

Syllabus
of the selected educational component
Normocontrol and academic integrity

Discipline name:	Normocontrol and academic integrity
Level of higher education:	Second (master's)
Course page in Moodle:	https://dl2022.khadi-kh.com/course/view.php?id=2524
The volume of the educational component	4 credits (120 hours)
Form of final control	Passed
Consultations:	on schedule
Name of the department:	Department of Metrology and Life Safety
Language of instruction:	English
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Summary of the educational component:

The goal is to prepare specialists for the normocontrol of documents, writing scientific papers, knowledge and adherence to the principles of academic integrity.

Subject: requirements for normocontrol, writing scientific papers, knowledge of the principles of academic integrity.

The main tasks of studying the discipline are:

- formation of the conceptual apparatus for conducting normocontrol and observance of academic integrity on the basis of knowledge of legal requirements, acquisition of knowledge on the requirements for the design of scientific works;
- acquisition of the necessary skills of applying the knowledge gained to solve practical problems when writing scientific papers, conducting their normo control;
- observance of academic integrity during scientific activities.

Prerequisites for studying the educational component:

Availability of OS "Bachelor".

Competences that the applicant acquires:

General competencies:

Ability to search, process and analyze information from various sources.

Ability to abstract thinking, analysis and synthesis.

Ability to identify, set and solve problems.

Ability to adapt and act in a new situation.

Special (professional) competencies:

Ability to apply during scientific activities:

- requirements of the law;
 - methods of normo control;
 - knowledge of the requirements for ensuring academic integrity.
- Ability to use principles, purposeodes when writing scientific works.

Ability to apply and integrate knowledge and understanding of disciplines of related engineering fields.

Learning outcomes:

Possess modern methods of scientific knowledge at the level of the latest achievements,

necessary for research and / or innovation, to carry out information search and analyze its results.

Possess methods for assessing the error and uncertainty of measurements, their processing and analysis, methods for selecting measuring instruments for solving specific measuring problems.

Demonstrate and implement in professional activities knowledge of the principles and methods of marketing activities and project management.

Thematic plan

№ temi	Title of topics (LK, LR, PR, SZ, WED)	Number of hours	
		Eye	Corres ponden ce
1	LK1. Organization and conduct of diploma design	2	
	PR1. Drawing up a review of the thesis	2	
	CP1. Preparation for the implementation of PR1	11	
2	LK2. Registration of the thesis. Requirements DSTU 3008	2	
	PR2. Formatting of bibliographic references	2	
	CP2. Preparation for the implementation of PR2	11	
3	LK3. Normocontrol of documents, verification for plagiarism, protection of qualification work	2	
	PR3. Learning the services of checking texts for plagiarism. The concept of plagiarism from a legal and ethical point of view.	2	
	CP3. Preparation for the implementation of PR3	11	
4	LK4. The concept of academic integrity. University system of ensuring academic integrity	2	
	PR4. Copyright and related rights under the laws of Ukraine	2	
	CP4. Preparation for the implementation of PR4	11	
5	LK5. Moral and Ethical Code and KhNADU Commission	2	
	PR5. Studying the level of academic dishonesty of the group	2	
	CP5. Preparation for the implementation of PR5	11	
6	LK6. Rules of academic integrity of participants in the educational process of KhNADU	2	
	PR6. Development of a system of responsibility for violation of the rules of academic integrity	2	
	CP6. Preparation for the implementation of PR6	11	
7	LK7. Fundamentals of Academic Writing	2	
	PR7. Writing a scientific article	2	
	CP7. Preparation for the implementation of PR7	11	

8	LK8. Registration of technical documentation	2	
	PR8. Preparation of various types of technical documentation	2	
	CP8. Preparation for the implementation of PR8	11	
Toget her	LUX	16	
	PR (LR, NW)	16	
	WED	88	

Individual educational and research task (if any): not provided.

Teaching methods:

verbal (lectures, explanations, narration, conversation, discussion, work with a book, etc.) visual (method of illustration and demonstration), practical tasks.

Grading system and requirements:

Current success:

1 The current success of applicants for the performance of educational types of work in training sessions and for the performance of tasks of independent work is assessed using a four-point scale of grades, followed by recalculation into a 100-point scale. During the assessment of current performance, all types of work provided for by the curriculum are taken into account.

1.1 Lectures are evaluated by determining the quality of the specified tasks.

1.2 Practical classes are assessed by the quality of the control or individual task, the performance and design of practical work.

1.3 Laboratory classes are assessed by the quality of the implementation of reports on the performance of laboratory work.

1.4 Seminars are evaluated by the quality of the individual task / abstract.

2 Evaluation of the current performance of applicants for higher education is carried out at each practical lesson (laboratory or seminar) on a four-point scale ("5", "4", "C", "2") and recorded in the journal of accounting for academic performance.

– "excellent": the applicant perfectly mastered the theoretical material, demonstrates deep knowledge of the relevant topic or academic discipline, the main provisions;

– "good": the applicant has well mastered the theoretical material, owns the main aspects from primary sources and recommended literature, reasonably teaches it; has practical skills, expresses his reasoning about certain problems, but assumes certain inaccuracies and errors in the logic of presenting theoretical content or in the analysis of practical;

- "satisfactory": the applicant has mainly mastered the theoretical knowledge of the academic topic, or discipline, is guided in the original Elah and the recommended literateri, but unconvincingly answers, confuses concepts, uncertainly answers additional questions, does not have stable knowledge; answering questions of a practical nature, reveals inaccuracies in knowledge, does not know how to evaluate facts and phenomena, connect them with a future profession;

– "unsatisfactory": the applicant has not mastered the educational material of the topic (discipline), does not know scientific facts, definitions, is almost not oriented in primary sources and recommended literature, there is no scientific thinking, practical skills are not formed.

3 The final score for current activities is recognized as the arithmetic average sum of points for each lesson, for individual work, current tests according to the formula:

$$K^{nomou} = \frac{K1 + K2 + \dots + Kn}{n},$$

where K^{nomou} is the final assessment of success based on the results of current control;

$K1, K2, \dots, Kn$ – assessment of the success of n the -th measure of current control;

n – the number of measures of current control.

Scores are converted to points according to the recalculation scale (Table 1).

Table 1 – Recalculation of the average score for current activities into a multi-point scale

4-point scale	100- point scale	4- point scale	100- point scale	4- point scale	100- point scale	4- point scale	100- point scale
5	100	4,45	89	3,90	78	3,35	67
4,95	99	4,4	88	3,85	77	3,3	66
4,9	98	4,35	87	3,80	76	3,25	65
4,85	97	4,3	86	3,75	75	3,2	64
4,8	96	4,25	85	3,7	74	3,15	63
4,75	95	4,20	84	3,65	73	3,1	62
4,7	94	4,15	83	3,60	72	3,05	61
4,65	93	4,10	82	3,55	71	3	60
4,6	92	4,05	81	3,5	70	from 1,78 to 2,99	from 35 to 59
						Reassembly	
4,55	91	4,00	80	3,45	69	from 0 to 1,77	from 0 to 34
4,5	90	3,95	79	3,4	68	Re-study	

Final assessment

1 The applicant for higher education receives credit at the last lesson in the discipline based on the results of the current assessment. The average score for current activities is converted into points on a 100-point scale, according to the recalculation table (Table 1).

Applicants for higher education who have an average current grade in a discipline lower than "3" (60 points) in the last lesson can increase their current score by passing tests in the discipline.

Assessment of knowledge of applicants by testing is carried out on a scale:

- "Excellent": at least 90% of correct answers;
- "Very good": from 82% to 89% of correct answers;
- "Good": from 74% to 81% of correct answers;
- "Satisfactory": from 67% to 73% of correct answers;
- "Satisfactory enough": from 60% to 66% of correct answers;
- "Unsatisfactory": less than 60% of correct answers.

2 The condition for obtaining the test is:

- working out all missed classes;
- the average current score in the discipline is not lower than "3" (60 points).

3 For the implementation of individual independent work and participation in scientific events, applicants are awarded additional points.

3.1 Additional points are added to the sum of points scored by the higher education student for current academic activities (for disciplines for which the credit is the final form of control), or to the final grades in the discipline, the final form of control for which is the exam.

3.2 The number of additional points awarded for different types of individual tasks depends on their volume and significance:

- prizes in the discipline at the international / all-Ukrainian competition of scientific student works – 20 points;
- prizes in the discipline at the All-Ukrainian Olympiads – 20 points;
- participation in the international / all-Ukrainian competition of scientific student works – 15 points
- participation in international / all-Ukrainian scientific conferences of students and young scientists – 12 points;
- participation in all-Ukrainian olympiads in the discipline – 10 points
- participation in olympiads and scientific conferences of KhNADU in the discipline – 5 points;
- implementation of individual research (educational and research) tasks of increased complexity – 5 points.

3.3 The number of additional points may not exceed 20 points.

4 The result of training is evaluated (*choose the right one*):

- on a two-point scale (credited/not credited) according to table 2;
- on a 100-point scale (for differentiated standings) according to Table 3.

The final score, together with additional points, cannot exceed 100 points.

Table 2 – Scale of transfer of points to the national grading system

On a 100-point scale	On a national scale
from 60 points to 100 points	enrolled
less than 60 points	unzached

Table 3 – Scale of assessment of applicants' knowledge based on the results of the final control in the discipline

Score in points	National scale score		ECTS score	
	Exam	Passed	Score	Criteria
90-100	Perfectly	Enrolled	A	The theoretical content of the course is mastered entirely, without gaps, the necessary practical skills of working with the mastered material are formed, all the training tasks provided by the training program have been completed, the quality of their implementation is estimated by the number of points close to the maximum
80–89	Well	Enrolled	B	The theoretical content of the course is mastered entirely, without gaps, the necessary practical skills in working with the mastered material are mainly formed, all the training tasks provided by the training program have been completed, the quality of most of them is estimated by the number of points close to the maximum
75-79			With	The theoretical content of the course is mastered entirely, without gaps, some practical skills of working with the mastered material are not sufficiently formed, all the training tasks provided by the training program have been completed, the quality of none of them is assessed by the minimum number of points, some types of tasks are performed with errors
67-74	Satisfactory		D	The theoretical content of the course is partially mastered, but the gaps are not significant, the necessary practical skills in working with the mastered material are mainly formed, most of the training tasks provided by the training program have been completed, some of the tasks performed may contain errors
60–66			And	The theoretical content of the course is partially mastered, some practical skills of work are not formed, many of the training tasks provided by the training program have not been completed, or the quality of some of them is estimated by the number of points close to the minimum.

Score in points	National scale score		ECTS score	
	Exam	Passed	Score	Criteria
35–59	Disappointing	Not credited	FX	The theoretical content of the course is partially mastered, the necessary practical skills of work are not formed, most of the provided training programs have not been completed, or the quality of their implementation is estimated by the number of points close to the minimum; with additional independent work on the course material, it is possible to improve the quality of the training tasks (with the possibility of re-compilation)
0–34	Unacceptable		F	The theoretical content of the course has not been mastered, the necessary practical skills of work are not formed, all completed training tasks contain gross errors, additional independent work on the course material will not lead to any significant improvement in the quality of the training tasks (with a mandatory repeated course)

Course Policy :

- the course involves teamwork, the environment in the audience is friendly, creative, open to constructive criticism;
- mastering the discipline involves the obligatory attendance of lectures and practical classes, as well as independent work;
- independent work involves the study of individual topics of the discipline, which are made in accordance with the program for independent study, or were considered briefly;
- all tasks envisaged by the program must be completed within the prescribed period;
- if the applicant for higher education is absent from the classroom for a good reason, he presents the completed tasks during the independent preparation and consultation of the teacher;
- course work must be protected no later than a week before the start of the examination session (**indicated if available**);
- while studying the course, applicants for higher education must comply with the rules of academic integrity set forth in the following documents: "Rules of academic integrity of participants in the educational process of KhNADU" (https://www.khadi.kharkov.ua/fileadmin/P_Standart/pologeniya/stvnz_67_01_dobroch_1.pdf), "Academic integrity. Verification of the text of academic, scientific and qualification works for plagiarism" (https://www.khadi.kharkov.ua/fileadmin/P_Standart/pologeniya/stvnz_85_1_01.pdf), "Moral and ethical code of participants in the educational process of KhNADU" (https://www.khadi.kharkov.ua/fileadmin/P_Standart/pologeniya/stvnz_67_01_MEK_1.pdf).
- in case of detection of the fact of plagiarism, the applicant receives 0 points for the task and must re-complete the tasks provided for in the syllabus;

– write-offs during tests and exams are prohibited (incl. using mobile devices). Mobile devices are only allowed to be used during online testing.

Recommended literature:

1.1 Handbook of Academic Integrity / compiled by: V. G. Guryanov, L. T. Oniksimova, N. V. Poberiy ; per zag. Ed. T. O. Marinich. Sumy: Sumy State University, 2018. 24 p.

1.2 Gaev E. O. Six lessons on academic integrity : a textbook. Kyiv : Interservice, 2020. 44 pp.

1.3 Schlichta N., Schlichta I. Fundamentals of Academic Writing: Methodical Recommendations and Course Program. K., 2016. 61 p.

1.4 Software for checking scientific texts for plagiarism: information review / authors-compilers: A. R. Vergun, L. V. Savenkova, S. O. Chukanova ; editorial board: V. S. Pashkova, O. V. Voskoboynikova-Guzeva, Y. E. Soshinskaya ; Ukrainian Library Association. Kyiv : UBA, 2016. 36 p.

1.5 Methodical recommendations on the organization, implementation and defense of master's theses by students in the direction of training "Metrology and information-measuring technologies" / way of life. O. M. Kryukov, O. A. Koval. Kharkiv: KhNADU, 2014. 53 p.

Supporting literature

1.6. STVNZ 6.1-01: 2017. Diploma design. Organization and presentation. [Valid from 20.02.2017]. Ed.ofits. Kharkiv: KhNADU, 2017. 17 p.

1.6 STVNZ 57.1-01: 2017. Certification of applicants for higher education. Master's thesis. Structure, content, requirements, protection procedure. [Valid from 27.08.2018]. Ed.ofits. Kharkiv: KhNADU, 2018. 9 p.

1.7 STVNZ 10.1-01: 2017. Text documents in the educational process. Requirements and rules of registration. [Valid from 28.02.2017]. Ed.ofits. Kharkiv: KhNADU, 2017. 27 p.

1.8 DSTU 8302:2015. Information and documentation. Bibliographic posing. General provisions and rules of compilation. [Valid from 01.07.2016]. Ed.ofits. Kyiv: SE "UkrNDNC", 2016. 20 p.

1.9 STVNZ 35.1-01: 2017. Normocontrol. [Valid from 28.02.2017]. Ed.ofits. Kharkiv: KhNADU, 2017. 7 p.

1.10 STVNZ 85.1-01: 2021. Academic integrity. Checking the text of academic, scientific and qualification papers for plagiarism. [Valid from 29.03.2021]. Ed.ofits. Kharkiv: KhNADU, 2021. 16 p.

1.11 STVNZ 43.1-02: 2017. Examination committee. The order of creation and organization of work. [Valid from 18.04.2017]. Ed.ofits. Kharkiv: KhNADU, 2017. 26 p.

1.12 Recommendations for higher education institutions on the development and implementation of the university system for ensuring academic integrity / National Agency for Higher Education Quality Assurance, decision of October 29, 2019, Protocol No. 11. Kyiv: NAQA, 2019. 24 p.

1.13 STVNZ 67.0-01: 2019. Moral and ethical code of participants in the educational process of KhNADU. [Valid from 28.02.2018]. Ed.ofits. Kharkiv: KhNADU, 2019. 12 p.

1.14 STVNZ 67.0-01: 2019. Regulations on the moral and ethical commission

of KhNADU. [Valid from 28.02.2018]. Ed.ofits. Kharkiv: KhNADU, 2019. 7 p.

1.15 STVNZ 67.0-01: 2019. Rules of academic integrity of participants in the educational process of KhNADU. [Valid from 28.02.2018]. Ed.ofits. Kharkiv: KhNADU, 2019. 11 p.

1.16 DSTU 1.5:2015. National standardization. Rules for the development, teaching and execution of regulatory documents. (ISO/IEC Directives Prt 2:2011, NEQ). [Valid from 01.02.2017]. Ed.ofits. Kyiv: SE "UkrNDNC", 2015. 108 pp.

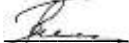
1.17 GOST 2.105-95. Unified system of design documentation (ESKD). General requirements for text documents. [Chinniy vid 01.11.2007]. Vid.ofits. Kyiv: DP «UkrNDNC», 2007. 25 s.

2. Information resources

2.1 On education : Law of Ukraine of 05.09.2017 No 2145-VIII:

2.2 On copyright and related rights: Law of Ukraine of 23.12.1993 No 3792-XII. *Bulletin of the Verkhovna Rada of Ukraine*. 1994. № 13. Century. 64.

2.3 Dstationcourse: <https://dl2022.khadi-kh.com/course/view.php?id=2524>.

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