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REGULATION
on the Academic Integrity Assurance System
at the Publishing House “Akademperiodyka”
of the National Academy of Sciences of Ukraine

1. General Provisions

1.1. This Regulation defines the general principles for the formation, functioning, and development of the academic integrity assurance system at the Publishing House “Akademperiodyka” of the National Academy of Sciences of Ukraine (hereinafter — PH “Akademperiodyka”, the Institution).

1.2. The Regulation has been developed to prevent breaches of academic integrity, detect such breaches, review notifications regarding their commission, adopt relevant decisions, and implement response measures.

1.3. For the purposes of this Regulation, academic activity encompasses scientific, scientific-pedagogical, pedagogical, and teaching activities; learning activities of education seekers; educational activities of educational institutions and scientific establishments; the creation, execution, and evaluation of projects in the field of education and science; the creation, peer-reviewing, and scientific editing of academic works; entrance examinations in educational institutions and scientific establishments; the holding of and participation in Olympiads, tournaments, contests, competitions, and other competitive events in the field of education and science; the conferment of scientific and educational degrees, the award of academic and pedagogical titles and qualification categories, the election of full members (academicians) and corresponding members of the National Academy of Sciences of Ukraine; the implementation of internal and external quality assurance procedures for education; the attestation of scientific workers; the state attestation of scientific establishments and higher education institutions regarding their scientific and scientific-technical activities; and the performance of scientific and scientific-technical expertise conducted by or with the participation of a scientific establishment of the NAS of Ukraine.

The provisions of this Regulation apply to the subjects of academic activity defined by the Law of Ukraine “On Academic Integrity” who conduct academic activity at PH “Akademperiodyka” or participate in procedures, events, or activities carried out by or with the participation of PH “Akademperiodyka”, namely: pedagogical, scientific-pedagogical, and scientific workers, other scientists, education seekers, applicants, participants and organisers of contests, experts in the field of education and science, subjects of educational activity, and subjects of scientific activity.

1.4. The academic integrity assurance system at PH “Akademperiodyka” is based on the values and principles of academic integrity defined by the Law of Ukraine "On Academic Integrity", in particular on honesty, trust in the results of academic activity, respect for the honour and dignity of members of the academic community, valuing the diversity of opinions, respect for the intellectual property rights of other persons, fairness, accountability, resilience in the upright conduct of academic activity, decisiveness in fostering and protecting the culture of academic integrity, prioritisation of ensuring adherence to academic integrity by education seekers through the application of appropriate methods of teaching, upbringing, stimulation, and encouragement, openness of information regarding the rules of academic integrity, zero tolerance for breaches of academic integrity, respect for the results of the academic activity of other persons, and avoidance of conflicts of interest.

1.5. The legal framework of this Regulation consists of the Constitution of Ukraine, the Laws of Ukraine “On Academic Integrity”, “On Education”, “On Higher Education”, “On Scientific and Scientific-Technical Activity”, other laws of Ukraine and legislative acts adopted pursuant to them, international treaties of Ukraine, the binding nature of which has been consented to in the established manner, the Statute of the NAS of Ukraine, the Code of Ethics of a Scientist of Ukraine, the Statute of PH “Akademperiodyka”, as well as regulatory documents of the NAS of Ukraine on matters of scientific publishing activity.

This Regulation does not govern relations regarding the acquisition, exercise, and protection of moral and economic copyright and/or related rights.

1.6. In this Regulation, the terms “author”, “academic integrity”, “academic work”, “internal act”, “source of information”, “coursework”, “subjects of academic activity”, “authorised body”, and “authorised person” are used in the meanings specified in Article 1 of the Law of Ukraine “On Academic Integrity”.

Other terms are applied in the meanings defined by the legislation in the field of education, science, and scientific-technical activity.

1.7. In accordance with the Law of Ukraine "On Academic Integrity", an academic work is a work in the field of education or science expressed in the form of a dissertation, qualification work, scientific monograph, scientific article, textbook, study guide, or in another form defined by legislation.

2. Purpose, Tasks, and Components of the Academic Integrity Assurance System

2.1. The purpose of the academic integrity assurance system is to create appropriate organisational, legal, informational, procedural, and ethical conditions at PH “Akademperiodyka” for the upright conduct of academic activity, ensuring trust in its results, preventing breaches of academic integrity, and properly responding to such breaches, particularly during the preparation and publication of the publishing outputs of the NAS of Ukraine.

2.2. The main tasks of the academic integrity assurance system are: forming the internal policy of the Institution regarding academic integrity; defining the rules for upright academic, scientific, expert, publishing, and educational-scientific activity; establishing requirements for the creation, publication, execution, submission, peer-reviewing, verification, and evaluation of academic works and coursework in terms of ensuring academic integrity; preventing breaches of academic integrity; defining the procedure for the formation, powers, and accountability of authorised bodies and authorised persons; ensuring the procedure for reviewing notifications regarding potential breaches of academic integrity; guaranteeing the rights of applicants, persons whose cases are being reviewed under such notifications, and other participants in the relevant procedures; organising the verification of notifications regarding breaches of academic integrity by persons applying for positions of scientific workers.

2.3. The academic integrity assurance system in the scientific establishment encompasses: the internal policy on the formation, assurance, and popularisation of academic integrity; requirements for the creation, publication, execution, and evaluation of academic works in terms of ensuring academic integrity; measures aimed at forming and establishing a culture of academic integrity; the procedure for formation, powers, and accountability of the authorised person for academic integrity; the procedure for reviewing notifications regarding potential breaches of academic integrity; the procedure for adopting decisions on the application of response measures; the procedure for appealing decisions; the system for documenting, storing, publishing, and analysing materials related to ensuring academic integrity; and monitoring the state of adherence to academic integrity at PH “Akademperiodyka”.

2.4. The academic integrity assurance system at PH “Akademperiodyka” is based on the values, principles, and rules of academic integrity defined by the Law of Ukraine “On Academic Integrity”, this Regulation, and other internal acts of the Institution. The rules of academic integrity define the proper behaviour of the subjects of academic activity during the conduct of scientific, educational-scientific, expert, publishing, competitive, and other academic activities.

3. Internal Academic Integrity Policy

3.1. The internal academic integrity policy of PH “Akademperiodyka” is aimed at ensuring the integrity, transparency, accountability, and quality of academic activity conducted at PH “Akademperiodyka” or with its participation.

3.2. The main tasks of the internal academic integrity policy are forming a sustainable culture of upright academic behaviour, minimisation of opportunities for breaches of academic integrity, prevention and resolution of conflicts of interest, ensuring trust in the results of The internal academic integrity policy is realised through: the approval of internal acts on matters of academic integrity, their periodic review and updating; the designation of authorised persons; the introduction of verification procedures for academic works; ensuring proper peer-reviewing, expertise, and evaluation of academic works; the regular holding of informational, advisory, and educational events; the review of notifications regarding potential breaches of academic integrity; and the application of response measures in accordance with the law and internal acts of the Institution.

3.4. PH “Akademperiodyka” ensures the openness and accessibility of information regarding the rules of academic integrity, the procedure for submitting notifications regarding potential breaches, as well as other documents necessary for the proper functioning of the academic integrity system.

4. Rules of Academic Integrity and Duties of Subjects of Academic Activity

4.1. Subjects of academic activity covered by this Regulation are obliged to adhere to the values, principles, and rules of academic integrity defined by the Law of Ukraine “On Academic Integrity”, special laws in the field of education and science, this Regulation, and other internal acts of PH “Akademperiodyka”.

4.2. Scientific workers, other scientists, experts, reviewers, scientific supervisors, consultants, and persons participating in the scientific, scientific-technical, scientific-organisational, expert, publishing, or educational-scientific activity of the Institution are obliged to:

- ensure the transparency of scientific research, namely to state reliable information regarding primary data, methods, materials, sources of information, the procedure of execution, and research results;

- analyse the reliability and credibility of baseline information and previously obtained scientific results;

- formulate conclusions and recommendations based on appropriate evidence and facts;

- clearly distinguish between the results of their own academic activity and the results of the academic activity of other persons;

properly indicate sources of information, authorship, co-authorship, and the contribution of each co-author;

prevent academic plagiarism, self-plagiarism, fabrication, falsification, ghost-writing (attribution of authorship), expropriation of authorship, unfair use of results generated by artificial intelligence, and other breaches of academic integrity;

report circumstances that may indicate a real or potential conflict of interest;

uprightly perform peer-reviewing, expertise, evaluation, scientific supervision, consulting, and participation in competitive, attestation, dissertation, and publishing procedures.

4.3. Education seekers, postgraduate students, doctoral candidates, and other persons performing coursework or participating in the educational-scientific procedures of the Institution are obliged to:

independently perform learning tasks, except in cases where otherwise is explicitly permitted by the conditions of the respective task;

properly indicate the sources of information used during the preparation of academic works and coursework;

not use unauthorised assistance, technical means, or sources of information;

not submit the results of another person's academic activity as their own;

uprightly use results generated by artificial intelligence, indicating the fact of such use in cases and in the manner defined by law and internal acts of the Institution;

adhere to the rules of academic writing, citation, referencing sources, and formatting of academic works and coursework.

4.4. Persons performing peer-reviewing, expertise, scientific editing, or evaluation of academic works, projects, dissertations, monographs, articles, reports, or other results of academic activity are obliged to act impartially, conscientiously, and confidentially, to avoid conflicts of interest, and not to use the obtained materials for their own benefit or for the benefit of third parties.

4.5. The participation of subjects of academic activity in contests, attestations, election to positions, award of prizes, grants, scientific degrees, conferment of academic titles, and other academic procedures is carried out in compliance with the principles of equality, transparency, impartiality, conscientiousness, proper recording of decisions, and prevention of conflicts of interest.

5. Subjects of Academic Integrity Assurance

5.1. Academic integrity assurance at PH "Akademperiodyka" is carried out by the Director, the Scientific and Technical Council (STC), the authorised person for academic integrity, heads of scientific and other structural subdivisions, scientific supervisors,

consultants, reviewers, experts, editorial boards of all-academy journals that are part of PH “Akademperiodyka”, as well as other persons within the scope of their powers and functions.

5.2. The Director of PH “Akademperiodyka”:

creates organisational conditions for the functioning of the academic integrity assurance system;

submits draft internal acts on matters of academic integrity for consideration by the STC;

in cases provided for by the Law of Ukraine “On Academic Integrity” and/or internal acts of PH “Akademperiodyka”, adopts a decision to establish an authorised body or appoint an authorised person to review the relevant notification regarding a potential breach of academic integrity;

organises the publication of internal acts of PH “Akademperiodyka” on matters of academic integrity;

ensures the mandatory registration of notifications regarding potential breaches of academic integrity in the manner defined by this Regulation and Annex 1 thereto;

organises the verification of notifications regarding potential breaches of academic integrity by persons applying for positions of scientific workers;

reviews decisions, conclusions, and recommendations of the authorised body and/or the authorised person;

in cases provided for by the Law of Ukraine “On Academic Integrity” and/or internal acts of the Institution, adopts a decision to apply response measures to a breach of academic integrity, in particular, in the event that a person recognises the fact of a breach of academic integrity, and also ensures the execution of decisions of the authorised body or the authorised person within their competence.

5.3. The STC of PH “Akademperiodyka”:

approves internal acts of the Institution on matters of academic integrity;

defines the model of functioning of the authorised person in accordance with the Law of Ukraine “On Academic Integrity” and the Statute of the Institution;

hears information on the state of academic integrity assurance;

considers proposals for improving internal acts and procedures;

may act as a body of appeal against decisions of the authorised body in the manner defined by the Law and internal acts of the Institution.

5.4. PH “Akademperiodyka” ensures the review of notifications regarding potential breaches of academic integrity through the authorised person for academic integrity, as well as an authorised body established in cases and in the manner provided for by the Law of Ukraine “On Academic Integrity” and internal acts of the Institution.

5.5. The authorised person for academic integrity ensures the review of notifications

regarding potential breaches of academic integrity, the establishment of the presence or absence of the fact of a breach of academic integrity, the preparation of decisions, as well as the development of recommendations for preventing such breaches.

5.6. Heads of structural subdivisions ensure adherence to the rules of academic integrity within the respective subdivisions, facilitate informing employees about the internal acts of the Institution, and, upon receipt of notifications regarding potential breaches of academic integrity, immediately transfer such notifications for registration in the manner defined by this Regulation and Annex 1 thereto, and also organise the execution of decisions of the authorised person and the STC in the part falling within their competence.

5.7. Scientific supervisors, consultants, reviewers, experts, and members of editorial boards are obliged to uprightly perform the functions assigned to them, prevent conflicts of interest, report circumstances that may affect their impartiality, and prevent unfair evaluation of academic works and results of academic activity.

6. Requirements for the Creation, Submission, Verification, and Evaluation of Academic Works

6.1. Academic works created, submitted, recommended for publication, published, executed, verified, or evaluated at PH “Akademperiodyka” must comply with the requirements of the Law of Ukraine “On Academic Integrity”, other legislative acts, internal acts of the Institution, editorial policies of the respective publications, standards of academic writing, and rules of citation and referencing sources of information.

6.2. During the creation of an academic work, the author is obliged to adhere to the values, principles, and rules of academic integrity, ensure the reliability of the presented information, prevent the fabrication or falsification of data, and properly indicate the sources of information and/or authors of the results of intellectual creative activity if such results are used in the academic work. A reference to a source of information must be made in a manner that allows the author’s own contribution to be distinguished from the results of the intellectual creative activity of other persons. If assumptions or unproven statements are cited, this must be indicated in the academic work.

6.3. All authors of a published academic work must be indicated, as well as, in cases and in the manner defined by legislation, internal acts of the Institution, the editorial policy of the publisher, or the rules of the respective academic procedure, other persons who participated in the work on it, in particular, those who provided recommendations, counselling, editing, formatting, execution of experiments, calculations, translation, etc., indicating the nature of the contribution (role) of each such person. If the author uses their own previously published scientific results in a new academic work, this must be indicated in the new academic work.

6.4. The publication or submission of an academic work containing academic plagiarism, self-plagiarism, fabrication, falsification, ghost-writing (attribution of authorship), expropriation of authorship, unfair use of results generated by artificial intelligence, or other breaches of academic integrity is not permitted.

6.5. In the event of using an object generated by artificial intelligence in an academic work, the author must report this in the academic work or accompanying materials, indicating the generation methodology and/or providing a link to the relevant computer programme or its description in accordance with the requirements for the formatting and/or publication of the respective academic works defined by the Institution, the publisher, the conditions of the contest, or another academic procedure.

6.6. The author of an academic work submits an academic work author's declaration in the form defined by Annex 7 to this Regulation.

6.7. Academic works published by the Institution, published in editions established by the Institution, or in editions recommended for publication by PH "Akademperiodyka", used during the conferment of a scientific degree, or undergoing other academic procedures at the Institution, are subject to verification for the absence of signs of a breach of academic integrity in the manner defined by this Regulation, the Procedure for Reviewing Notifications regarding Breaches of Academic Integrity, and other internal acts of PH "Akademperiodyka".

6.8. Verification of an academic work is the analysis of the text using specialised software and procedures of expert evaluation, editorial analysis, comparison with published sources, analysis of primary data, etc., which allow establishing the presence or absence of signs of a breach of academic integrity.

6.9. The results of the verification of an academic work, in cases defined by law and internal acts of PH "Akademperiodyka", are recorded in a manner defined by the internal acts of PH "Akademperiodyka", in particular, by issuing a certificate in the form set out in Annex 8 to this Regulation, a software verification report, a conclusion of the responsible person, a mark in the editorial card, the minutes of a meeting, or in another document confirming that such verification was conducted.

6.10. In case of detecting signs of a potential breach of academic integrity, the materials are transferred to the Academic Integrity Commission of the Publishing House "Akademperiodyka" of the National Academy of Sciences of Ukraine (hereinafter — the Commission), another authorised body, or an authorised person for review in the manner defined by this Regulation and the Procedure for Reviewing Notifications regarding Breaches of Academic Integrity.

7. Academic Integrity in Publishing, Expert, and Competitive Activities

7.1. PH “Akademperiodyka” ensures academic integrity in publishing activity by approving and publishing the rules for the submission, peer-reviewing, verification, editing, publication, and retraction of academic works, and for reviewing information regarding potential breaches of academic integrity in published works.

7.2. PH “Akademperiodyka” as a publisher is obliged to ensure upright peer-reviewing, prevention of conflicts of interest, verification of submitted materials for the presence of signs of a breach of academic integrity, proper documentation of editorial decisions, and informing authors about the grounds for refusal of publication or retraction of an academic work.

7.3. In case of detecting signs of a breach of academic integrity in an academic work submitted for publication, the editorial board or the publisher may refuse to publish such work, notify the author of the grounds for refusal, and, if there are sufficient grounds, transfer the materials to the Commission.

7.4. In the event that the fact of academic plagiarism is established in a published academic work, such academic work is subject to retraction in accordance with the Law of Ukraine “On Academic Integrity”; in cases provided for by law, the editorial board or the publisher may also publish a notice of correction, expression of concern, or another editorial decision.

7.5. Persons conducting expert activity, peer-reviewing, scientific editing, or evaluation of scientific and scientific-technical projects, dissertations, monographs, articles, reports, or other academic works are obliged to act impartially, conscientiously, and confidentially, to avoid conflicts of interest, and not to use the obtained materials for their own benefit or for the benefit of third parties.

7.6. During the holding of contests, attestations, election to positions, evaluation of the results of scientific activity, or the award of prizes, grants, or other academic procedures, the Institution ensures the equality of participants, transparency of criteria, proper recording of decisions, prevention of conflicts of interest, and the possibility of appealing decisions in the established manner.

7.7. A notification regarding a potential breach of academic integrity by a person applying for a position of a scientific worker is subject to verification on the principles defined by Article 37 of the Law of Ukraine “On Academic Integrity”, taking into account the rules of the respective competitive procedure.

8. Breaches of Academic Integrity

8.1. A breach of academic integrity is an act or omission of a subject of academic activity provided for by the Law of Ukraine “On Academic Integrity” or by special laws.

8.2. The signs of a breach of academic integrity are defined by Article 17 of the Law of Ukraine “On Academic Integrity” and are taken into account by the authorised person during the review of a notification regarding a potential breach of academic integrity, the evaluation of evidence, and the adoption of a decision on the presence or absence of such a breach.

8.3. The types of breaches of academic integrity are defined by the Law of Ukraine “On Academic Integrity” and special laws. Such breaches include: expropriation of authorship, academic plagiarism, ghost-writing (attribution of authorship), self-plagiarism, fabrication, falsification, unfair use of results generated by artificial intelligence, unfair evaluation, dependent execution of a task, unauthorised assistance, academic sabotage, inducement to a breach of academic integrity, and institutional breaches of academic integrity. Other types of breaches of academic integrity may be defined by law.

8.4. A subject of academic activity is considered to have committed a breach of academic integrity only if such a fact is established in accordance with the procedures defined by the Law of Ukraine “On Academic Integrity”.

8.5. Establishing the fact of a breach of academic integrity is the exclusive power of the authorised person.

8.6. The qualification of a person’s acts or omissions as a breach of academic integrity is carried out by the authorised person or the Commission on the basis of a comprehensive, full, and impartial examination of materials, explanations, evidence, and circumstances of the relevant case, taking into account the signs of breaches defined by the Law.

9. Notifications Regarding a Potential Breach of Academic Integrity

9.1. A person who possesses evidence indicating signs of a breach of academic integrity has the right to submit a notification in written paper or electronic form to the authorised person or to the head of the scientific establishment.

9.2. A notification regarding a potential breach of academic integrity is subject to mandatory registration in the manner defined by this Regulation and Annex 1 thereto.

9.3. The submission, registration, preliminary review, review on the merits, adoption of a decision, and appeal against decisions on notifications regarding potential breaches of academic integrity are carried out in accordance with the Procedure for Reviewing Notifications regarding Breaches of Academic Integrity, which is Annex 1 to this Regulation.

10. Guarantees of the Rights of Participants in the Notification Review Procedure

10.1. The review of a notification regarding a potential breach of academic integrity is carried out in compliance with the principles and fundamental rules of responding to breaches of academic integrity defined by the Law of Ukraine “On Academic Integrity”, in particular, the mandatory and timely nature of response, impartial and non-discriminatory treatment of persons regarding whom the notification has been received, the mandatory establishment of a person’s guilt, proportionality of the breach and the response measures, imposition of academic liability exclusively for acts that at the time of their commission breached established requirements or prohibitions, and transparency of notification review procedures.

10.2. The person whose case is being reviewed under a notification has the right, personally or through their representative: to be informed of the initiation of the notification review procedure; to be informed of the date, time, and place and to be present during the review of the notification; to familiarise themselves with all materials regarding the breach of academic integrity by them and to submit comments on them; to provide oral and written objections and explanations, or to refuse to provide them; to participate in the examination of evidence of the breach of academic integrity; to declare a conflict of interest; to receive a copy of the decision; and to appeal the decision in the established manner.

10.3. The applicant has the right to receive information regarding the registration of the notification, the decision to initiate the review or to leave the notification without consideration, to be invited to the meeting of the Commission if necessary, to provide additional explanations and materials, as well as to receive information on the result of the review within limits that do not infringe upon the rights of other persons and the requirements of legislation on information protection.

10.4. A member of the Commission, the authorised person, an expert, or another person involved in the review is obliged to declare a recusal in the event of a real or potential conflict of interest or other circumstances that may cast doubt on their impartiality.

10.5. Harassment, pressure, or other negative consequences are prohibited against a person who has conscientiously submitted a notification regarding a potential breach of academic integrity or provided information within the framework of the review of such a notification.

11. Response Measures to Breaches of Academic Integrity

11.1. Response measures to breaches of academic integrity include: educational measures, imposition of academic and/or disciplinary liability, response to breaches of academic integrity during contests, and institutional response measures.

11.2. Response measures are applied in accordance with the Law of Ukraine “On Academic Integrity”, special laws in the field of education and science, the Statute of PH “Akademperiodyka”, this Regulation, the Procedure for Reviewing Notifications regarding Breaches of Academic Integrity, the rules of the respective academic procedure, labour legislation, editorial policies, and other internal acts of the Institution.

11.3. Response measures must comply with the principles defined by the Law of Ukraine “On Academic Integrity”, namely: the mandatory and timely nature of response, impartiality, the mandatory establishment of guilt, proportionality of the breach and the response measures, imposition of academic liability exclusively for acts that at the time of their commission breached established requirements or prohibitions, and transparency of procedures.

11.4. Academic liability consists in the application of sanctions defined by the Law of Ukraine “On Academic Integrity” and special laws in the field of education and science to a person who has committed a breach of academic integrity. A sanction for a breach of academic integrity is applied only in cases, on grounds, and in the manner provided for by the Law and internal acts of PH “Akademperiodyka”.

11.5. One or more sanctions may be applied to a person who has breached academic integrity. PH “Akademperiodyka” cannot apply sanctions not provided for by the Law, special laws in the field of education and science, or a properly approved internal act.

11.6. If the established breach relates to a dissertation procedure, conferment of a scientific degree, conferment of an academic title, publishing activity, a contest, an attestation, an expertise, or another special academic procedure, the authorised person transfers the conclusion, issued in the form set out in Annex 5 to this Regulation, and the materials to the body or official authorised to adopt decisions in the respective procedure in accordance with the law and internal acts of the Institution.

11.7. If a notification concerns the presence of academic plagiarism, falsification, or fabrication in an academic work, and the respective academic work was the ground for or was taken into account during the conferment of a scientific degree, a Doctor of Arts degree, a higher education degree, or the conferment of an academic title on a person, such a notification is reviewed taking into account the special requirements of Article 40 of the Law of Ukraine "On Academic Integrity".

11.8. In cases provided for by Article 40 of the Law of Ukraine “On Academic Integrity”, the authorised body reviews the notification within six months from the day of its receipt and adopts a decision on the deprivation of the person of the respective degree, qualification, or title, or on the refusal of such deprivation. Such a decision is published on the official website of the Institution within five working days from the day of its adoption and may be appealed in the manner and within the timeframes defined by the Law.

11.9. The application of a response measure does not exempt a person from other types of legal liability in cases provided for by the Law. The absence of a court decision or a decision of another authorised body regarding the imposition of another type of liability on a person is not an obstacle to reviewing the issue of a breach of academic integrity by the person in accordance with the Law.

11.10. A decision to impose academic liability on a person must be substantiated, adopted on the basis of evidence fully and comprehensively examined in the process of reviewing the notification, or on the basis of the person's recognition of the fact of a breach of academic integrity, and must contain information on the specific type of breach of academic integrity and the sanction for such a breach.

12. Appeal Against Decisions

12.1. The person regarding whom the fact of a breach of academic integrity has been established and a decision to impose academic liability has been adopted, as well as the person who submitted the notification, have the right to appeal such a decision in the manner defined by legislation and internal acts of the Institution.

12.2. A complaint is submitted to the authorised person of PH "Akademperiodyka" within thirty calendar days from the day of the publication of the decision, and if the decision is not subject to publication in accordance with the Law or an internal act of the Institution — from the day of receiving its copy or an extract therefrom, unless another timeframe is established by law or by the rules of the respective academic procedure.

12.3. A decision to establish the fact of a breach of academic integrity and/or to impose academic liability on a person comes into force on the day of its publication, and in the event of its appeal — on the day of the publication of the decision of the subject reviewing the complaint, unless otherwise established by the Law regarding a specific academic procedure.

12.4. Based on the results of the review of the complaint, the authorised person may leave the decision unchanged, amend the decision, cancel the decision and adopt a new one, or cancel the decision and forward the materials for a new review.

12.5. A complaint may be left without consideration in cases defined by law and an internal act of the Institution, in particular, if it is submitted by a person who does not have the right to appeal, submitted after the expiry of the established timeframe without a motion for its renewal, or does not contain information necessary for its review.

12.6. The decision based on the results of the review of the complaint is brought to the notice of the applicant, the person whose case was reviewed under the notification, and other interested persons within the limits necessary for the execution of such a decision.

13. Documenting, Storing Materials, Monitoring, and Publication

13.1. Materials related to ensuring academic integrity are subject to proper documenting, accounting, and storing in accordance with legislation, the nomenclature of cases of the Institution, and internal office work rules.

13.2. Case materials may include notifications, verification materials, copies of academic works, software verification results, explanations, objections, evidence, minutes of meetings, conclusions, decisions, complaints, and other documents relating to the review.

13.3. Information regarding internal acts on matters of academic integrity, the procedure for submitting notifications, contact details of the authorised person, and other necessary information are published on the official website of PH “Akademperiodyka”.

13.4. Decisions to establish the fact of a breach of academic integrity and/or to impose academic liability on a person, decisions based on the results of the review of a complaint, and other decisions that are subject to publication in accordance with the Law of Ukraine “On Academic Integrity” are placed on the official website of PH “Akademperiodyka”. Publication is carried out taking into account the requirements of legislation on the protection of personal data and restricted information, to the extent necessary to comply with the requirements of the law.

13.5. The authorised person prepares summarised information annually on the state of academic integrity assurance in the Institution, typical risks, the number and nature of reviewed notifications, adopted decisions, and proposals for improving internal acts and procedures.

13.6. This Regulation comes into force on the day of its approval by the STC of PH “Akademperiodyka”.

13.7. Amendments to this Regulation are made in the manner established for its approval.

PROCEDURE
for Reviewing Notifications Regarding Breaches of Academic Integrity
at the Publishing House “Akademperiodyka” of the National Academy of Sciences of
Ukraine

1. General Provisions

1.1. This Procedure defines the process of initialising, registering, preliminarily reviewing, reviewing on the merits, adopting, and appealing decisions on notifications regarding potential breaches of academic integrity at PH “Akademperiodyka”.

1.2. The Procedure applies to notifications concerning potential breaches of academic integrity during the creation, execution, submission, peer-reviewing, verification, publication, evaluation, or use of academic works, as well as the conducting of expertises, contests, attestations, dissertation, publishing, and other academic procedures.

1.3. The review of a notification is carried out by the authorised person of PH “Akademperiodyka”.

1.4. The review of a notification is conducted in compliance with the principles and fundamental rules of responding to breaches of academic integrity defined by the Law of Ukraine “On Academic Integrity”, this Regulation, and the internal acts of the Institution.

2. Submission and Registration of a Notification

2.1. A notification regarding a potential breach of academic integrity may be submitted in the form set out in Annex 3 to this Regulation, or in another written paper or electronic form through the structural subdivision or person responsible for office work and receipt of correspondence at the Institution, sent by post, or submitted in electronic form to the official email address of the Institution or the authorised person.

2.2. A notification may be submitted by the applicant personally or through a representative. The notification may be supplemented by copies of documents, links to sources, results of comparative analysis of texts, software verification materials, screenshots, extracts from databases, copies of correspondence, or other materials that can be verified.

2.3. A notification must contain: the surname, first name, and patronymic of the applicant and contact details, if the applicant wishes to receive a reply; information regarding the person in respect of whom the notification is submitted; a description of the

circumstances; an indication of the potential type of breach; evidence or references to sources; a list of attached materials; and the date of submission.

2.4. An anonymous notification is not subject to consideration.

2.5. A notification is registered on the day of its receipt or no later than the next working day in the form defined by Annex 4 to this Regulation. After registration, the notification is transferred to the authorised person.

2.6. If PH “Akademperiodyka” receives a notification regarding a potential breach of academic integrity by the head of this Institution, except for breaches reviewed in accordance with Article 40 of the Law of Ukraine “On Academic Integrity”, the authorised person does not review such a notification on the merits. The procedure for submitting such a notification to the National Agency for Higher Education Quality Assurance in accordance with Article 39 of the Law of Ukraine “On Academic Integrity” is immediately explained to the applicant. With the consent of the applicant or in cases provided for by the Law, such a notification may be forwarded to the National Agency for Higher Education Quality Assurance.

3. Preliminary Review of a Notification

3.1. If a notification is received by the head of PH “Akademperiodyka”, except for the case provided for in paragraph 2.6 of this Procedure, the head adopts one of the following decisions within three working days: to transfer the relevant notification to the authorised person; to establish a commission or appoint an authorised person and forward the relevant notification to them; to impose academic and/or disciplinary liability on a person in the case defined by part seven of Article 37 of the Law of Ukraine “On Academic Integrity”, on the grounds and in the manner defined by internal acts.

3.2. The commission or the authorised person adopts a decision to initiate the review of the notification or to leave the notification without consideration within ten working days from the day of the receipt of the notification.

3.3. A notification may be left without consideration if the information presented therein does not contain factual data indicating a potential fact of a breach of academic integrity; the circumstances cannot be verified; the issue does not fall within the competence of the Institution; the notification is repeated and does not contain new circumstances; or the applicant has not remedied the deficiencies of the notification, provided that they were granted a timeframe for such remediation.

3.4. The applicant is notified in written or electronic form regarding the decision to initiate the review or to leave the notification without consideration, provided that their contact details are known.

3.5. A copy of the notification is sent or provided to the person in respect of whom the notification has been received, and information regarding the date, time, and place of its

review is provided no later than three working days before the date of the notification review.

4. Preparation of Materials for Review

4.1. After the decision to initiate the review is adopted, a case file is formed, to which the notification, attached materials, results of the preliminary verification, copies of academic works, explanations, and other documents are added.

4.2. The authorised person has the right to request documents and information necessary for the review of the notification from the structural subdivisions of PH “Akademperiodyka” or other persons.

4.3. The person in respect of whom the notification is submitted has the right to provide written explanations, objections, evidence, and motions to involve an expert, for the recusal of the authorised person, and to conduct the review with or without their participation.

4.4. If necessary, the authorised person may appeal to the Director of PH “Akademperiodyka” with a motion to establish a commission; involve experts, specialists in the relevant field of knowledge, specialists in bibliometrics, editorial affairs, information technologies, or other persons necessary for an objective review.

4.5. An expert or another involved person must be warned about the duty of impartiality, confidentiality, prevention of conflicts of interest, and proper handling of the case materials.

5. Review of a Notification on the Merits

5.1. The review of a notification is carried out by the authorised person, with mandatory assurance of the right of the person whose case is being reviewed to provide explanations and evidence.

5.2. In the event of the need to establish a Commission for the review, the applicant, the person in respect of whom the notification has been submitted, their representative, experts, the head of the structural subdivision, the editor of the publication, the scientific supervisor, the peer-reviewer, the secretary of the specialised scientific council, or other persons whose information is relevant to the review may be invited to the meeting of the Commission.

5.3. The non-appearance of a person who has been properly informed of the date, time, and place of the review does not obstacle the review of the notification, unless a substantiated motion to postpone the review has been received from them.

5.4. During the review, the authorised person / the Commission examines the notification, the academic work, the verification results, written and oral explanations, expert conclusions, documents, and other evidence.

5.5. In the event of the recognition of the fact of a breach of academic integrity by the

person in respect of whom the notification is being reviewed, the verification and examination of evidence are not conducted. The recognition of the fact of a breach of academic integrity is taken into account during the determination of the sanction, except where the sanction is defined by law.

5.6. The review of the notification and the adoption of a decision on the presence or absence of a breach of academic integrity must be completed within a timeframe not exceeding six months from the day of the registration of the notification, unless otherwise provided for by law.

5.7. Minutes are taken during the meeting of the Commission. The minutes indicate: the date, time, and place of the meeting, the composition of those present, the agenda items, a concise summary of the explanations, the voting results, the adopted decisions, and other circumstances relevant to the review of the notification.

6. Decision Based on the Results of the Review

6.1. Based on the results of the review of the notification, the authorised person / the Commission adopts one of the following decisions: on the absence of a breach of academic integrity; on the presence of a breach of academic integrity; on the presence of signs of a breach and the need to transfer materials to another body or official; or on the completion of the review without establishing the fact of a breach of academic integrity due to the absence of the subject of review or the impossibility to establish material circumstances.

6.2. The decision of the authorised person / the Commission to impose academic liability on a person must contain: the date, place, and number of the decision; information regarding the authorised person / the composition of the Commission; a concise summary of the notification; the established circumstances; the evidence on which the decision is based, or information regarding the person's recognition of the fact of a breach of academic integrity; an evaluation of explanations and objections; the specific type of breach of academic integrity; the sanction for such a breach or a recommendation regarding its application; and the procedure and timeframe for appeal.

6.3. The decision of the Commission is signed by the head and the secretary of the Commission. In the event that a decision is adopted by the authorised person, such a decision is signed by the authorised person. A member of the Commission who disagrees with the decision has the right to formulate a dissenting opinion, which is attached to the case materials.

6.4. A copy of the decision or an extract therefrom is sent to the applicant, the person whose case was reviewed under the notification, the head of the scientific establishment, and other persons within the limits necessary for the execution of the decision, taking into account the requirements of legislation on the protection of personal data and restricted information.

6.5. If the decision provides for the application of measures that fall within the competence of the head of the scientific establishment, the STC, the editorial board, or another body, the authorised person sends them the decision and materials necessary for further response.

7. Appeal Against a Decision

7.1. A decision of the Commission or the authorised person may be appealed by the person in respect of whom the decision has been adopted, the person who submitted the notification, or another person whose rights or legitimate interests have been infringed upon by such a decision.

7.2. A complaint is submitted to the authorised person within thirty calendar days from the day of the publication of the decision, and if the decision is not subject to publication in accordance with the law or an internal act of the Institution — from the day of receiving its copy or an extract therefrom, unless another timeframe is established by legislation or by the rules of the respective academic procedure.

7.3. The complaint indicates the decision being appealed, substantiated objections to it, circumstances which, in the opinion of the complainant, were not taken into account or were evaluated incorrectly, as well as the demands of the complainant.

7.4. The authorised person reviews the complaint in compliance with the principles of impartiality, substantiation, and ensuring the right of the person to be heard.

7.5. Based on the results of the review of the complaint, the authorised person may leave the decision unchanged, amend it, cancel it and adopt a new decision, or cancel it and forward the materials for a new review.

7.6. A complaint may be left without consideration in cases defined by law and an internal act of the Institution, in particular, if it is submitted by a person who does not have the right to appeal, submitted after the expiry of the established timeframe without a motion for its renewal, or does not contain information necessary for its review.

8. Storing Materials

8.1. The materials of the notification review are stored in the case file of the Commission or in another designated structural subdivision in accordance with the office work rules and the nomenclature of cases of the Institution.

8.2. Access to the case materials is granted to the participants in the procedure to the extent necessary for the exercise of their rights, taking into account the requirements of legislation on the protection of personal data, official information, and other restricted information.

8.3. Summarised information regarding the reviewed notifications may be used for the

preparation of the annual report, improvement of internal acts, and conducting of educational and awareness-raising activities, provided that the unjustified disclosure of personal data is prevented.

9. Specific Features of Reviewing Notifications Regarding Academic Works on the Basis or Taking into Account of Which a Degree Has Been Conferred or an Academic Title Has Been Assigned

9.1. A notification regarding the presence of academic plagiarism, falsification, or fabrication in an academic work, if such a work was the ground for or was taken into account during the conferment of a scientific degree, a Doctor of Arts degree, a higher education degree, or the assignment of an academic title, is submitted to the educational institution or scientific establishment in which the respective degree was conferred or the title was assigned, or to its successor. In the absence of a successor, such a notification is sent to the National Agency for Higher Education Quality Assurance.

9.2. The decision adopted based on the results of the review of the notification provided for by this section is published on the page of the respective academic work on the official website of PH “Akademperiodyka” within a month from the day of its adoption.

REGULATION
on the Academic Integrity Commission of the Publishing House “Akademperiodyka”
of the National Academy of Sciences of Ukraine

1. General Provisions

1.1. The Academic Integrity Commission (hereinafter referred to as the Commission) is a collegiate authorised body of PH “Akademperiodyka”, established on the initiative of the authorised person for academic integrity to ensure the review of notifications regarding potential breaches of academic integrity, establish the presence or absence of the fact of a breach of academic integrity, prepare conclusions, adopt decisions, and provide recommendations on preventing such breaches.

1.2. In its activities, the Commission is guided by the Constitution of Ukraine, the Law of Ukraine “On Academic Integrity”, other laws of Ukraine, the Statute of the NAS of Ukraine, the Code of Ethics of a Scientist of Ukraine, the Statute of PH “Akademperiodyka”, this Regulation, and other internal acts of the Institution.

1.3. The Commission acts in accordance with the values, principles, and rules of academic integrity defined by law, as well as the principles and fundamental rules of responding to breaches of academic integrity provided for by the Law of Ukraine “On Academic Integrity”.

1.4. The Commission is accountable to the STC of PH “Akademperiodyka” regarding the organisational support for the functioning of the academic integrity system, but is independent in reviewing specific notifications and adopting decisions based on the results of such a review.

2. Composition and Procedure for the Formation of the Commission

2.1. The numerical composition of the Commission is five persons.

2.2. The Commission may include scientific employees of the Institution, representatives of the STC, representatives of structural subdivisions, specialists in scientific-organisational, editorial, publishing, and educational-scientific work, as well as representatives of postgraduate students, doctoral students, or young scientists.

2.3. Persons in respect of whom the fact of a breach of academic integrity has been established in the prescribed manner cannot be included in the composition of the

Commission during the period of validity of the applied sanction, and if the period of validity of the sanction is not specified — within one year from the day of coming into force of the respective decision, unless another timeframe is established by law or by the decision of an authorised body.

2.4. The Head of the Commission is the authorised person; the Deputy Head and the Secretary of the Commission are elected by the STC.

2.5. The term of office of the Commission necessary for the review of a specific notification is determined by the STC. A person may be repeatedly included in the composition of the Commission.

2.6. The powers of a member of the Commission may be terminated prematurely in the event of their submission of a resignation statement, termination of employment relations with the Institution, coming into force of a decision establishing the fact of a breach of academic integrity by them, non-participation in two consecutive meetings of the Commission without valid reasons, the presence of a conflict of interest that is permanent and prevents participation in the work of the Commission, or other grounds defined by the internal acts of the Institution.

3. Powers of the Commission

3.1. The Commission conducts the preliminary review of notifications regarding potential breaches of academic integrity; adopts decisions to initiate the review or to leave a notification without consideration; reviews notifications on the merits; establishes the presence or absence of a breach; and prepares conclusions, decisions, and recommendations.

3.2. The Commission has the right to receive from structural subdivisions, officials, editorial boards, specialised scientific councils, authors, peer-reviewers, experts, and other persons the documents, explanations, materials, and information necessary for the review of a notification.

3.3. The Commission has the right to involve experts, specialists in the relevant field of knowledge, specialists in the use of specialised software, and library, information, publishing, and other employees of the Institution.

3.4. The Commission has the right to submit proposals for improving internal acts, procedures for verifying academic works and educational papers, peer-review rules, publishing policies, and measures to promote academic integrity.

4. Rights and Duties of the Commission Members

4.1. A member of the Commission has the right to participate in meetings and the discussion of materials, to pose questions to persons invited to the meeting, to submit

proposals regarding the review procedure, to vote on agenda items, and to express a dissenting opinion.

4.2. A member of the Commission is obliged to act impartially, objectively, and in good faith; not to disclose information obtained during the review; to declare a conflict of interest; not to use case materials in their own interests or in the interests of third parties; and to comply with the timeframes and procedures defined by internal acts.

4.3. The Head of the Commission organises the work of the Commission, convenes meetings, forms the agenda, presides over meetings, and ensures the signing of decisions and the submission of materials to the head of the Institution or the STC.

4.4. The Secretary of the Commission ensures the registration of materials, the preparation of meetings, the notification of participants, the taking of minutes, the formalisation of decisions, the storage of case materials, and the record-keeping of the Commission's decisions.

5. Organisation of the Commission's Work

5.1. The form of the Commission's work is a meeting. Meetings may be conducted in person, remotely, or in a blended format using electronic communication tools, provided that this ensures the identification of participants, the possibility of discussion, and the recording of adopted decisions.

5.2. A meeting of the Commission is quorate if three persons from its approved composition participate in it.

5.3. Decisions of the Commission are adopted by a majority vote of the Commission members present. In the event of an equal distribution of votes, the vote of the chairperson of the meeting is decisive.

5.4. A member of the Commission does not participate in the review of an issue and voting if there is a real or potential conflict of interest in respect of them. The issue of recusal or self-recusal is decided by the Commission without the participation of the respective Commission member.

5.5. Minutes are taken during the meetings of the Commission. The minutes are signed by the chairperson and the secretary of the meeting. Dissenting opinions of Commission members, written explanations of participants, expert conclusions, and other materials may be attached to the minutes.

6. Decisions of the Commission

6.1. Based on the results of the review, the Commission adopts a decision on the presence or absence of a breach of academic integrity, a decision to leave a notification without consideration, a decision to transfer materials to another body or official, as well as

other decisions necessary for the exercise of its powers.

6.2. The decision of the Commission is formalised in writing in the form defined by Annex 6 to this Regulation. The decision must be reasoned, clear, understandable, and enforceable.

6.3. The decision of the Commission is signed by the head and the secretary of the Commission. In the absence of the head, the decision is signed by the deputy head or another person presiding over the meeting.

6.4. Decisions of the Commission are stored in the case files of the Institution and are published in cases, in the manner, and within the timeframes defined by the Law of Ukraine “On Academic Integrity”, taking into account the requirements of legislation on the protection of personal data and restricted information.

Annex 3
to the Regulation
on the Academic Integrity Assurance System
at PH “Akademperiodyka” of the NAS of Ukraine

FORM
of a Notification Regarding a Potential Breach of Academic Integrity
to the Authorised Person for Academic Integrity
of PH “Akademperiodyka” of the NAS of Ukraine

No.	Element	Information
1	Surname, name, patronymic of the applicant	
2	Position / status of the applicant	
3	Contact details of the applicant	
4	Person in respect of whom the notification is submitted	
5	Position / status of this person	
6	Title of the academic work / educational paper / procedure / decision to which the notification relates	
7	Description of the circumstances of the potential breach	
8	Potential type of the breach of academic integrity	
9	Evidence or sources that can be verified	
10	List of attached materials	
11	Demands of the applicant	

I hereby confirm that the information provided in the notification is submitted in good faith, and the attached materials are provided for the verification of a potential breach of academic integrity.

Date: «__» _____ 20__ Signature: _____

Annex 4
to the Regulation
on the Academic Integrity Assurance System
at PH “Akademperiodyka” of the NAS of Ukraine

FORM
for the Registration of a Notification Regarding a Potential Breach of Academic Integrity

No.	Element	Information
1	Registration number of the notification	
2	Date and time of receipt of the notification	
3	Method of submission of the notification	paper form / electronic form / post / other
4	Applicant	
5	Contact details of the applicant	
6	Person in respect of whom the notification is submitted	
7	Subject of the notification	
8	Concise summary of the notification	
9	List of attached materials	
10	Person responsible for the preliminary review	
11	Deadline for the preliminary review	
12	Decision based on the results of the preliminary review	
13	Date of notifying the applicant	
14	Notes	

Person responsible for registration: _____ / _____

Date: «___» _____ 20___

Annex 5
to the Regulation
on the Academic Integrity Assurance System
at PH “Akademperiodyka” of the NAS of Ukraine

FORM
of a Conclusion Based on the Results of the Verification / Review of a Notification
at PH “Akademperiodyka” of the NAS of Ukraine

CONCLUSION No. _____
Based on the Results of the Verification / Review of a Notification Regarding a
Potential Breach of Academic Integrity

No.	Element	Content
1	Date and place of drawing up the conclusion	
2	Grounds for the verification / review	
3	Composition of the Commission / responsible person	
4	Applicant	
5	Person in respect of whom the verification / review was conducted	
6	Academic work / educational paper / procedure / decision to which the verification relates	
7	Concise summary of the notification	
8	Materials that were examined	
9	Explanations of the participants in the procedure	
10	Established circumstances	
11	Evaluation of evidence	
12	Qualification of the potential breach	
13	Conclusion on the presence / absence of a breach	
14	Proposals regarding response measures	
15	Appendices to the conclusion	

Head of the Commission / Responsible person: _____ /

Secretary of the Commission: _____ / _____

Members of the Commission: _____ / _____

Annex 6
to the Regulation
on the Academic Integrity Assurance System
at PH “Akademperiodyka” of the NAS of Ukraine

FORM
to the Regulation on the Academic Integrity Assurance System
at PH “Akademperiodyka” of the NAS of Ukraine

DECISION
of the Academic Integrity Commission
No. ____ of « ____ » _____ 20__

No.	Element	Content
1	Subject of the review	
2	Composition of the Commission that participated in the review	
3	Persons invited to the meeting	
4	Concise summary of the notification	
5	Established circumstances	
6	Evidence on which the decision is based, or information regarding the person’s admission of the fact of a breach of academic integrity	
7	Evaluation of explanations and objections	
8	Specific type of the breach of academic integrity / conclusion on the absence of a breach	
9	Decision of the Commission	to establish / not to establish the fact of a breach; to leave the notification without consideration; to transfer materials to another body; other
10	Sanction or recommendation regarding the application of a response measure	
11	Procedure and timeframe for the execution of the decision	
12	Procedure and timeframe for appealing against the decision	
13	Information regarding a dissenting opinion of a	

	Commission member	
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Head of the Commission: _____ / _____

Secretary of the Commission: _____ / _____

Notified of the decision: _____ / _____

ACADEMIC WORK AUTHOR’S DECLARATION

I, _____,
author / co-author of the academic work / educational paper: _____

hereby confirm that:

this academic work / this educational paper has been created by me personally or in co-authorship with the specified co-authors, with a proper reflection of each author’s contribution;

the sources of information, citations, ideas, results, data, texts, images, tables, diagrams, and other materials of other authors used in the academic work / educational paper are properly cited;

the academic work / educational paper does not contain academic plagiarism, self-plagiarism, fabrication, falsification, authorship attribution, misappropriation of authorship, or other breaches of academic integrity;

the reuse of one’s own previously published results, if any took place, is properly indicated in the academic work / educational paper or supporting materials;

the use of objects generated by artificial intelligence, if any took place, is indicated in the academic work / educational paper or supporting materials, specifying the generation methodology and/or referencing the relevant computer programme or its description in accordance with the formatting requirements for the respective academic work / educational paper;

all factual data, research results, statistical information, sources, and conclusions are presented in good faith and can be verified within the framework of the relevant academic procedure.

I hereby consent to the verification of the academic work / educational paper for the presence of signs of a breach of academic integrity in accordance with the internal acts of the Institution. In the event that the information provided in this declaration is found to be inaccurate, I am aware of the potential application of response measures provided for by legislation and the internal acts of the Institution.

Date: «___» _____ 20___ Author’s signature: _____

For co-authors:

No.	Full Name of the co-author	Description of the contribution	Signature

CERTIFICATE

On XX.XX.2026, using the StrikePlagiarism.com system (the owning company Plagiat.pl), a verification was conducted on the manuscript of the work (title, author, ORCID) for the presence of incorrect textual borrowings (plagiarism and/or self-plagiarism) and the unauthorised use of artificial intelligence.

The verification results (document ID XXXXX) demonstrated that the percentage shares of borrowings and self-citations do not exceed the permissible values: the similarity coefficient (SC1) — X.XX%, the citation coefficient (CC) — X.XX%.

No unauthorised use of artificial intelligence has been detected.

Conclusion: no signs of a breach of academic integrity have been detected;
or signs requiring additional review have been detected;
or signs that make the preparation and publication of the academic work impossible have been detected.

Director

Responsible person