

**ЗАТВЕРДЖЕНО**

Вченою радою Університету

«18» листопада 2018 р. (протокол № 1)

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**Кодекс академічної доброчесності  
Університету «КРОК»**

**КИЇВ -2018**

**APPROVED BY**

the Academic Council of University  
«October 18», 2018 (protocol No.1)

\_\_\_\_\_ S.M. Laptev

(dd. October 18,2018

the order of the rector No.108-3)

**Code of academic integrity  
of «KROK» University**

**KYIV -2018**

## **CHAPTER 1**

### **GENERAL PROVISIONS**

1.1. The Code of Academic Integrity (hereinafter referred to as the Code) of 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 relations between participants in the educational process. The Code defines the procedures for ensuring compliance with academic integrity at the University, types of academic responsibility for specific violations of academic integrity.

1.2. The Code was developed on the basis of the Bucharest Declaration of Ethical Values and Principles of Higher Education in Europe, the Constitution of Ukraine, the Civil Code of Ukraine, the 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 Works, «Ethical Code of Scientist of Ukraine», Charter of the University of Economics and Law «KROK», Internal Labor Regulations and other regulatory documents.

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

1.4. The purpose of the Code is:

- ensuring the quality of educational activities and the quality of higher education at the University and high academic culture within its walls;
- formation of moral values, social activity and responsibility in participants of the educational process and employees;
- development of the necessary conditions for the participants of the educational process to realize their abilities and talents, academic and university freedoms;
- enhancing the positive image and business reputation of the University in Ukraine and the international educational space;
- adherence to high professional standards in all areas of activity;
- preventing violations of academic integrity.

## **CHAPTER 2**

### **CONCEPTS AND PRINCIPLES OF ACADEMIC INTEGRITY**

2.1. Main concepts:

- Academic integrity is a set of ethical principles and rules that should guide participants in the educational process during learning, teaching and research (creative) activities to ensure confidence in learning outcomes and/or scientific (creative) achievements.

- Academic culture is a set of ways and methods of activity of the university community, its systemic integrated quality that reflects the level of development achieved.

- Business etiquette is the procedure and rules of conduct for employees and participants of the University's educational process during joint activities, business communication, hiring, addressing management, etc.

- Students of the University are undergraduate, postgraduate, and doctoral students.

- Scientific ethics is a set of norms of behavior, rules, and morality established and recognized by the scientific community for researchers engaged in scientific, technological, and scientific-pedagogical activities.

- A scientific result is a new scientific knowledge obtained in the course of fundamental or applied scientific research and recorded on information carriers. A scientific result may be in the form of a report, a published scientific article, a scientific report, a scientific report on a research work, a monographic study, a scientific discovery, a draft regulatory act, a regulatory document or scientific and methodological documents, the preparation of which requires relevant scientific research or contains a scientific component, etc. (Article 1 number 22 of the Law of Ukraine «On Scientific and Scientific-Technical Activities»).

- Scientific and technical information is any information and/or data on domestic and foreign achievements of science, technology and production obtained in the course of research, development, design, production and public activities that can be stored on material carriers or displayed electronically (Article 1(2) of the Law of Ukraine «On Scientific and Technical Information»).

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

- Participants in the educational process are higher education students, practitioners involved in the educational process, researchers, pedagogical, scientific and pedagogical staff, other employees and the University administration.

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

2.2. The principles of academic integrity are:

- Responsibility means the faithful fulfillment of obligations, opposition to any form of discrimination, shameful acts, negative influence of others; the ability to take responsibility for the results of one's activities.

- Democratic governance is the management of the higher education system and the university, which should be based on the involvement of all relevant stakeholders in the educational process and the ethical exercise of their powers by the management at various levels.

- Trust – all participants in the educational process have confidence in each other's honesty and integrity and can rely on each other.

- International cooperation – all participants in the educational process recognize the importance of international cooperation in education.

- Accountability – participants in the educational process properly use the powers delegated to them.

- Respect – showing respect for other participants in the educational process, regardless of age, gender, status, religion, race, and avoiding abuse of office.

- Transparency is the availability and openness of information, rules, plans, processes and actions that require university employees to act in an open, predictable and understandable manner to promote their own accountability and engage participants in the educational process.

- Counteract conformism by actively participating in the certification of scientific personnel and oppose the awarding of academic degrees and titles for works that do not meet the current achievements of world science or are performed in violation of ethical standards, including resolutely exposing the facts of plagiarism and other forms of copyright infringement.

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

- Self-improvement and improvement of the system – participants in the educational process recognize the importance of and make every effort to continuously improve the educational system, including through their own professional development.

- Freedom in science is, first and foremost, the freedom to choose scientific areas of research, concepts, hypotheses, paradigms, problems and methods of solving them, and above all, freedom of thought and speech. Freedom of scientific creativity should be based on high professionalism. A scientist should defend freedom of scientific thought, condemn censorship of scientific creativity and any attempts to monopolize certain areas of science.

- Fairness is an unbiased, equal treatment of all participants in the educational process, free from discrimination and unfairness.

- Integrity is the systematic avoidance of fraud, deception, theft and any dishonorable behavior.

## CHAPTER 3

### RULES OF ACADEMIC INTEGRITY OF THE UNIVERSITY

3.1. All participants in the educational process of the University must adhere to the *general rules of academic integrity*:

- comply with the requirements of the Constitution of Ukraine, the Laws of Ukraine, the Recommendations of the Ministry of Education and Science of Ukraine on the prevention of academic plagiarism and its detection in scientific works, the «Ethical Code of Scientist of Ukraine» approved by the General Meeting of the National Academy of Sciences of Ukraine on April 15, 2009, the Statute of the University, the 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 rights and fulfilling their obligations;
- contribute to improving the authority of the University by their actions, not to commit offenses, to help prevent and eradicate various types of violations by other persons in educational, teaching, research and other activities;

- respect the elements of corporate symbols such as the flag, emblem, and logo;
- to maintain a culture of appearance by employees and all participants in 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 status, social status, race, religious and political beliefs;

- not to disseminate and prevent the dissemination of information that is false, misleading, defamatory, offensive to a person or may harm the reputation of the University;

- not to disclose confidential information, information with restricted access and other types of information in accordance with the requirements of the legislation in the field of information and citizens' appeals;

- to promote the establishment and development of partnerships between researchers, pedagogical and scientific-pedagogical staff and higher education students;

- to help participants in the educational process and employees who find themselves in difficult life circumstances;

3.2. **Applicants for higher education and students** must comply with the following rules:

- perform academic tasks, tasks of intermediate and final control in good faith, on time and independently (except when a group of people is required to perform the work);

- attend all classes, except for cases caused by valid reasons and transfer to an individual study schedule;

- engage in independent work, find information from reliably verified sources, use the University's library collection, additionally study new literature and Internet resources, submit for evaluation only independently performed work that is not borrowed or reworked from other work performed by third parties;
- respect intellectual property rights, scientific and educational achievements of other participants in the educational process;
- provide reliable information about the results of their own intellectual, educational, scientific, and creative activities;
- not to falsify or fabricate information or scientific results with their subsequent use in papers (term papers, diploma papers, dissertations);
- adhere to the rules of business ethics in dealing with all participants in the educational process and employees of the University;
- not to use and prevent other students from using their official or family ties to gain an unfair advantage in their academic and research activities;
- to monitor compliance with the rules and principles of academic integrity by scientific, pedagogical, research and teaching staff of the University;
- to counteract conformism, to bear personal responsibility for the honest and objective evaluation of academic and qualification papers and dissertations, to protect freedom of scientific thought, and to condemn censorship of scientific creativity;
- adhere to the highest professional standards of planning and conducting research and be responsible for impeccable honesty and transparency at all stages of research, resolutely expose the facts of plagiarism and other forms of copyright infringement and not include in the list of authors persons who had nothing to do with the scientific results.

### 3.3. Teaching, research and teaching and research workers are obliged:

- convey reliable scientific information to the audience, teach the disciplines of the relevant educational program at a high scientific, theoretical and methodological level; use the latest and most reliable sources of information, following the rules of reference;
- in accordance with the requirements of the law, constantly improve their professional level, use the latest pedagogical technologies and information and communication tools in their teaching activities;
- address higher education students and other participants in the educational process, employees as “you”, not to humiliate their dignity, and be guided by the principles of objectivity and transparency in assessing knowledge and competencies;
- attend all classes on time, use academic time effectively to achieve high learning outcomes;
- provide reliable information about their own pedagogical, research and creative activities;
- respect the opinion of each student, encourage and provide equal opportunities for all students during their studies;

- perform their functional duties in a timely and efficient manner;
- to avoid conflict, avoid private interests related to the non-academic nature of the relationship, avoid relationships with students that entail, in particular: direct or indirect receipt of gifts or services from students in exchange for actions and decisions within the competence of the teacher; discussion of professional, personal qualities of employees or participants in the educational process; intentions to establish intimate relationships with students;
- to monitor compliance with the rules and principles of academic integrity by students and employees.

3.4. **Violations** of academic integrity are:

- violation of any of the rules specified in Chapter 3 of this Code;
- plagiarism is the disclosure (publication), in whole or in part, of another's work under the name of a person who is not the author of that work (clause 50 of the Law of Ukraine «On Copyright and Related Rights»);
  - academic plagiarism is the publication (in part or in full) of scientific (creative) results obtained 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 is the publication (in part or in full) of one's own previously published scientific results as new scientific results;
  - fabrication is the invention of data or facts used in the educational process or scientific research;
  - falsification is a deliberate change or modification of existing data related to the educational process or research;
  - cheating is the performance of written work with the involvement of external sources of information other than those authorized for use in the assessment of learning outcomes;
  - cheating – providing deliberately false information about one's own educational (scientific, creative) activities or the organization of the educational process; forms of cheating include academic plagiarism, self-plagiarism, fabrication, falsification and cheating;
  - bribery is the provision (receipt) by a participant of the educational process or an offer to provide (receive) funds, property, services, benefits or any other benefits of a material or non-material nature to obtain an undue advantage in the educational process;
  - biased assessment is a deliberate overestimation or understatement of the learning outcomes of students;
  - undue advantage/bribery during the session – offering or receiving payment in material or non-material form for the successful completion of a test, exam or other component of the curriculum (payment for attendance);
  - forced charitable contributions and/or forced labor – forcing students to pay money or perform certain labor under the threat of deliberately harming the student's interests and rights in education, life, or other matters;



- nepotism and abuse of power – the use of family ties or official position to gain advantages in the academic, extracurricular, scientific or administrative spheres.

## **CHAPTER 4**

### **THE 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 at the University to identify and establish facts of violation of academic integrity and the rules of this Code, to consider complaints about suspected violations of the rules in educational, scientific and pedagogical activities, to submit proposals to the university administration (faculties) to bring violators of academic integrity to justice and impose appropriate sanctions provided for by the legislation of Ukraine, this Code and internal.

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

4.2.1. Ex officio members of the commission are:

- Vice-rector for Research;
- Vice-rector for scientific and pedagogical work (academic work);
- Chairman of the staff conference;
- Chairman of the Student Council.

4.3. The Chairperson, Deputy Chairperson and Secretary are elected from among its members at the first meeting by a simple majority of votes by open ballot.

4.4. In the event of a violation of academic integrity by a student, pedagogical, research or teaching staff member in one of the University's specialties, deans, directors of institutes, heads of departments and their deputies may join the commission.

4.5. In the event of a violation of academic integrity by a postgraduate student, doctoral student, or their supervisor, the Head of the Postgraduate and Doctoral School and the Head of the relevant Dissertation Council may join the committee.

4.6. The Chairperson of the Commission shall report to the Academic Council of the University on the outcome of each meeting of the Commission and the decision taken at the meeting on the presence or absence of a violation of academic integrity. In the event of a violation of academic integrity, the Academic Council of the University, upon the proposal of the Chairperson of the Commission, decides on the type of responsibility to be imposed on the person who committed it.

4.7. Procedure for handling complaints and questions about violations of academic integrity and the rules of this Code:

- processing the received application (information) at the Commission meeting;
- identification of responsible persons for the investigation (certified by a protocol);
- notifying the person of the filing of a complaint against him/her with the Commission (Notified in writing);
- conducting an investigation;
- holding a meeting with the mandatory participation of the applicant and the person suspected of violating academic integrity and the rules of this Code (if necessary, inviting witnesses, experts, lawyers and other specialists necessary to resolve the case);
- making decisions and proposals (certified by the minutes).

4.8. The decision of the Commission on the consideration of the issue of violation of academic integrity shall be submitted within three days to the Rector of the University.

The rector decides on the guilt or innocence of the person and, in case of guilt, brings him/her to academic responsibility or applies disciplinary or educational measures.

The decision is the basis for the issuance of an order within the University. In case of newly discovered circumstances of the case or insufficient study of all submitted materials and testimonies by the Commission, the Rector of the University may refer the case for additional consideration.

4.9. The Commission must ensure the confidentiality of consideration of the issue of violation of academic integrity. Only participants in the procedure for reviewing violations of academic integrity may be familiarized with the content of the complaint and case materials.

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

The appeal is submitted to the Rector of the University, who appoints the composition of the appeal commission for reconsideration of the case.

## **CHAPTER 5**

### **LIABILITY FOR VIOLATION OF ACADEMIC INTEGRITY**

5.1. For violation of academic integrity, pedagogical, research and teaching staff of the University may be held academically liable:

- refusal to award a degree or confer an academic title;
- deprivation of the awarded academic degree or academic title;
- refusal to assign or deprivation of the assigned pedagogical title, qualification category;
- termination of the contract (employment agreement) or failure to extend the employment relationship with the employee.

5.2. For violations of academic integrity, students may be held academically liable:

- repeating the assessment (test, exam, test, etc.);
- re-study of the relevant educational component of the educational program;
- expulsion from the University;
- deprivation of tuition benefits provided by the University.

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

## **CHAPTER 6**

### **FINAL PROVISIONS**

6.1. This Code shall be adopted by the Academic Council of the University and put into effect by order of the Rector of the University.

6.2. Amendments and additions to the Code are made by decision of the Academic Council of the University.

6.3. All participants in the educational process are obliged to know and comply with this Code. Ignorance or misunderstanding of the norms of this Code is not an excuse for unethical behavior and violation of the rules of academic integrity.