

**NATIONAL PIROGOV MEMORIAL MEDICAL UNIVERSITY,  
VINNYTSYA**

**«APPROVE»**

Rector of

National Pirogov Memorial Medical  
University, Vinnytsya



V.M. Moroz

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**CODE OF ACADEMIC INTEGRITY AND CORPORATE ETHICS  
OF NATIONAL PIROGOV MEMORIAL MEDICAL UNIVERSITY,  
VINNYTSYA**

This code was considered and  
approved at a meeting of  
the Academic Council of National  
Pirogov Memorial Medical  
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**CODE OF ACADEMIC INTEGRITY AND  
CORPORATE ETHICS OF  
NATIONAL PIROGOV MEMORIAL MEDICAL UNIVERSITY**

**1. GENERAL PROVISIONS**

1.1. The Code of Academic Integrity and Corporate Ethics contains description of a set of principles and rules of conduct of employees and students of National Pirogov Memorial Medical University, Vinnytsia, aimed at forming an independent and responsible personality capable of learning and teaching and carrying out scientific research, adhering to ethical and legal norms.

1.2. National Pirogov Memorial Medical University, Vinnytsia realizes his own responsibility for the formation of Ukrainian society both now and in the future, forming value orientations and ideas employees and applicants for higher medical education, who will promote the development of such personal virtues as responsibility, honesty, a sense of duty, etc. Certain virtues allow you to do academic environment fair and apply meritocratic approaches to people management.

1.3. The code is aimed at creating conditions under which independence in teaching and research, respect for copyright, honesty in treatment of colleagues, comrades and other members of society are natural condition of employees and students of National Pirogov Memorial Medical University, Vinnytsia.

1.4. The Code is based on the Laws of Ukraine "On Education" and "On Higher Education".

1.5. Adherence to the principles and rules of conduct described in this Code, is necessary both within the walls of National Pirogov Memorial Medical University, Vinnytsia, and beyond.

**2. PRINCIPLES OF ETHICAL BEHAVIOR AND CORPORATE ETHICS  
OF TEACHING STAFF AND  
UNIVERSITY EDUCATION APPLICANTS**

2.1 Such behavior is considered ethical for teaching staff and students of National Pirogov Memorial Medical University, Vinnytsia, which fully corresponds to the set of moral rules and customs of the academic community.

2.2. Decent examples of behavior for the teaching staff of National Pirogov Memorial Medical University, Vinnytsia are as follows:

- to be responsible citizens, steadfastly abiding by the Constitution and laws of the country;
- comply with the regulations of Ukraine and internal orders governing the activities of employees of higher education;
- to be a patriot and to instill in students a sense of love for Ukraine, respect for its Constitution and laws;

- work for the benefit of society and the state;
- to promote the development and dissemination of the use of the Ukrainian language in scientific, educational and administrative activities and in everyday life;
- to provide the necessary level of professional activity and efficiency, to be a model of professional behavior for students, in accordance with the position;
- maintain an atmosphere of creative freedom, trust and mutual respect in the university environment;
- not to appropriate other people's ideas, opinions and results of work, not to publish already known scientific facts as new, to adhere to the set out in the Code of Academic Integrity and Corporate Ethics;
- help other people and respect other people as much as you respect yourself, regardless of their property and social status;
- respect property rights,
- to preserve the property of the university, multiply it and pass it on to future generations of teachers and students;
- be fair and impartial in decision-making, guided primarily by the interests of society and not their own preferences;
- not to use the powers granted to harm other people or obtain illegal benefits;
- not to discriminate against other people for their beliefs, race or gender.

2.3. Decent examples of behavior for students of National Pirogov Memorial Medical University, Vinnytsya are as follows:

- comply with regulations of Ukraine and internal orders governing the activities and conduct of applicants for higher education;
- to be a patriot of Ukraine, to respect its Constitution and laws;
- work for the benefit of society and the state;
- to be responsible citizens, steadfastly abiding by the Constitution and laws of Ukraine;
- maintain an atmosphere of creative freedom, trust and mutual respect in the university environment;
- not to write off, not to steal other people's ideas, opinions and results of work, not to publish already known scientific facts as new, to adhere to the set out in the Code of Academic Integrity and Corporate Ethics;
- help other people and respect other people as much as you respect yourself, regardless of their property and social status;
- respect property rights;
- protect the property of the university, in particular the property of dormitories, libraries, research laboratories and pass it on to future generations of teachers and students;
- not to use the powers granted to harm other people or obtain illegal benefits;
- not to discriminate against other people for their beliefs, race or gender.

### **3. TOLERANCE AND JUSTICE**

3.1 A sign of belonging to the academic community of National Pirogov Memorial Medical University, Vinnytsya is the ability to perceive opinions that differ from their own, to respect such features of behavior and life of others that do not violate the principles set forth in the Code of Academic Integrity and Corporate Ethics. This ability is tolerance and should ensure justice in human relations, strengthen mutual trust and corporate spirit and culture.

3.2 Justice must combine honesty, wisdom, kindness and impartiality. Justice is an inherent human quality, and ensuring justice is recognized as the most important responsibility of the leadership of National Pirogov Memorial Medical University, Vinnytsya, each employee and higher education applicants.

3.3 Honesty is a moral virtue that combines adherence to principles, truthfulness, fidelity to obligations, and sincerity to others and to oneself.

3.4 Kindness is a virtue that consists in a friendly and positive attitude towards people, sensitivity to their experiences, thoughts and feelings.

3.5 Wisdom means a combination of experience, knowledge, prudence and intuition that help a person act honestly and justly.

3.6 Impartiality is a practical, embodiment of justice in a situation where one person is obliged to evaluate the activities or intentions of another person.

### **4. ACADEMIC INTEGRITY OF TEACHERS AND EDUCATION APPLICANTS**

4.1. Academic integrity of teachers and students of National Pirogov Memorial Medical University, Vinnytsya, is based on the condemnation of plagiarism in scientific and educational activities.

4.2. Academic integrity is a set of ethical principles and defined by the Laws of Ukraine "On Education" and "On Higher Education" and other laws of Ukraine rules that should guide participants in the educational process during training, teaching and research to ensure confidence in learning outcomes and / or scientific achievements.

4.3. Research and teaching staff of National Pirogov Memorial Medical University, Vinnytsya, are obliged to adhere to academic integrity in the educational process and scientific activity and to ensure its observance by higher education seekers.

4.3.1. Adherence to academic integrity by scientific and pedagogical staff of National Pirogov Memorial Medical University, Vinnytsya, provides:

- links to sources of information in the case of the use of ideas, developments, statements and information;
- compliance with the legislation on copyright and related rights, the Laws of Ukraine "On Education" and "On Higher Education";
- providing reliable information about research methods and results, sources of information used and own scientific and pedagogical activities;
- control over the observance of academic integrity by students;
- objective assessment of learning outcomes of higher education students.

4.4. Persons studying at National Pirogov Memorial Medical University, Vinnytsya, are obliged to fulfill the requirements of the educational (educational-scientific) program (individual curriculum), adhering to academic integrity, and to achieve the learning outcomes determined for the appropriate level of higher education.

4.4.1. Observance of academic integrity by students of education provides:

- independent performance of educational tasks, tasks of current and final control of learning outcomes (for persons with special educational needs this requirement is applied taking into account their individual needs and opportunities);
- links to sources of information in the case of the use of ideas, developments, statements and information;
- compliance with the legislation on copyright and related rights;
- providing reliable information about the results of their own educational and scientific activities, used research methods and sources of information.

4.5. Key concepts and provisions to be considered in ensuring academic integrity:

Intellectual property rights are the right of a person to the result of intellectual, creative activity or to another object of intellectual property rights.

The author is a natural person, whose creative work created the work.

Work - information as a result of scientific or educational activities of a particular person (or co-authored), presented on paper, electronically on the Internet or published on the official website of the university (monograph, textbook, textbook, article, thesis, preprint, abstract, dissertation manuscript, master's thesis, abstract, test, etc.).

Scientific work - self-performed scientific research on a particular problem, which meets certain scientific principles, has an appropriate structure and contains the result of their own (original) research and reasoned conclusions.

Quote - a short excerpt from a literary, scientific or any other published (published on the official \ Web site), which is used with a mandatory reference to its author and the source of citation by another person in his work, in order to make clearer their statements or to refer to the views of another author in the authentic wording.

Academic plagiarism - intentional reproduction by a teacher, doctoral student, graduate student, undergraduate, clinical resident or student in written or electronic form of another's work, published on paper or officially published on electronic media, both in full and in part under his own name without reference to the author.

4.6. Violations of academic integrity are:

- academic plagiarism - publication (partially or completely) of scientific (creative) results obtained by other persons as the results of own research (creativity) and / or reproduction of published texts (published works of art) by other authors without indication of authorship;

- fabrication - the fabrication of data or facts used in the educational process or research;

- falsification - a deliberate change or modification of existing data relating to the educational process and research;

- writing off - performing written work with the involvement of external sources of information, other than those permitted for use, in particular during the evaluation of learning outcomes;

- deception - providing knowingly false information about their own educational (scientific, creative) activities or organization of the educational process; the main forms of which are: academic plagiarism, self-plagiarism, fabrication, falsification and writing off;

- bribery - the provision (receipt) of a participant in the educational process or a proposal to provide (receive) funds, property, services, benefits or any other benefits of a tangible or intangible nature in order to obtain an illegal advantage in the educational process;

- biased assessment - deliberate overestimation or underestimation of the assessment of learning outcomes of students.

4.7. The main types of academic plagiarism are:

- publication of work performed by another author for his own without making any changes and proper citation;

- copying a significant part of someone else's work into one's own without making any changes to the borrowed text and proper citation;

- making minor edits to the copied material

(paraphrasing sentences, changing the order of words, etc.) without proper citation;

- paraphrase (rewriting) - the translation in their own words of other people's thoughts and ideas or text, which consists in the replacement of words (signs), phraseological inflections when using any author's scientific work (including stored on electronic or paper media, posted on the Internet, etc.);

- compilation - a way of presenting information in works, which involves creating a large array of text without in-depth study of the problem by copying text from a number of sources without making changes, with reference to authors and "masking" by writing transitional sentences between copied parts of the text.

4.8. National Pirogov Memorial Medical University, Vinnytsya, undertakes to take measures to ensure academic integrity, in particular, by introducing the latest technologies to prevent and detect academic plagiarism in the scientific work of research and teaching staff, the work of higher education and bringing violators to disciplinary responsibility.

4.9. Technical means of protection - technical devices and / or technological developments designed to create a technological barrier to infringement of copyright and / or related rights in the perception and / or copying of protected (encrypted) recordings in phonograms (videograms) and broadcasts to control access to use objects of copyright and related rights.

## **5. DEFINITION OF PLAGIARISM AND PROCEDURES FOR COMBATING IT**

5.1. Plagiarism is an act of fraud.

5.2. Fraud is incompatible with the principles of academic integrity, because it destroys mutual trust, spreads injustice, denies principle, makes truth and sincerity impossible.

5.3. Plagiarism by the academic community of National Pirogov Memorial Medical University, Vinnytsya considered the following cases:

- appropriation of other people's words and ideas without mentioning the author (original source);
- presentation of existing ideas or results of scientific activity as new;
- appeal to someone's work as their own;
- no properly executed citation (without quotation marks);
- intentionally providing incorrect information about the source of citation;
- replacement of individual words, while preserving the structure of the sentence, without specifying the source;
- borrowing words or ideas from a source that makes up most of the work.

5.4. To ensure academic integrity, teachers and students of National Pirogov Memorial Medical University, Vinnytsya use the following procedures to combat plagiarism:

- informational and explanatory work on the inadmissibility of violating the norms of academic integrity;
- requirements of teachers to the quality of performance of tasks by students, formalized in the work programs of disciplines and guidelines;
- explanatory work of student self-government bodies;
- checking the content of scientific papers for compliance with the requirements for registration and citation of sources;
- teaching students the basics of academic writing, explaining what needs to be done to avoid plagiarism;
- introduction of a course on academic integrity for students (undergraduate education) and teachers;
- obligatory check of all journal articles, abstracts and other qualification works for the absence of plagiarism with the help of automated databases and appropriate software;
- obligatory check of all dissertations for the absence of plagiarism with the help of automated databases and appropriate software;
- creation and constant updating of the database of academic texts of employees and students of the university.

5.5. Responsibility for plagiarism rests with both the person who resorted to the practice and the person (s) who assisted him or her in doing so.



## **6. RESPONSIBILITY FOR VIOLATION OF ACADEMIC INTEGRITY**

6.1. For violation of academic integrity, scientific and pedagogical staff of National Pirogov Memorial Medical University, Vinnytsya can be prosecuted, consisting of:

- refusal to award a scientific degree or confer a scientific title;
- deprivation awarded a scientific degree or awarded academic title;
- deprivation of the right to participate in the work of statutory bodies and hold statutory positions, etc.

6.1.2. If the dissertation (scientific report), which revealed academic plagiarism, was defended in the permanent specialized scientific council of National Pirogov Memorial Medical University, Vinnytsya, supervisor (consultant), official opponents who provided positive conclusions about the scientific work, and the chairman of the relevant specialized scientific council are deprived of the right to participate in the work of specialized scientific councils for two years and reprimanded by the management of higher education. .

6.1.3. If the dissertation (scientific report) in which academic plagiarism was detected was defended in a one-time specialized scientific council, the supervisor, members of this council and official opponents who gave positive conclusions about the scientific work are deprived of the right to participate in the work of specialized scientists. councils for a period of two years and receive a reprimand from the leadership of National Pirogov Memorial Medical University, Vinnytsya.

6.1.4. To prevent the situations described above, as which can damage the academic reputation of National Pirogov Memorial Medical University, Vinnytsya, it provides for the establishment of a permanent coordination commission in the field of intellectual property and academic plagiarism.

6.1.5. In case of plagiarism of the scientific work of the employee of the University, the case is immediately transferred to a specially created permanent coordination commission in the field of intellectual property and academic plagiarism.

6.2. For violation of academic integrity, students may be held subject to the following academic liability:

- re-assessment (test, exam, test, etc.);
- re-passing the relevant educational component of the educational program;
- deductions from the educational institution;
- deprivation of an academic scholarship;
- deprivation of tuition benefits provided by the educational institution.

6.3. In the case when signs of plagiarism are found in the works of students (abstracts, abstracts of the report to the student conference, reports on the internship, control or other final work), which submitted for evaluation to the teacher of the department, the teacher's duty is to perform a set of the following actions:

- notification of education about the detection of plagiarism in his work;
- preservation of work obtained education during the period specified by the regulations of the university (from one to three years - depending on the type of work);
- setting a requirement for education to re-perform the work in compliance with the norms of academic integrity (for consideration by the teacher is the question of the need to change the task for work);
- informing the educated about the reduction of the final grade for the use of plagiarism;
- informing the obtained education that in case of disagreement with the decision of the teacher, he has the right to write a statement addressed to the dean of the faculty and demand consideration of his own case at a meeting of the permanent coordination commission in the field of intellectual property and academic plagiarism.

## **7. PROCEDURES FOR ENSURING ACADEMIC INTEGRITY IN EDUCATIONAL ACTIVITIES.**

### **PROTECTION OF THE RIGHTS OF PARTICIPANTS OF THE EDUCATIONAL PROCESS ON INTELLECTUAL PROPERTY**

7.1. Participants in the educational process of National Pirogov Memorial Medical University, Vinnytsya have the right to protection of copyright, which provides for the free receipt, use, dissemination, storage and protection of information necessary for the implementation of scientific and research interests, ideas, beliefs.

7.2. Participants in the educational process of National Pirogov Memorial Medical University, Vinnytsya can freely copy, publish, distribute, use in combination with other information or by including in the product, public information in the form of scientific, scientific-methodical, educational-methodical materials with a mandatory reference to the source of such information.

7.3. The author (authors) has the exclusive right to use the object of intellectual property rights at its own discretion while respecting the rights of others. The use of the object of intellectual property rights by another person is carried out with the permission of the author (authors), except in cases of lawful use without such permission provided by the legislation of Ukraine.

7.4. The author (authors) has the right to oppose any distortion, distortion or other alteration of the work or any other encroachment on the work that may damage the honor and reputation of the author, as well as accompanying the work without his consent illustrations, prefaces, afterwords, comments and more.

7.5. The objects of copyright are all types of scientific works:

-dissertation research, abstracts, master's theses, monographs, research reports, textbooks, manuals, lectures, reports, tests, etc.;

- audiovisual works;
- illustrations, maps, sketches related to science;
- collections, dictionaries, reference books, if they are the result of intellectual activity in the selection or arrangement of their components;
- software products;
- compilation of data (databases), if they are the result of the selection or arrangement of their components are the result of intellectual activity;
- other scientific works.

7.6. The author of a scientific discovery has the right to give the scientific discovery his name or a special name. The right to scientific discovery is certified by a diploma and is protected in the manner prescribed by law.

7.7. Computer programs and software products, regardless of the method and form of their expression, are manufactured, distributed and protected in accordance with current legislation of Ukraine.

7.8. Copyright does not apply to ideas, processes, methods or concepts as such.

7.9. The copyright for a scientific work created in co-authorship belongs to the co-authors jointly, regardless of whether the work is an inseparable whole or consists of parts, each of which may have an independent meaning. A part of a work created in co-authorship is considered to have independent significance if it can be used independently of other parts of this work.

## **8. RESPONSIBILITY OF STRUCTURAL DIVISIONS OF THE UNIVERSITY REGARDING THE PROVISION OF ACADEMIC INTEGRITY**

8.1. The department, as a structural unit of National Pirogov Memorial Medical University, Vinnytsya, at the meeting decides on educational materials of scientific and pedagogical employees of the department to detect and prevent academic plagiarism. The minutes of the meeting indicate the result of the inspection and decide on the use of materials in the educational process of higher education.

8.2. The head of the department checks with the help of appropriate software recommended (provided) by the university, all scientific and educational products that are considered at the department and recommended for publication. The author and the head of the department are responsible for the objectivity of the conclusion on the detection / non-detection of academic plagiarism, who signs the originality of the work and recommends its use in the educational process.

8.3. Testing for academic plagiarism of educational and qualification works of students with the help of appropriate software recommended (provided) by the university, is carried out directly by the teacher or supervisor of scientific work at the stage of general testing. When the fact of academic plagiarism is revealed, motivated conclusions are provided for finalization of the work.

The teacher, who found a low percentage of originality in the master's qualification work (less than 60%), warns the author and decides to send materials for revision or offers a new version of the task. In case of disagreement of the author, the teacher (scientific supervisor) informs the head of the department with a memo.

8.4. A person who has detected academic plagiarism in scientific papers (monograph, article, thesis, preprint, dissertation, abstract) reports this in a memo of the Vice-Rector for Research.

8.5. Establishing the facts of academic plagiarism in already published works is the basis for the author's prohibition to include such works in the list of his scientific publications.

8.6. The scientific department selectively checks for copying, compilation, rewriting with the help of appropriate software recommended (provided) by the university, not less than 20% of scientific and scientific-methodical works of participants in the educational process of National Pirogov Memorial Medical University, Vinnytsya. The Vice-Rector for Research certifies the originality of scientific publications with his signature. The Vice-Rector for Scientific and Pedagogical (Educational) Work certifies the originality of scientific and methodological publications with his signature.

8.7. Participants in the educational process when writing scientific articles for professional publications, conference proceedings, scientific journals should check them for compliance with the established requirements.

Articles submitted to scientific publications of National Pirogov Memorial Medical University, Vinnytsya, must be checked using the appropriate software recommended (provided) by the university, and obtain a certificate of originality of scientific research.

After the publication of scientific papers in the publications of National Pirogov Memorial Medical University, Vinnytsya without a certificate of verification using the appropriate software recommended (provided) by the university, and the detection of academic plagiarism is the responsibility of the editor in chief.

8.8. The Operational and Technical Department provides technical support to the structural units of the University, which conduct educational and research activities to verify master's, candidate's and doctoral dissertations, research reports, scientific publications, educational literature, educational publications and other scientific and methodological materials. using the appropriate software recommended (provided) by the university.

The head of the operational and technical department is responsible for the readiness of computer equipment and software for students and scientists in the computer classrooms of the Center for New Information Technologies and electronic information halls of the Scientific Library of National Pirogov Memorial Medical University, Vinnytsya for the possibility of checking the work using the appropriate software recommended (provided) by the university.

8.9. The heads of these structural units are obliged to inform the participants of the educational process about the introduction of a system of checking text documents at the university for the presence of academic plagiarism.

8.10. Student self-government bodies, scientific student societies must inform students about the rules of scientific ethics, including on the websites of National Pirogov Memorial Medical University, Vinnytsya to place the necessary information about the rules of use of intellectual property and responsibility for academic plagiarism.

8.11. Controversial issues that arise in the participants of the educational process of National Pirogov Memorial Medical University, Vinnytsya, is coordinated by the permanent coordination commission in the field of intellectual property and academic plagiarism.

## **9. PROTECTION AGAINST ACADEMIC PLAGIARISM IN DISSERTATION RESEARCH**

9.1. When considering a dissertation completed at the university, a certificate of verification of the dissertation and abstract for the absence of academic plagiarism is submitted to the meeting of the department using the appropriate software recommended (provided) by the university.

After receiving the result, it is necessary to analyze which literary sources the program attributed to plagiarism. If these are scientific articles in which the author of the text is a co-author, reports on research work in which the author is the performer, etc., then the program link can be considered autoplagiarism.

9.2. The supervisor (scientific consultant) is responsible for checking the work in a timely manner using the appropriate software recommended (provided) by the university, decides on the revision and re-testing for plagiarism, as well as the admission of research work to the preliminary defense.

9.3. The conclusion on non-detection of academic plagiarism in the dissertation performed at the university and its abstract is included in the decision made at the meeting of the department. The supervisor is responsible for the objectivity of the conclusion about the non-detection of academic plagiarism in the dissertation.

9.4. Before accepting the dissertation submitted for defense by the specialized academic council of the university, the secretary of the specialized academic council checks the dissertation for the absence of academic plagiarism. The conclusion of the commission contains information on the detection / non-detection of academic plagiarism in the dissertation and abstract.

9.5. On the official website of National Pirogov Memorial Medical University, Vinnytsya in the section which contains information about the work of specialized scientific councils, are placed in the reading mode:

- dissertation abstract, not later than 30 calendar days before the date of dissertation defense, specified in the dissertation abstract.

- a copy of the dissertation in electronic form, not later than 10 calendar days before the date of defense of the dissertation specified in the dissertation abstract, and in the case of preparation of the dissertation in the form of a published monograph

- responses of official opponents in electronic form, not later than 10 calendar days before the date of defense of the dissertation specified in the dissertation abstract;

The materials are stored in the public domain on the official website of the University for three months from the date of issuance of the diploma of doctor of philosophy or doctor of sciences.

9.6. Dissertations completed by the applicant for the degree independently are allowed for defense. Detection of academic plagiarism in the dissertation based on the results of its preliminary consideration at the departmental meeting and in the specialized scientific council is the basis for rejecting its official defense in the specialized scientific council.

9.7. Detection of academic plagiarism in the dissertation during its official defense in a specialized academic council is grounds for termination of the official defense procedure in a specialized academic council, for cancellation of the decision of the specialized academic council on awarding a degree and awarding a diploma.

## **10. RESPONSIBILITY OF THE PERMANENT COORDINATION COMMISSION IN THE FIELD OF INTELLECTUAL PROPERTY AND ACADEMIC PLAGIARISM**

10.1. The permanent coordination commission in the field of intellectual property and academic plagiarism is formed by the order of the rector, whose staff consists of the vice-rector for scientific work, the vice-rector for scientific-pedagogical (educational) work and leading scientists of the departments.

10.2. Permanent Coordinating Commission in the field of intellectual property and academic plagiarism:

- develops methodical recommendations on checking scientific, educational-methodical, qualification and other works on academic plagiarism with the use of software and hardware;

- informs the participants of the educational process about the highest quality software products for testing for academic plagiarism;

- provides advice to participants in the educational process on in-depth examination of scientific papers, detection of rewriting, testing for the uniqueness of drawings and schematic images.

10.3. Participants in the educational process may apply to the coordination commission to confirm the absence / presence of academic plagiarism, in particular, a person who found academic plagiarism in the scientific or educational work of participants in the educational process or in a dissertation submitted to the specialized scientific council university commission with a written statement.

10.4. In case of disagreement of the author of the scientific work with the conclusion of the head of the department to reveal the fact of academic plagiarism, the author has the right to submit a written appeal to the coordination commission addressed to the Vice-Rector for Scientific Work within three days.

10.5. If it is necessary to obtain additional clarifying information, the meeting of the coordination commission may be held in several stages with an interval of not more than three working days.

10.6. The chairman of the coordination commission holds a meeting within a week from the date of receipt of the application. The applicant is notified of the date and time of the meeting at least two days in advance. If the applicant does not appear at the meeting of the coordination commission, the issue is considered in his absence.

10.7. Based on the results of the meeting, the coordination commission forms conclusions, which are signed by the chairman of the commission, its members and the applicant.

10.8. The conclusions of the coordination commission shall be kept for five years:

- regarding academic plagiarism in the works of students - in the dean's office;
- regarding academic plagiarism in the works of teachers, doctoral students, graduate students, applicants - in the research department of the University;
- regarding academic plagiarism in textbooks, manuals, etc. - in the educational department of the University.

10.9. The Coordinating Commission of the University may consider the presence of academic plagiarism in scientific and educational research of participants in the educational process of the University, dissertations and abstracts on their own initiative.

10.10. Doubts arising from the members of the coordination commission are interpreted in favor of the person whose work is considered by the coordination commission.

## **11. FINAL PROVISIONS**

11.1. The regulation comes into force from the date of its signing by the rector of the University.

1 1.2 Changes and additions to the Regulations are discussed and approved by the Academic Council of the University.