



# ACADEMIC INTEGRITY GUIDE

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The guide provides general concepts and practical tips on  
academic integrity and information literacy.

The edition is intended for students and schoolchildren.



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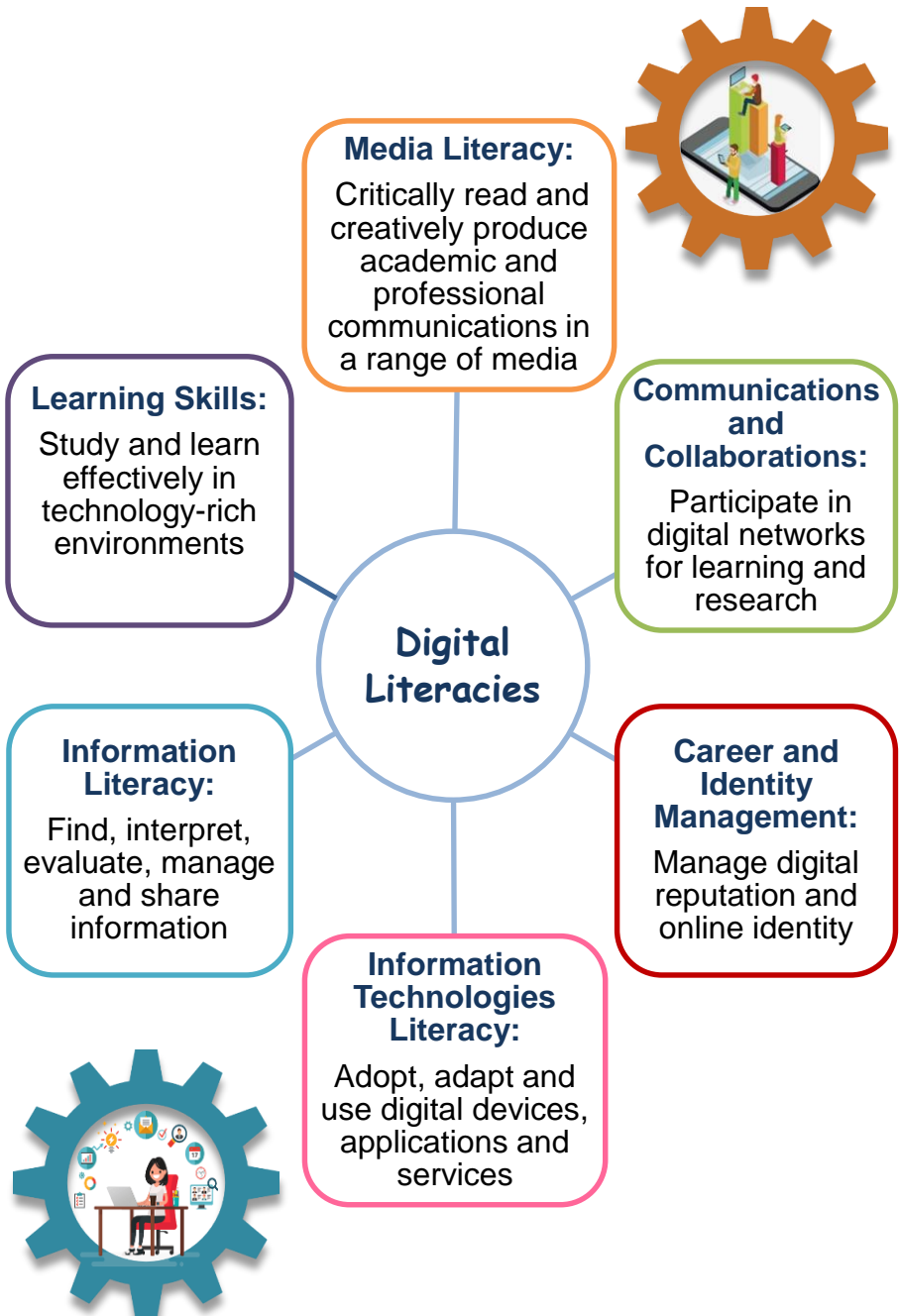
LITERACY

INTEGRITY

PLAGIARISM

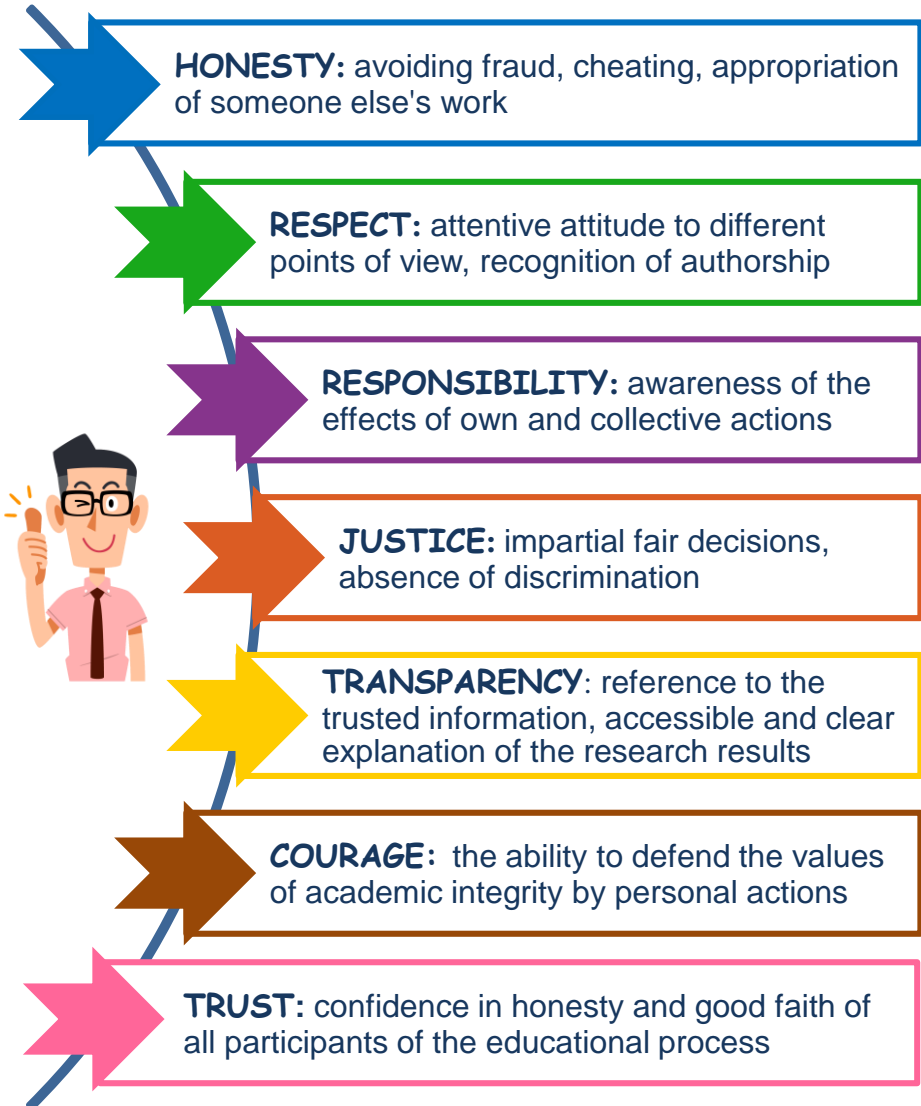
ADVICES

# DIGITAL LITERACY



# ACADEMIC INTEGRITY

Adherence to **ethical rules and values** guarantees trust in learning outcomes, successful employment and good living.



# ACADEMIC INTEGRITY INVOLVES



respect for intellectual property, adherence to the norms of the copyright legislation



independent fulfilment of individual educational and scientific tasks, responsible work in groups



providing reliable information about the data, used publications and own research results



critical analysis of the facts, data, evidence; verification of the validity and reliability of original sources



proper quoting and citing sources; generalizing, rephrasing and making own findings

# ACADEMIC INTEGRITY AT SUMY STATE UNIVERSITY

## Legislation and Regulation



- The Education Law of Ukraine
- The Higher Education Law of Ukraine
- SSU Corporate Culture Code
- SSU Academic Integrity Code
- Bylaws on Academic Integrity and Ethics of Academic Relations at SSU
- Bylaws on the Institutional Repository of SSU



## Changes in Educational Programs and in Teaching Approaches

- Blended practical oriented learning
- Innovative teaching technologies and methods

## Development of the Information Literacy

- Introduction of Academic Writing course
- Library advisory support



## Monitoring Academic Integrity

- Surveying students and teachers
- Checking academic papers for plagiarism
- Establishing academic responsibility

# VIOLATION OF ACADEMIC INTEGRITY

**PLAGIARISM:** using or representing the ideas or work of others as your own work without reference to the author

**CORRUPT PRACTICES:** providing or receiving money, services for certain benefit in an unlawful manner

**CHEATING:** attempting to obtain, or aiding another to get credit for work, or any improvement in evaluation, by dishonest or deceptive means

**FALSIFICATION:** manipulating research instrumentation, materials or processes, changing or omitting data or results of the research

**SELF-PLAGIARISM:** any attempt to take any of your own previously published text, papers, or research results and make it appear brand new

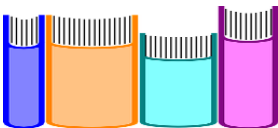
**FABRICATION:** the construction and/or addition of data or observations that never occurred in the gathering of data or running of experiments



# ACADEMIC RESPONSIBILITY

The consequences for cheating, plagiarism, unauthorized collaboration, and other forms of academic dishonesty can be very serious. Instructors or special university commissions can determine such sanctions for violating academic integrity:

- ✓ requiring the student to redo the assignment for a reduced grade
- ✓ assigning the student a failing grade for the assignment or for the class
- ✓ terminating participation in the research project
- ✓ deprivation of academic scholarship and other privileges
- ✓ suspension or expulsion from the University



# ACADEMIC PLAGIARISM

Easy access to information, digital innovations, the imperfection of the copyright legislation, as well as lack of creative educational assignments are the main causes of academic plagiarism.

The general types of **academic plagiarism** are:

- Using someone else's **ideas** without attribution
- Using someone else's **words** without attribution
- Citing the source incorrectly

**To avoid plagiarism you need to follow the following rules:**

Provide correct citations and follow the guidelines of your citation

Do proper structuring (paraphrasing, quoting or summarizing) of the borrowed ideas

Bring original thought into the text and not rely too heavily on other people's work

# TYPES OF PLAGIARISM

**PLAGIAT**



**PLAGIAT**

## **Direct plagiarism (COPY & PASTE)**

rewriting or translating  
an original text without  
citing the source

## **Mosaic plagiarism (SHAKE & PASTE)**

combining fragments of  
different texts to form a  
new text without citation

## **Idea plagiarism**

paraphrasing another  
author's ideas in your  
own words without citing

## **Global plagiarism**

using someone else's  
work while passing it off  
as your own

## **AGGREGATOR**

the work cites the  
sources but has almost  
no own contribution

## **Incorrect Citing**

Citing a non-existent  
source (Error 404) or  
with mistakes

# AVOIDING PLAGIARISM



Define a clear task and work structure



Plan a schedule for individual tasks



Start your work on time



Ask help from your teacher or librarian



Check and analyze facts and data, focus on the primary sources



Systematize information using reference managers



Express your own judgements



Practice academic writing



Check text for plagiarism by software

# PLAGIARISM CHECK

You can use special plagiarism detection software to check similarity and originality of the text.

## FREE SOFTWARE

**PLAGIARISMA**

**ADVEGO Plagiatus**

**COPYSCAPE**

- ✓ free access
- ✓ simple interface
- ✓ risks of unfair work usage

## PAID SOFTWARE

**UNICHECK**

**StrikePlagiarism**

- ✓ international systems
- ✓ provided at university
- ✓ confidentiality guarantee

# ACADEMIC LITERACY

The ability to effectively formulate and represent your own thoughts is the key to academic integrity, effective learning, and successful employment.

## *Academic Literacy Skills*



Creating Presentations



Effective Reading



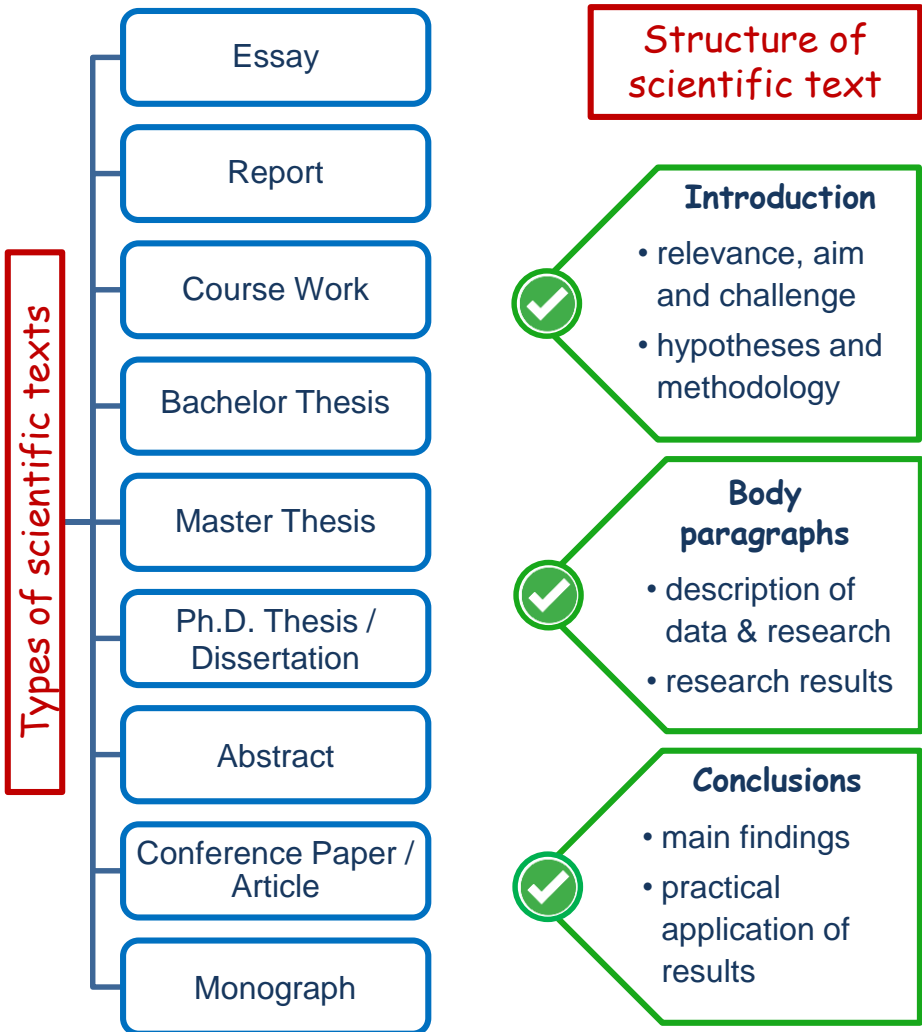
Academic Writing



Public Speaking

# ACADEMIC WRITING

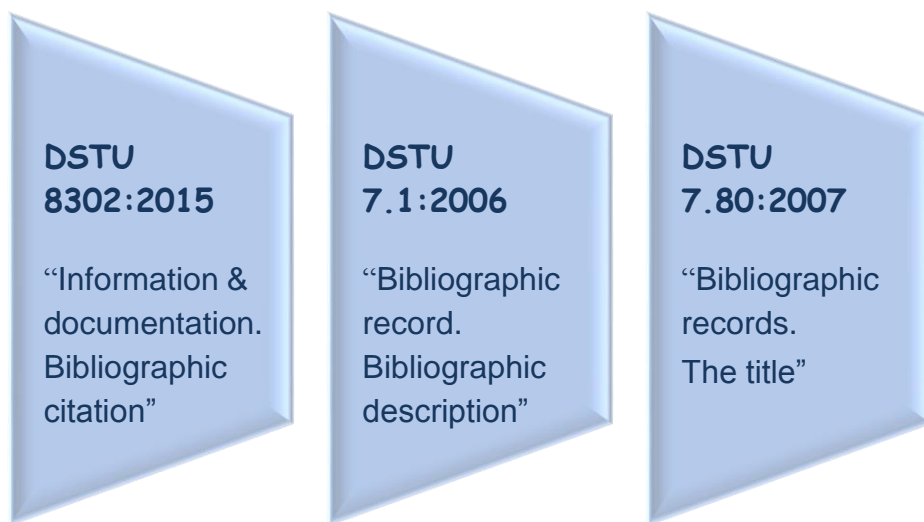
Academic writing is a skill to express and substantiate own ideas with the help of a concise, convincing scientific text organized in a formal order or structure.



# BIBLIOGRAPHIC DESCRIPTION

Bibliographic description structures details about the formal elements of the materials, such as creator, title, dates, extent, and contents to facilitate the identification, management, understanding of the work and correct representation of the References (list of the used sources).

Bibliographic description rules are adopted at the state level and are presented in the form of DSTU – *the state standard of Ukraine*.



**An example of bibliographic description  
according to DSTU 8302: 2015**

Medical biology : textbook / Yu. I. Bazhora [et al.].  
Vinnytsia : Nova Knyha, 2018. 448 p.



# INTERNATIONAL CITATION STYLES

Depending on the type of science, work, educational institution or editor, any international citation style can be used instead of the state bibliographic standards.

- ✓ **HARVARD REFERENCING STYLE**  
(Humanities, Economics)
- ✓ **CHICAGO STYLE: NOTES AND BIBLIOGRAPHY** (Humanities)
- ✓ **VANCOUVER STYLE**  
(Medicine and Physics)
- ✓ **APA STYLE**  
(Social sciences)
- ✓ **MLA STYLE**  
(Humanities)
- ✓ **CHICAGO STYLE AUTHOR-DATE**  
(Physics, Natural and Social sciences)
- ✓ **IEEE STYLE**  
(Hard sciences: Engineering, Electronics, IT)
- ✓ **ACS STYLE**  
(Chemistry and other Natural sciences)



# REFERENCES AND CITATION

Referencing is used to tell the reader where ideas from other sources have been used in the work.

## REFERENCES

A reference list is a **list of the resources** (books, journals (online and paper based), online sources including websites, blogs and forums, theses and articles, other sources of information such as film, video, photo etc.) used for assignment or research.

References come at the end of the work, and are arranged in alphabetical order, usually by author or title, or in order of use in the text.

«.?.»



## CITATION

**In-text** citations are inserted in the body of the paper with direct **quotes** and **paraphrases** to identify the author or publication for the material you have used. Every citation should have a corresponding entry in the References.

You may not cite **common knowledge** – the information which anyone is likely to know.

# IN-TEXT CITATION

Depending on the type of scientific text and citation style there may be different types of in-text citing.

## DSTU 8302:2015 In-Text Citation Examples

- *According to Bazhora, viruses, viroids and prions form non-cellular infections (Medical biology : textbook / Yu.I. Bazhora [et al.]. Vinnytsia : Nova Knyha, 2018. P. 24.)*

- *Other recent researchers [4, 11] confirm the findings that drug treatment has little effect in the cure.*

Here [4, 11 ] are the sources' numbers in the References.

- **Footnote citation:** *According to Bazhora<sup>4</sup>, ...*

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<sup>4</sup> *Medical biology : textbook / Yu.I. Bazhora [et al.]. Vinnytsia : Nova Knyha, 2018. 448 p.*

## APA STYLE IN-TEXT CITATION EXAMPLES

### Paraphrase:

- *According to modern views, non-cellular infections are formed by viruses, viroids and prions (Bazhora, 2018)*
- *Other recent researchers (4, 11, 12) confirm the findings that drug treatment has little effect in the therapy.*

Here (4, 11, 12) are the sources in the Reference list.

### Quote:

- *As Bazhora mentions in The Medical Biology (2018), “non-cellular infections particles include viruses, viroids and prions” (p. 19).*

# REFERENCE MANAGEMENT SOFTWARE

These are software programs that simplify the process of reference management by allowing the user:

- ✓ to collect, store, and organize references
- ✓ insert citations at the appropriate place in the body of the manuscript
- ✓ generate a list of the references in an appropriately formatted bibliographic style.

## EndNote



## Papers



# CERTIFICATES AND CONSULTATIONS



## WANT TO KNOW MORE ABOUT:

- ✓ Academic Integrity
- ✓ Academic Literacy
- ✓ Selection of literature on the topic
- ✓ Electronic Databases
- ✓ Open Information Resources
- ✓ International Citation Styles
- ✓ Bibliographic managers
- ✓ Plagiarism checking programs

## ASK LIBRARIAN!

### Central Library

2, Rymkogo-Korsakova st., Sumy, Ukraine  
(0542) 687929, info@library.sumdu.edu.ua

### Branch of the library

9/1, Pokrovska st., Sumy, Ukraine  
(0542) 665106, uabs@library.sumdu.edu.ua

### Library of the Medical Institute

31, Sanatorna st., Sumy, Ukraine  
(0542) 661760, medical@library.sumdu.edu.ua

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# HONOR CODE IN EDUCATION



***LEAD A HEALTHY LIFESTYLE***



***DEVELOP YOUR ABILITIES***



***STUDY DILIGENTLY***



***RESPECT OTHER PEOPLE, THEIR IDEAS,  
THOUGHTS, FAITH, FEELINGS***



***RESPECT THE PROPERTY OF OTHERS  
(INCLUDING INTELLIGENT PROPERTY)***



***BE HONEST AND CONSISTENT***



***DEVELOP YOUR SELF-CONTROL AND  
PUNCTUALITY***



***TRUST YOURSELF AND BELIEVE IN YOUR  
ABILITIES***

*"Academic integrity is a way to change the world. Change the university first; then change the world. "*

Youngsup Kim

