

APPROVED
by the Academic Council of the
University

The Code of Academic Integrity
of “KROK” University

KYIV - 2018

SECTION 1 GENERAL CONDITIONS

1.1. The Code of Academic Integrity (hereinafter referred to as the Code) of the “KROK” University (hereinafter referred to as the University) is a document that sets forth the principles and rules of ethical behavior and academic integrity in the relations between participants of the educational process. The Code defines procedures for ensuring compliance with academic integrity at the University and types of academic responsibility for specific violations of academic integrity.

1.2. The Code is based on the "Bucharest Declaration on ethical values and principles of higher education in Europe", the Constitution of Ukraine, the Civil code of Ukraine, laws of Ukraine "On education", "On higher education", "On scientific and scientific-technical activities", "On copyright and related rights", "On publishing", "On prevention of corruption", Recommendations of the Ministry of education and science of Ukraine on prevention of academic plagiarism and its detection in scientific work, "the Ethical code of the scientist of Ukraine", the Charter of the “KROK” University, internal labor regulations and other regulatory documents.

1.3. The Code applies to all participants of the University educational process.

1.4. The purpose of the Code is to:

- ensure the quality of educational activities and the quality of higher education at the University and high academic culture within its walls;
- form of moral values, social activity and responsibility among participants of the educational process and employees;
- develop of necessary conditions for realization of abilities and talents, academic and University freedoms of the educational process participants;
- improve the positive image and business reputation of the University in Ukraine and the international educational space;
- comply with high professional standards in all fields of activity;
- prevent violations of academic integrity .

SECTION 2 THE CONCEPT AND PRINCIPLES OF ACADEMIC INTEGRITY

2.1. Basic terms and definitions are as follows:

- *Academic integrity* is a set of ethical principles and rules that shall guide the participants of the educational process during training, teaching and implementation of scientific (creative) activities in order to ensure confidence in the results of studies and/or scientific (creative) achievements.

- *Academic culture* is a set of ways and methods of activity of the University community, its systemic integrated quality, which reflects the achieved level of

development.

- *Business etiquette* is the order and rules of conduct for employees and participants of the University educational process in joint activities, business communication, hiring, making requests to the management and the like.

- *Applicants to higher education* are students, postgraduate students, and doctoral students of the University.

- *Scientific ethics* is a set of established and recognized by the scientific community standards of conduct, rules of morality of the scientists engaged in the field of scientific and technological as well as scientific and pedagogical activities.

- *Scientific result* is new scientific knowledge obtained in the process of fundamental or applied scientific research and recorded on an information carrier. The scientific result may be in a form of a report, published scientific article, scientific report, scientific report on the research work, monographic research, scientific discovery, legal act draft, normative document or scientific and methodological documents, the preparation of which requires appropriate research or contains a scientific component (paragraph 22, article 1 of the Law of Ukraine "On scientific and scientific-technical activities").

- *Scientific and technical information* is any information and / or data about local and foreign achievements of science, technology and production, obtained in the course of research and development, design and technological, production and public activities, which can be stored on information carriers or reflected in electronic form (paragraph 2 of article 1 of the Law of Ukraine "On scientific and technical information").

- *The system of internal quality assurance of education* is a general policy, strategy and procedures aimed at ensuring the quality of educational activities and the quality of higher education at the University, segregation of responsibility for improving the internal quality assurance system, which provides for a number of tasks, activities and procedures, monitoring and analysis of performance at all levels of the University organizational structure, including ensuring the quality of knowledge, skills and other competencies in accordance with the standards of higher education.

- *Participants in the educational process* are applicants to higher education, practitioners involved into the educational process, scientific and pedagogical workers, other employees and the administration staff of the University.

- *The quality of higher education* is the level of knowledge, skills and other competencies acquired by a person that reflects his/her competence in accordance with the standards of higher education.

2.2. The principles of academic integrity are as follows:

- *Responsibility* is conscientious performance of the undertaken obligations, opposition to any forms of discrimination, shameful acts, negative influence of other persons; ability to take responsibility for results of their own activity.

- Democratic management is managing the higher education system and the University, which shall be based on the involvement of all relevant participants into the educational process and the ethical fulfillment of their powers by the management bodies at different levels.

- Trust is when all participants in the educational process have confidence in the honesty and integrity of each other and can rely on one another.

- International cooperation is when all participants in the educational process recognize the importance of international collaboration in education.

- Accountability is when participants in the educational process make good use of their delegated authority.

- Respect is showing respect for other participants in the educational process, regardless of their age, gender, status, religion, race, and avoiding abuse of official position.

- Transparency is accessibility and openness of information, rules, plans, processes and actions, which provide that University employees are obliged to act openly, predictably and understandably for the sake of promoting their own accountability and involvement of participants in the educational process.

- Counteraction of conformism is an active participation in the processes of certification of scientific personnel to counteract awarding with scientific degrees and titles for the works that do not meet modern achievements of world science or have been performed in violation of ethical standards, in particular, to strongly expose the facts of plagiarism and other forms of copyright infringement.

- Equality and social justice is an equal access to education regardless of race, political, religious or other beliefs, gender, gender identity, sexual orientation, ethnic, social, national origin, health status, disability.

- Self-improvement and improvement of the system is when participants of the educational process recognize the importance and make every effort to continuously improve the educational system, in particular for their own professional development.

- Freedom in science is, first of all, a freedom of choice of scientific research areas, concepts, hypotheses, paradigms, problems and methods of their solution, most of all, freedom of thought and speech. Freedom in scientific creativity shall be based on high professionalism. The scientist must defend freedom of scientific thought, condemn censorship of scientific creativity and any attempts to monopolize certain areas of science.

- Justice is impartial, equal treatment of all participants in the educational process, devoid of discrimination and dishonesty. Integrity is a systematic avoidance of fraud, deception, theft and any dishonest behavior.

SECTION 3

RULES OF ACADEMIC INTEGRITY OF THE UNIVERSITY

3.1. All participants of the University educational process shall comply with the *General rules of academic integrity, namely they shall:*

- adhere to the requirements of the Constitution of Ukraine, laws of Ukraine, Recommendations of the Ministry of Education and Science of Ukraine on prevention of academic plagiarism and its detection in scientific work, "the Ethical Code of the Scientist of Ukraine" approved by the General meeting of the National Academy of Sciences of Ukraine on the April 15, 2009, the University Charter, internal regulations and other internal regulatory documents of the University;
- adhere to the principles of academic integrity and ethical standards;
- be responsible for protecting their own rights and fulfilling your obligations;
- promote the authority of the University by their actions, not commit offenses, promote the prevention and eradication of various types of violations by others in educational, teaching, scientific and other activities;
- respect the elements of corporate symbols of the flag, emblem, logo;
- adhere to the culture of appearance by employees and all participants of the educational process;
- respect the honor, dignity and personal integrity of all participants in the educational process and employees, regardless of their gender, age, financial condition, social status, race, religious and political beliefs;
- not disseminate and prevent the dissemination of information that is false, misrepresented, distorted, that may insult a person or may damage the reputation of the University;
- not disclose confidential information, information with limited access and other types of information in accordance with the requirements of legislation in the field of information and treatment of citizens;
- promote the formation and development of partnerships between scientific, pedagogical and scientific and pedagogical workers and applicants to higher education;
- help participants of the educational process and employees who find themselves in difficult life circumstances;

3.2. **Applicants to higher education and those who are studying shall comply with the following rules, namely they shall:**

- perform educational tasks, intermediate and final control tasks with integrity, on time and independently (except when a group of persons is needed to perform the work);
- attend all educational sessions, except for the cases caused by duly justified reasons and transfer to an individual training schedule;
- engage into independent work, find information from reliable sources, use

the library fund of the University, further process new literature and Internet resources, submit for evaluation self-performed work only that is not borrowed or altered from another, performed by third parties;

- respect intellectual property rights, scientific and educational achievements of other participants in the educational process;

- provide accurate information about the results of their own intellectual, educational, scientific, creative activities;

- not falsify or fabricate information, scientific results with their subsequent use in works (term thesis, diploma work, dissertation);

- observe the rules of business ethics in communication with all participants of the educational process and employees of the University;

- not use and prevent other students from using service or family ties to gain unfair advantage in educational and scientific activities;

- monitor compliance with the rules and principles of academic integrity by scientific and pedagogical staff of the University;

- counteract conformism, be personally responsible for an honest and objective assessment of educational and qualification works and dissertations, protect freedom of scientific thought, condemn censorship in relation to scientific creativity;

- adhere to the highest professional standards of planning and conducting scientific research and be responsible for impeccable honesty and transparency at all stages of scientific research, strongly expose the facts of plagiarism and other forms of copyright infringement and not include persons who were not involved into the process of receiving scientific results into the list of authors.

3.3. Pedagogical and scientific employees shall be obliged to:

- deliver reliable scientific information to carry out the teaching of subjects according to the relevant educational programme at a high scientific, theoretical and methodological levels; use the latest and reliable sources of information, observing the rules link;

- constantly improve their professional level in accordance with the requirements of the legislation and use the latest pedagogical technologies and information and communication means of education in teaching;

- contact applicants to higher education and other participants of educational process and employees using a polite form of "You", not humiliate their dignity, be guided by the principles of objectivity and transparency in the assessment of knowledge and competences;

- come to all classes on time, effectively use academic time to achieve high learning results;

- provide accurate information about their own pedagogical, scientific, pedagogical and creative activities;

- respect an opinion of every applicants to higher education, promote and

provide equal opportunities for everyone during their studies;

- efficiently, on time and effectively perform their duties;

- in order to avoid any conflict, avoid private interest related to non-academic nature of relations, avoid the relations with students, which entail, in particular, direct or indirect receiving of gifts or services from applicants in exchange for actions and decisions within the competence of the teacher; discuss professional, personal qualities of employees or participants in the educational process; intentions to establish intimate relations with applicants to higher education;

- monitor compliance with the rules and principles of academic integrity by applicants to higher education and employees.

3.4. **Violations** of academic integrity shall be **considered to be the following**:

- violations of any rules set forth in Chapter 3 of the Code;

- plagiarism, i.e. placing (publication), in whole or in part, of someone else's work under the name of a person, who is not the author of this work (paragraph of article 50 of the Law of Ukraine “On copyright and related rights”);

- academic plagiarism i.e. publication (partial or in full) of scientific (creative) results that have been received by other persons as the results of their own research (creativity) and / or reproduction of published texts (published works of art) of other authors without attribution (part 4 of article 42 of the Law of Ukraine “On education”);

- self-plagiarism, i.e. publication (partial or in full) of their own previously published scientific results as new scientific findings;

- fabrication, i.e. forging data or facts used in educational process or scientific research;

- falsification, i.e. deliberate modification or modification of already existing data related to the educational process or research;

- copying, i.e. performing written work using external sources of information other than those allowed for use, in particular, the assessment of learning outcomes;

- cheating, i.e. providing false information about their own educational (scientific, creative) activities or organization of the educational process; forms of cheating include, in particular, academic plagiarism, self-plagiarism, fabrication, falsification and copying;

- bribery, i.e. giving (receiving) by the participant of the educational process or an offer to give (receive) monetary funds, property, services, favours or any other benefits of a material or non-material nature in order to get an illegal advantage in the educational process;

- biased evaluation, i.e. deliberate overestimation or underestimation of the learning outcomes/performance of applicants to higher education;

- illegal advantage/bribery during the exam session, i.e. offering or receiving payment in monetary or non-monetary form for successful passing of tests, exams or any other component of the educational curriculum (payment for recording the attendance);

- forced charitable contributions and / or forced labor, i.e. forcing students to

pay money or perform certain work under the threat of intentional harming the interests and rights of the student in studying, everyday life or other matters;

- nepotism and abuse of authority, i.e. the use of family ties or official position to gain advantages in the educational, extracurricular, scientific or administrative spheres.

SECTION 4

COMMISSION FOR THE PROTECTION OF ACADEMIC INTEGRITY

4.1. The Commission for the Protection of Academic Integrity (hereinafter referred to as the Commission) is a collegial body established in the University to identify and reveal facts of violations of academic integrity and the rules of the Code, consider complaints about suspected violations of the rules in educational, scientific and pedagogical activities, submit proposals to the University administration (faculties) regarding bringing violators of academic integrity to justice and imposing appropriate measures provided for by the legislation of Ukraine, the Code and internal documents of the University.

4.2. The Commission consists of 4 permanent members and is formed by the order of the Rector of the University.

4.2.1. Based on the position the Commission comprises the following:

- Vice-rector for scientific work;
- Vice-rector for scientific and pedagogical work (educational work);
- Chairman of the conference of the labor collective;
- Chairman of the Student Council.

4.3. The Chairman of the Commission, his/her Deputy and the Secretary shall be elected from among its members at its first meeting by a simple majority of the votes via open ballot.

4.4. In case of violation of the academic integrity by a student, pedagogical, scientific-pedagogical or scientific worker from one of the specialties of the University, such academic staff may be involved into the work of the Commission as deans, directors of institutes, heads of departments and their deputies Commission may.

4.5. In case of violation of academic integrity by a postgraduate student, doctoral student or their supervisor, such academic staff may be involved into the work of the Commission as the head of the postgraduate and doctoral studies and the Chairman of the corresponding Specialized Academic Council..

4.6. The Chairman of the Commission shall report to the Academic Council of the University on the results of each meeting of the Commission and the decision taken at the meeting on the presence or absence of violations of the academic integrity. In case of violation of academic integrity the Academic Council of the

University shall decide on the type of responsibility of the person who has committed it based on a proposal of the Chairman of the Commission.

4.7. The procedure for handling complaints and issues about breaching academic integrity and the rules of the Code incorporates the following:

- processing of the received application (information) at the meeting of the Commission;
- appointment of responsible persons for an investigation (supported by a protocol);
- notification of a person on filing a complaint against him/her to the Commission (to be reported in writing);
- conducting the investigation;

holding a meeting with the mandatory participation of the complaint-submitting party and the person suspected in violating the academic integrity and the rules of this Code (if required, including participation of witnesses, experts, lawyers and other professionals necessary to solve the case);

- making decisions and proposals (supported by a protocol).

4.8. The decision of the Commission regarding issues on the violation of academic integrity shall be provided to the Rector of the University within three days.

On its basis, the Rector shall make a decision on the guilt or innocence of the person and, in case of guilt, shall bring the person to academic responsibility or apply disciplinary or educational measures to him/her.

The decision taken is the basis for issuing an order the University-wide. In case of newly discovered circumstances of the case or insufficient study of all the materials and evidence by the Commission, the Rector of the University may send the case back for further investigation.

4.9. The Commission shall ensure the confidentiality of its consideration of the violation of academic integrity. Only participants of the procedure for investigation of the violation of academic integrity are allowed to be familiarized with the content of the complaint and the case files.

4.10. The decision of bringing to academic responsibility may be appealed in writing within ten days from the date of familiarization with the decision made by the Rector of the University.

The appeal shall be filed to the Rector of the University, who appoints the composure of the Appeal Commission for reconsideration of the case.

SECTION 5

LIABILITY FOR BREACH OF ACADEMIC INTEGRITY

5.1. For violation of academic integrity pedagogical, and scientific workers of the University may be brought to such academic responsibility, namely:

- refusal to grant a degree or academic title;
- deprivation of the degree awarded or the title conferred;
- refusal or deprivation of the conferred pedagogical title, qualification category;
- early termination of the contract (labor agreement) or refusal to extend labor relations with the employee.

5.2. For violation of academic integrity, applicants to higher education may be brought to such academic responsibility as follows:

- re-evaluation (control test, exam, academic credit, etc.);
- restudy of a relevant educational component of the educational curriculum;
- dismissal from the University;
- deprivation of the benefits related to tuition fees provided by the University .

5.3. Additional and / or detailed types of academic responsibility of participants in the educational process for specific violations of academic integrity may also be set forth by special laws.

SECTION 6 FINAL PROVISIONS

6.1. This Code is adopted by the Academic Council of the University and puts into effect by an order of the Rector of the University.

6.2. Any amendments and supplements to the Code are made by a decision of the Academic Council of the University.

6.3. All participants in the educational process are obliged to know and follow the Code. Ignorance or misunderstanding of the rules of the Code does not justify any unethical behavior or violation of the rules of academic integrity.