

Ministry of Education and Science of Ukraine  
Robert Elvorti Economics and Technology Institute

APPROVED BY  
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REGULATIONS ON ACADEMIC INTEGRITY  
OF ROBERT ELVORTI ECONOMICS AND TECHNOLOGY INSTITUTE

Approved by the academic council  
Of Robert Elvorti Economics and  
Technology Institute  
Report No. 8 dated 17 March 2020

## **1.GENERAL PROVISIONS**

The Regulations on Academic Integrity at Robert Elvorti Economics and Technology Institute (hereinafter referred to as the Regulations) were developed in accordance with the Civil Code of Ukraine, the Laws of Ukraine "On Higher Education", "On Education", "On Copyright and Related Rights", the methodological recommendations of the Ministry of Education and Science of Ukraine for higher education institutions to support the principles of academic integrity (letter No. 1/9-650 of 23.10.2018), Recommendations for Higher Education Institutions on the Development and Implementation of the University Academic Integrity System, approved by the Decision of the National Agency for Higher Education Quality Assurance of 29 October 2019, other regulatory documents and the Statue of Robert Elvorti Economics and Technology Institute.

This Regulation is developed to ensure the implementation of the principles of academic integrity at the Robert Elvorti Economics and Technology Institute (hereinafter referred to as the Institute), including the prevention of academic plagiarism and its detection in scientific, educational and methodological and educational works of research and teaching staff, scientific and pedagogical workers and higher education students of all educational levels and forms of education; raising the level of culture regarding the ethical use of research results; development of skills of correct work with information sources; compliance with the requirements of scientific ethics and respect for intellectual property; intensification of independent and individual work when creating an author's work and responsibility for violation of generally accepted citation rules.

The observance of academic integrity is one of the main tasks of the Institute's Development Strategy and is a component of the internal quality assurance system at the Institute.

## **2 DEFINITION AND GENERAL PRINCIPLES OF ACADEMIC INTEGRITY**

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

The observance of academic integrity by pedagogical, scientific and research staff involves:

- references to sources of information when using ideas, developments, statements, and data;
- compliance with copyright and related rights legislation;
- providing reliable information on research methods and results, sources of information used and own scientific and creative activities;
- control over the observance of academic integrity by higher education students;
- objective assessment of learning outcomes.

The observance of academic integrity by students at all levels of education involves:

- independent completion of learning tasks, tasks of current and final control of learning outcomes (for persons with special educational needs, this requirement is applied taking into account their individual needs and capabilities);
- references to sources of information when using ideas, developments, statements, data;
- compliance with copyright and related rights legislation;
- providing reliable information on the results of their own educational (scientific, creative) activities, research methods and sources of information.

The following is considered a violation of academic integrity:

***academic plagiarism*** - publishing scientific results obtained by other persons as the results of their own research and/or reproducing published texts of other authors without attribution.

Types of academic plagiarism:

- presenting the work of another author as one's own without making any changes to it and without proper citation;
- copying a significant part of another's work without making any changes to it and without proper citation;
- transferring a significant part of another person's work into one's own by translating another person's work from another language without proper citation;
- making minor changes to the copied material (rephrasing sentences, changing the order of words in them, etc.) and without proper references;
- *compilation* - the process of writing a research paper on the basis of other people's materials without independent research and processing of sources;

- *paraphrase* - a retelling in one's own words of other people's thoughts, ideas or text; the essence of paraphrase is to replace words (signs), phrases or sentences when using any author's scientific work (stored on electronic or paper media, including those posted on the Internet);
- *self-plagiarism* is the disclosure 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 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 permitted for use, in particular in the assessment of learning outcomes;
- *deception* - providing deliberately false information about one's own educational (scientific) activity or the organisation of the educational process; forms of deception include: academic plagiarism, self-plagiarism, fabrication, falsification and cheating;
- *bribery* is the provision (receipt) by a participant in the educational process or an offer to provide (receive) funds, property, services, benefits or any other services of a material or non-material nature in order to obtain an undue advantage in the educational process;
- *biased assessment* is a deliberate overestimation or underestimation of the learning outcomes of higher education students.

### 3 MANAGING THE PROCESS OF MAINTAINING ACADEMIC INTEGRITY

The Rector of the Institute manages the process of academic integrity and coordinates the work of the Ethics and Conflict Management Committee (hereinafter referred to as the Committee).

The Centre for Management and Monitoring of Education Quality manages the process of maintaining academic integrity in the educational activities of the Institute, informing higher education students and employees of the Institute about the inadmissibility of violations of academic integrity, as well as implementing measures to prevent manifestations of academic dishonesty in relation to compliance with the principles of academic integrity by higher education students.

The dean of the faculty manages the process of compliance with academic integrity with the assignment of a control function to the faculty on issues of compliance with academic integrity in the educational process and other issues related to compliance with the principles of academic integrity (except for scientific activity).

In addition, the Centre for Management and Monitoring of Education Quality, student self-government and the Academic Council of the Institute promote the principles of academic integrity, inform higher education students about the inadmissibility of violating the principles of academic integrity and implement measures to prevent academic dishonesty.

The Institutional Ethics and Conflict Management Committee is established by order of the Rector and chaired by him/her. It should include: deans of faculties; heads of specialised departments; representatives of the teaching staff (one representative per department); the head of the student self-government. The Commission may not include people who have been held academically liable for violations of academic integrity. If the fact of violation of academic integrity is established by a member of the Committee, he/she is removed from its membership by order of the Rector.

Depending on the specifics of the issue under consideration, additional members from among the employees of the Institute may be included in the Committee by a written order of the Chairman of the Committee. It is allowed to involve representatives of the scientific community as experts who are not employees of the Institute (but without the right to vote).

The Committee is elected for a term of two years.

A meeting of the Committee shall be deemed valid if at least two-thirds of its members participate in its work. Decisions of the commission shall be deemed adopted if they are supported by a majority of votes of its members in an open vote.

Other procedural issues of the committee's work are defined in the sections "Procedure for detecting and establishing the fact of academic plagiarism" and "Responsibility for violation of academic integrity".

#### **4 PROCEDURE FOR DETECTING AND ESTABLISHING THE FACT OF ACADEMIC PLAGIARISM**

The following are subject to mandatory checks for the presence/absence of academic plagiarism:

- qualification works of applicants for education of the Institute at the stage of consideration by the department of the issue of providing recommendations for the presentation of this qualification work;
- manuscripts of monographs, textbooks, manuals, conference materials, scientific articles submitted for consideration by the Academic Council of the Institute, at the stage of their consideration by the Scientific and Methodological Council of the Faculty.

It is forbidden to recommend qualification works for presentation, to recommend monographs, textbooks, manuals, conference materials for publication without the conclusions of the Committee. Together with the report of the analysis of the similarity report, the expert or supervisor submits a printed copy of the summary similarity report in PDF format to the Committee. The Committee considers the submitted materials and provides recommendations to the Academic Council on the possibility of publishing manuscripts of monographs, textbooks, manuals, and conference proceedings.

If the fact of academic plagiarism in a qualification work is established, a certain type of academic responsibility is assigned to the applicant by the decisions of the relevant commissions (section 5).

The following are subject to random checks for the presence/absence of academic plagiarism: term papers, essays, tests, creative and other works of students (at the request of a teacher, dean or rector of the Institute).

#### **5 RESPONSIBILITY FOR VIOLATIONS OF ACADEMIC INTEGRITY**

Responsibility for maintaining academic integrity in the implementation of educational and research activities lies with higher education students and employees of the Institute. Detection of facts of violation of academic integrity by higher education students in the course of educational and research activities is carried out primarily by teachers (within the disciplines they teach) and supervisors of qualification works; facts of violation of academic integrity by employees are detected primarily by the management of the structural units of the Institute.

The decision on academic responsibility for violations of academic integrity may be made by the above mentioned people and/or the Ethics and Conflict Management Committee of the Institute.

The teacher may impose the following types of academic responsibility for higher education students who have violated academic integrity:

- lowering the results of the assessment of a test, exam, test, etc;
- re-assessment of tests, examinations, quizzes, etc;
- assignment of additional control measures (additional individual tasks, additional tests, etc.).

The supervisor of the qualification work may assign the following types of academic responsibility for higher education students who have violated academic integrity:

- lowering the results of the qualification work assessment;
- revision of a separate section (sections) of the qualification work.

The Institutional Ethics and Conflict Management Commission (in addition to assigning the above types of academic responsibility) may assign the following types of academic responsibility:

*for applicants for higher education:*

- notification of the entity that finances education (research), the institution that issued the grant for education (research), potential employers, parents of the higher education student about the violation;
- deprivation of the right to participate in competitions for study grants;
- restriction of the violator's participation in research, exclusion from certain research projects;
- expulsion from the educational institution.

*for employees of the Institute:*

- exclusion from the Academic Council, advisory and working bodies of the Institute or restriction of the right to participate in the work of such bodies for a certain period of time;
- written warning;
- deprivation of honorary titles, awards, scholarships, etc. awarded by the Institute;
- refusal to recommend the award of an academic title.

For each violation of academic integrity, higher education students and employees of the Institute may be held academically liable depending on the decision of the Committee.

The Committee may also consider the issue of committing actions that contain signs of a violation of academic integrity, with recommendations for bringing to other types of liability provided by the current legislation of Ukraine.

The application of a specific type of academic responsibility for violation of academic integrity is carried out taking into account

- the offender's admission of guilt in violation of academic integrity, awareness of the inadmissibility of further violations;
- the fact of cooperation with the commission or refusal to cooperate during the consideration of the case of violation;
- the fact of the first violation or the systematic nature of the violation, their totality;
- the degree of impact of the violation on the reputation of the Institute, faculty, department, etc;
- the degree to which the violation affects the quality and further results of education (for higher education students) and the implementation of educational and scientific activities (for scientific and pedagogical workers);
- other circumstances of the violation.

The procedure for reviewing a violation of academic integrity by the Institutional Ethics and Conflict Management Committee consists of the following stages:

- informing the person about the suspicion of committing a violation of academic integrity;
- conducting an internal investigation;
- preparation of a protocol on the results of the official investigation with conclusions and determination of the type of academic responsibility.

Consideration of the fact of violation of academic integrity is carried out confidentially with information about the progress of the case only to members of the commissions, officials and the person suspected of committing a violation of academic integrity. However, a person suspected of committing a violation of academic integrity has the right to:

- get acquainted with the materials considered by the committee, the protocol on the results of the internal investigation and other information related to the consideration of the violation;
- on their own initiative or at the request of the committee, provide written explanations on the merits of the case, refuse to provide

explanations if requested to do so by the committee; be present at the commission meeting at the stage of consideration of the issue of bringing them to academic responsibility;

- appeal the decision to bring to academic responsibility to the body authorised to consider appeals or to the court.

The Ethics and Conflict Management Committee reviews the violation and renders its decision based on reasonable information on the merits of the violation and the results of the internal investigation.

In case of disagreement with the decision of the person assigning a specific type of academic responsibility or the relevant committee on bringing to academic responsibility, the person accused of the violation has the right to appeal. The appeal shall be filed personally by the violator to the Rector within ten days after the announcement of the committee's decision. In case of an appeal initiated by a higher education student studying at the Institute or an employee of the Institute, the appeal is considered by the appeal committee established by order (assignment) of the Rector.

In case of an appeal based on applications from third parties (as well as on instructions from the Ministry of Education and Science of Ukraine, the National Agency for Quality Assurance in Higher Education, and relevant government agencies), the Ethics and Conflict Management Committee shall consider the appeal by order of the Rector.

The appeal is considered by the relevant committee within one week from the day following the issuance of the order (assignment) of the rector to consider the appeal, unless another term is specified in the order (assignment). The conclusions of the committee are drawn up in the relevant protocol and submitted to the rector, who makes the final decision on the results of the review of the violation (assignment of a type of academic responsibility, recommendation for consideration of the issue of assigning a type of academic responsibility by the Academic Council, etc.)

The conclusions of the Appeal Committee on academic plagiarism are kept by the Academic Council of the Institute for 5 years.

## **6 MEASURES TO PREVENT VIOLATIONS OF ACADEMIC INTEGRITY**

Research and teaching staff of the Institute, employees engaged in scientific and methodological activities, higher education students of all levels and forms of education, assume responsibility for the correct work with information sources; for compliance with the requirements of scientific ethics and respect for intellectual property; for violation of generally accepted citation rules by adopting the rules of citation and scientific ethics presented in this Regulation.

Prevention of plagiarism in the educational process is carried out through:

- development, publication and distribution of methodological materials with a unified definition of the requirements for the proper citation of materials used in written works;
- introducing special classes on the basics of academic writing and research work to study the requirements for doing written works and emphasise the principles of independent work on written assignments of various types, correct use of information from other sources and avoidance of plagiarism, as well as the rules for describing sources and citations;
- publishing this Regulation and other documents on the prevention and detection of plagiarism on the official website of the Institute;
- organisation of permanent consultations of employees by the Academic Council of the Institute.

Supervisors and advisors are required to familiarise young researchers with this Regulation, as well as to monitor and prevent academic plagiarism at all stages of research work.

Heads of departments are obliged to familiarise their academic staff and employees engaged in scientific and methodological activities with this Regulation.

The prevention of plagiarism in scientific publications is to inform young researchers about the rules of scientific ethics and to increase the responsibility of supervisors for ensuring that postgraduate students and applicants comply with the rules of proper citation, as well as to conduct an independent verification by the authors of their works submitted for publication for originality using appropriate measures.

Before submitting the qualification work to the department, the higher education applicant must write a statement of the established sample, which must

record the fact of acquaintance with this Regulation and indicate that the applicant adhered to academic integrity when writing the qualification work.

Before submitting the manuscript of a monograph, textbook, or manual for consideration at the department, the author must write a statement of the established form addressed to the head of the department, which must record the fact of familiarisation with this Regulation and state that the author adhered to academic integrity when writing the relevant work.

Employees and departments of the Institute can contact the Centre for Management and Monitoring of Education Quality for advice and checking for academic plagiarism, assessment objectivity, cheating and falsification.

As for corruption and bribery, students, employees and departments of the Institute may contact the Authorised Person for the Prevention and Detection of Corruption. The procedure for accepting applications and reports of corruption offences is regulated by the relevant Instruction. The procedure for appointing the Authorised Person for Prevention and Detection of Corruption is determined by the relevant Regulation. In order to prevent corruption and bribery, the Institute has an Anti-Corruption Programme. Updates and amendments to the Anti-Corruption Programme shall be made in case of an update of anti-corruption legislation, in order to clarify and improve certain provisions of the Anti-Corruption Programme.

## **7 FINAL PROVISIONS**

The Regulations shall come into force from the moment of its enactment by the order of the Rector on the basis of the decision of the Academic Council of the Institute.

Amendments and additions to the Regulations shall be made by the decision of the Academic Council of the Institute and put into effect by the order of the Rector of the Institute.