:

1. Explain the importance of correct citation

- Tell us why you need to cite sources.
- Emphasise that citing an author is a sign of respect and ethical behaviour.

2. Teach how to work with text

- Explain how to take notes, paraphrase and summarise ideas.
- Use examples to show how to paraphrase correctly.

3. 3. Read the rules of linking

- Consider the main citation systems (APA, MLA, Chicago, etc.).
- Teach how to create a bibliography and references in the text.

4. Formulate assignments to reduce the risk of plagiarism

- Create assignments that require analysis, your own conclusions, or practical application of theory.
- Use integrated formats: infographics, video analysis, interdisciplinary cases.
- In the assignment, please note that plagiarism is prohibited.

5. Apply a process approach

- Review drafts and discuss mistakes with students.
- Encourage them to create a 'Code of Conduct' for the group or subject.
- Analyse plagiarism reports together.

Tip: Assignments that involve your own analysis, reflection, or connection to real-life experience minimise the risk of plagiarism.

B. How to detect and prevent plagiarism

Prevention.

- Update assignment forms to make it harder to plagiarise.
- Tell students what plagiarism is and what the consequences are.
- Create conditions where it becomes difficult to copy or rip off (for example, analysing a personal case, conducting interviews, working with relevant sources).

Detection

- Use anti-plagiarism systems (for example, StrikePlagiarism).
- Review the papers carefully - pay attention to the style, quality of argumentation, and references.

Appendix 5

TERMS AND DEFINITIONS

An author is an individual who has created a work through his or her creative activity.

Academic plagiarism is the publication (in part or in full) of scientific (creative) results obtained by other persons as the results of their own research (creativity) and/or reproduction of published texts (published works of art) of other authors without attribution.

Compilation is the creation of a significant amount of text without an in-depth study of the problem by copying text from a number of sources without making corrections to it, with reference to the authors and disguising it by writing transitional sentences between copied parts of the text.

Publication (disclosure to the public) is any action that makes a work or object of related rights available for the first time to an unlimited number of persons.

Publication of a work shall mean distribution of a work, phonogram, videogram by any means of distribution or bringing it to the public's notice. The deposit of a manuscript of a work, phonogram, videogram shall also be deemed to be publication of the work.

Originality of a work is a feature (criterion) that characterises a work as the result of the author's own intellectual creative activity and reflects the creative decisions made by the author when creating the work.

Paraphrase is a retelling in your own words of other people's thoughts, ideas or text (replacement of words (signs), phrases or sentences in the case of using any author's work (stored on electronic or paper media posted on the Internet)).

Plagiarism is the publication of a work or part of a work in an unaltered or modified form, including the publication of a translation of a foreign language work or part of a work, under the name of a person who is not the author of that work.

Self-plagiarism is the disclosure (in part or in full) of one's own previously published scientific results as new scientific results.

Work - information as a result of scientific or educational and methodological activities of a particular person (or in co-authorship), presented on paper or in electronic form on the Internet or published on the official website of the University (monograph, manual, educational publication, article, preprint, abstract, dissertation manuscript, diploma (qualification) work, course work).

The uniqueness of a work is the ratio of the part of the work that has no coincidences with other publications to the total volume of the work, expressed as a percentage. The uniqueness of a work is determined by the methodology approved by the university.

Quote means a fragment (excerpt) from a legally published work, recorded performance, legally published phonogram or videogram, which is used by another person with obligatory reference to its author and/or performer, phonogram producer, videogram producer and source of quotation in order to make his/her own statements clearer or to refer to the expression of another person in unchanged (authentic) form or in translation of such fragment (excerpt).