



## **Code of Academic Integrity of the National University of Ostroh Academy**

APPROVED by the Order of the Rector of the NaUOA No. 138 dated 21.12.2020  
APPROVED by the Academic Conference of the NaUOA No. 1 of December 17, 2020  
APPROVED by the Student Brotherhood  
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## **PREAMBLE**

We, the students of the National University of Ostroh Academy (the Code's authors), realise the importance of establishing the principles and rules of academic integrity to promote respect for human dignity and human rights, form academic values, preserve and enhance the traditions of our University, develop an innovative educational environment, high academic culture, adopt this Code of Academic Integrity.

By adopting this Code, the National University of Ostroh Academy intends to create an environment that promotes the enrichment of the intellectual, economic, creative, and cultural potential of the participants of the University's educational process, raising their educational level and corporate ethics, forming an innovative scientific space, introducing new educational landscapes, maintaining a unique academic culture that emphasises the institutional identity of the University.

## **I. GENERAL PROVISIONS**

1.1. The Code of Academic Integrity of the National University of Ostroh Academy (the Code) establishes the general principles, values, principles, and norms of academic integrity, as well as the rules of conduct for participants of the educational process and employees of the National University of Ostroh Academy (the NaUOA, the University), which they should be guided by during learning, teaching, conducting research (creative) activities, performing their tasks and duties, and defines the policy and procedures for ensuring compliance with the Code.

1.2. The Laws of Ukraine on Education, the Laws of Ukraine on Higher Education, the Bucharest Declaration of Ethical Values and Principles of Higher Education in Europe, the Statute of the NaUOA, the NaUOA Development Strategy for 2017-2026, the Internal Labor Regulations and other regulatory and local legal acts develop the Code. The Code also takes into account the provisions of the Laws of Ukraine on the Principles of Preventing and Combating Discrimination in Ukraine, the Laws of Ukraine on the Principles of Social Protection of People with Disabilities in Ukraine, the Laws of Ukraine on Ensuring Equal Rights and Opportunities for Women and Men and other anti-discrimination legislation.

1.3. The purpose of the NaUOA Code is:

- formation of understanding and respect for human dignity, human rights principles, and non-discrimination in the educational environment;
- formation of academic values and high academic culture among participants in the educational process of the University;
- education of the intellectual and cultural elite of Ukraine, formation of the civic position of the participants of the educational process, their personality in this spirit;
- ensuring the quality of educational activities and higher education quality at the University;
- strengthening the dialogue between all participants of the educational process in decision-making;
- formation of a high level of scientific and/or creative, professional, and general competencies of students (undergraduate, postgraduate, doctoral students, and trainees);
- establishing moral values, social activity, and responsibility in the participants of the educational process;
- educating all participants of the educational process to be responsible, professional, and capable of consciously directing their activities;
- providing the necessary conditions for the realisation of abilities and talents of higher education students;
- enhancing the University's positive image and business reputation in the National and International Educational Space.

1.4. Compliance with the provisions of this Code is mandatory for all members of the academic community on the University's territory and throughout the educational process. The authors of the Code affirm their commitment to adhere to its principles not only within the

educational environment but also in their personal lives. Furthermore, the authors recognise that the responsibility for creating an environment that ensures, protects, and upholds the human rights of students, teachers, academic staff, and other participants in the educational process at the University rests with the University administration.

1.5. In this Code, terms and concepts are used in the following meanings:

1) Autonomy - the right of the subject of an educational activity to self-government, which consists of its independence and responsibility in making decisions on academic (educational), organisational, financial, personnel, and other issues of activity, carried out in the manner and within limits determined by law;

2) Academic Integrity - a set of ethical principles and rules established by law that should guide participants in the educational process during learning, teaching, and conducting research (creative) activities, fulfilling their duties to ensure confidence in learning outcomes, research (creative) achievements, as well as administration of the academic process;

3) Academic Culture - a system of norms, rules, behavioural patterns, and values of the educational community that regulate the activities of its members and determine the principles of relations between them and the external environment: respect for human dignity, identity, non-discrimination, honesty, legality, trust, mutual respect, justice, responsibility, competence and professionalism, transparency and information openness, partnership;

4) Academic Freedom is the autonomy and independence of participants in the educational process based on the principles of freedom of speech, thought, and creativity, dissemination of knowledge and information, free publication and use of research results, subject to the restrictions established by law;

5) Competence is a dynamic combination of knowledge, skills, abilities, ways of thinking, views, values, and other personal qualities that determine the ability of a person to successfully socialise, conduct professional and/or educational activities;

6) Scientific Ethics - a set of norms and rules of behaviour of employees engaged in scientific and pedagogical activities established and recognised by the academic community;

7) Learning Outcomes refer to the knowledge, skills, abilities, ways of thinking, attitudes, values, and other personal qualities that individuals acquire through education, upbringing, and development. These outcomes can be identified, planned, assessed, and measured, allowing individuals to demonstrate their competencies after completing an educational program or specific education components.

8) Education Quality is the compliance of learning outcomes with the requirements established by law, education standard, and/or contract for the provision of educational services;

9) Quality of Educational Activities - the level of organisation, provision, and implementation of the educational process that allows the attainment of a quality education and meets the requirements established by law and/or the contract for the provision of educational services.

## **II. GENERAL PRINCIPLES OF ACADEMIC INTEGRITY**

### **2.1. The principles of academic integrity in the NAUOA are:**

*respect for human dignity, human rights, non-discrimination, and equality of participants in the educational process* - recognition that everyone has the right to equal respect for their dignity, which cannot be infringed on anyone under any circumstances, including the use of methods that degrade human dignity as punishment for non-performance or improper performance of duties. It also recognises the inadmissibility of violating the rights of others or granting unjustified privileges if such violations or privileges are based on race, sexual orientation, political, religious or other beliefs, gender, age, disability, ethnic or social origin, citizenship, marital and property status, place of residence, language or other characteristics (hereinafter - specific characteristics) that were, are or may be actual or assumed, unless such restriction has a legitimate, objectively justified purpose, the means of achieving which are appropriate and necessary;

*honesty* - decency and frankness in educational activities, research, practical work, prevention of deception, lying, fraud, theft, or other forms of dishonest behaviour in educational, pedagogical, and scientific activities. Representatives of the academic community are obliged to act honestly and in no case knowingly make false statements;

*legality* - strict compliance in the activities of members of the academic community with the norms of current regulatory legal acts of Ukraine, including local legal acts of the NaUOA, as well as encouraging others to do so;

*responsibility* - conscientious and strict fulfilment of assigned duties, tasks, and functions; compliance with job descriptions, regulations, and rules; ability to be responsible for the results of their activities and obligations;

*competence and professionalism* - students and employees of the NaUOA are obliged to maintain the highest level of competence in the field of professional activity and training, which includes continuous professional development, educational and scientific level, and the introduction of innovative forms of activity;

*fairness* - impartial attitude of the participants of the educational process to each other; objective, transparent, and independent evaluation of the results of educational, research, scientific, or work activities;

*trust* - the existence of an atmosphere of mutual trust in the academic environment that encourages the free exchange of ideas and information, promotes cooperation and creativity, the free production of new ideas, and creates an environment that prevents the misappropriation of the results of others' activities or undermining the reputation of a participant in the educational process;

*transparency and information openness* - free access to resources of information and documents related to all areas of academic activity, educational, research, economic, and financial activities, except for those restricted by law, including by providing open access on the official website of the NaUOA;

*respect* - showing respect for oneself and others, regardless of age, gender, and status, as well as understanding new, diverse, sometimes opposing opinions and ideas, avoiding abuse of office;

*partnership*: focus on cooperation and partnership interaction to improve the quality of educational and research results, as well as opposition to any form of discrimination, shameful acts, and negative influence of others.

## **2.2. Violations of academic integrity and unacceptable for students and employees of the NAUOA are:**

- an attitude that degrades human dignity or discriminates against any participant in the educational process or otherwise infringes on human rights - actions or omissions that lead to humiliation of human dignity (for example, psychological or physical abuse, humiliation, harassment), infringes on fundamental human rights (freedom of movement, thought and speech, peaceful assembly, expression, freedom of conscience and/or religion, the right to privacy, property rights, etc. ) or directly or indirectly lead to the restriction or violation of the rights of a participant in the educational process based on a particular characteristic. A restriction that pursues a legitimate, objectively justified goal to achieve what is appropriate and necessary is not considered discrimination or a violation of the right.

- academic plagiarism is the publication (in part or in whole) of scientific (creative) results obtained by other persons as the results of one's research (creativity) and/or reproduction of published texts (published works of art) of other authors without indicating authorship under the name of a person who did not participate in their creation;

- self-plagiarism is the publication (in part or in whole) 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, the subsequent use of such information, and scientific results in academic work;

- falsification is a deliberate change or modification of existing data related to the educational process or research, the subsequent use of such information, and scientific results in academic work;
- cheating is the performance of written work with the involvement of external sources of information other than those authorised for use, particularly in the assessment of learning outcomes;
- deception - providing deliberately false information about one's own educational (scientific, creative) activities or the organisation of the educational process;
- academic fraud: the use of prohibited auxiliary materials or technical means (cribs, headphones, phones, tablets, etc.) during control measures; passing knowledge control procedures with the help of fictitious persons; purchasing or receiving custom-made academic texts from other persons and presenting them as their results of educational and/or scientific activities; forging signatures in official documents (information, acts, reports, contracts, etc.); references to sources not used in the work; submission of different persons
- 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 or undue benefit in the educational process;
- unauthorised cooperation - intentional or conscious assistance or attempt to assist another person in committing academic dishonesty, as well as custom-made and/or sale of academic texts;
- biased assessment - deliberate overestimation or understatement of the evaluation of the learning outcomes of students, including those based on biased or dismissive attitude towards the student because of their specific characteristics or personal dislike; providing students with assistance or creating obstacles not provided for by the conditions and/or procedures for such assessment; influence in any form (request, persuasion, instruction, threat, coercion, etc.) on the pedagogical (scientific and pedagogical)

### **III. RULES AND NORMS OF ACADEMIC INTEGRITY, ETHICAL BEHAVIOR OF STUDENTS AND RESEARCH AND TEACHING STAFF**

#### **3.1. The dignity of all participants in the educational process of the NAUOA is**

- to comply with the requirements of the Constitution and laws of Ukraine, the requirements of the current legislation of Ukraine, the NaUOA Statut, the Internal Regulations, this Code, local regulations of the University, as well as the terms of the contract for the provision of educational services (if any);
- respect the honour, dignity, and personal integrity of a person, regardless of their gender, age, financial status, social status, race, religious and political beliefs, or other characteristics;
- not to tolerate the humiliation of honour and dignity, physical or mental violence, as well as discrimination on specific grounds;
- adhere to moral standards and rules of ethical behaviour;
- to contribute to the preservation, development, and popularisation of educational and scientific traditions and values of the Ostroh Academy of the sixteenth century through their activities
- to be responsible for their duties, to fulfil the necessary educational, research, and work tasks promptly and in good faith;
- to contribute to the preservation and enhancement of the traditions of the National University of Ostroh Academy, the development of the University's positive reputation, and to ensure an inseparable connection with world and national history, culture, and national traditions;
- not to commit offences, to contribute to the prevention and eradication of various types of violations in educational, teaching, research, and other activities, and to be intolerant of them;
- communicate in the academic environment in the state language, take care of the



culture of their language and the language of students or colleagues;

- 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 NaUOA;

- to promote the establishment and development of partnerships between teachers and students, to maintain an atmosphere of trust, responsibility, and mutual assistance in the academic community

- to prevent the emergence of a conflict of interest in their activities, which should be understood as a conflict between the personal interests of a member of the university community and their official or academic duties, the presence of which may affect the objectivity or impartiality of decision-making and damage the reputation of the NaUOA;

- take responsibility and care for their health, the health of others, and the environment;

- to lead a healthy and active lifestyle, follow the rules of personal hygiene;

- help participants of the educational process who find themselves in difficult life circumstances and belong to socially vulnerable categories;

- maintain cleanliness and order on the territory of the NaUOA and take care of the property and resources of the University.

### **3.2. Unacceptable for all participants in the educational process of the NaUOA are:**

- humiliation of human dignity or harassment or discrimination of others, tolerating manifestations of violence or human rights violations;

- non-compliance with the Constitution of Ukraine, the current legislation of Ukraine on education, as well as local regulations of the University;

- committing breaches of academic integrity specified in clause 2. 2 of this Code;

- intentionally obstructing the educational, scientific, or labour activities of participants in the educational process of NaUOA;

- violation of the educational process (lateness, absences from classes or work without a valid reason);

- use of narcotic substances, drinking alcoholic beverages, and smoking on the territory of dormitories (except for specially designated smoking areas) and the University;

- bringing weapons, gas canisters, and other things that can harm human life and health into the NaUOA;

- manifestations of various forms of aggression towards others, sexual harassment;

- participation in gambling during the educational process and in the workplace;

- dissemination of false and compromising information about participants in the educational process;

- abuse of authority or abuse of position (status) during education, employment, or research;

- use of official and family ties to gain unfair advantage in educational, scientific, or labour activities;

- conducting political, religious, or other propaganda at the University, as well as coercion to profess or refuse to profess a particular religion during educational activities, to participate in religious rites and holidays, to participate in the activities and events of religious associations and associations whose activities are aimed at spreading ideology;

- using the symbols of the NaUOA or its faculties in events unrelated to the University's activities or to the detriment of the NaUOA's reputation;

- causing damage to material assets, as well as the material and technical base of the University;

- non-compliance by all participants of the educational process and related persons (dormitory supervisors, watchmen) with the rules of residence in the University dormitories, violation of discipline, and indecent behaviour on the territory of the NaUOA or dormitories.

**3.3 Each higher education student, in their educational activities, must adhere to moral standards, rules of ethical behaviour, and principles of academic integrity, namely:**

- independently (except in cases involving group work), conscientiously, and promptly to complete academic tasks, tasks of entrance, current, intermediate, and final control of learning outcomes;
- not to humiliate in any way the dignity of participants in the educational process, to prevent such actions by others;
- fulfil the requirements of the working curricula of disciplines and practices;
- actively engage in independent work, use information from primary sources, and study new literature and Internet resources specified in the curricula of teachers;
- avoid plagiarism in their works; always make references to sources of information when using ideas, developments, statements, and information of other authors;
- comply with copyright and related rights legislation, respect intellectual property rights and scientific and educational achievements of others;
- provide reliable information about the results of their own educational (scientific, creative) activities, research methods, and sources of information;
- adhere to the rules of business etiquette in behaviour and norms of communication culture in communication with higher education students, teachers, and staff of the NaUOA;
- respect the opinions of other higher education students and employees, be able to conduct a discussion, reasonably defending their position;
- not to use a phone or gadgets during classes except as provided by the working curriculum;
- do not use official or family ties to gain an unfair advantage in educational activities.

**3.4. Each research and teaching staff in their research and teaching activities must adhere to moral standards, rules of ethical behaviour, and principles of academic integrity, namely:**

- to show respect for human dignity, personal identity, and other human rights in the performance of their professional duties and scientific and pedagogical activities;
- ensure the quality of teaching disciplines of the relevant educational program at a high scientific, theoretical, and methodological level;
- to present reliable scientific information to the audience, to promote creative activity and the formation of students' civic position;
- constantly improve their professional level, involve the latest pedagogical technologies and information and communication tools in teaching, and use relevant and reliable sources of information;
- to be guided by the principles of objectivity and transparency in assessing the knowledge and competencies of higher education students;
- not to plagiarise and make references to sources of information when using ideas, developments, statements, or information of other authors to comply with the norms of copyright and related rights legislation;
- come to all classes on time and not leave the classroom prematurely; use academic time effectively to achieve program learning outcomes;
- not to use a phone or gadgets during classes, except as provided for in the working curriculum;
- carefully and competently prepare methodological recommendations for the independent work of higher education students, indicating the latest literature and Internet resources; provide comprehensive consultations to higher education students during the time allotted for methodological work;
- provide reliable information on research methods and results, sources of information used, and their own pedagogical (scientific, pedagogical, creative) activities;
- monitor compliance with academic integrity by higher education students;

- respect the opinion of each student; encourage and provide equal opportunities for all to discuss controversial issues;
- not to interfere in the personal lives of higher education students;
- to adhere to the principles of apolitical and religious tolerance in the educational process;
- not to humiliate the dignity of participants in the educational process in any way, to prevent such actions by others;
- to be an example of the highest intelligence, to adhere to the norms of communication culture in the process of communication with higher education students, research and teaching staff, employees, and guests of the University;
- to prevent non-academic conflicts of interest, avoid ambiguous relationships with higher education students, in particular: direct or indirect receipt of gifts or services from higher education 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;
- to promote Ukrainian patriotism and respect for the Constitution and state symbols of Ukraine, respect for the cultural values of the Ukrainian nation, its historical and cultural heritage and traditions, and the academic traditions of the NaUOA.

**3.5. Observance of ethical norms in scientific activity by all participants of the educational process implies:**

- to promote the dissemination of scientific knowledge and counteract the spread of pseudoscientific theories, false concepts, and ideas;
- to be responsible for the consequences of their research activities, to counteract the results that contradict the principles of academic integrity and may cause harm;
- adhere to the highest professional standards of planning and conducting research;
- to ensure fundamental honesty and transparency at all stages of scientific research, to consider dishonest behaviour unacceptable, and to resolutely expose the facts of plagiarism and other forms of copyright infringement;
- recognise international and national legal norms on copyright, and be sure to cite sources of information when using ideas, statements, and information;
- provide reliable information about the results of its research;
- to counteract conformism, to be personally responsible for the fair and objective evaluation of academic, course, and qualification papers and dissertations;
- protect freedom of scientific thought, condemn censorship of scientific creativity;
- recognise the creative contribution of each of the authors of the research conducted collectively, not to include persons not involved in obtaining scientific results in the list of authors.

3.6. Qualification papers of higher education applicants, monographs, scientific papers (dissertations), and scientific articles to be published in scientific journals of the NaUOA are subject to plagiarism checks to ensure control over compliance with academic integrity. The Scientific Department is the responsible structural unit for verifying works for plagiarism.

The works are checked using special software based on cooperation agreements in plagiarism checking. The Regulations on Qualifying Papers define the procedures for checking qualifying papers.

The teacher is responsible for checking research essays, term papers (projects), and other written work for violations of academic integrity within the educational components they teach.

#### **IV. POLICY OF ACADEMIC INTEGRITY of the NaUOA**

4.1 Adherence to the general principles of academic integrity, moral rules, and ethical standards by participants in the educational process is part of the internal system that ensures the quality of educational activities and higher education at the NaUOA. Academic staff and



students committed to academic integrity become role models and raise the standards of educational and scientific activities in general.

4.2. The NaUOA provides a set of measures to ensure the implementation of the principles of academic integrity, moral rules, and ethical standards by all participants in the educational process and counteracting any manifestations of scholastic dishonesty. The University's Academic Council approves the action plan annually with the consent of the Student Brotherhood.

4.3. Academic integrity is ensured at the NaUOA:

- activities of the bodies for ensuring the academic integrity of the NaUOA: Commission on Education Quality, Commission on Corruption Risk Assessment and Monitoring of the Anti-Corruption Program;

- the functioning of the system of prevention and detection of academic plagiarism in the NaUOA;

- strengthening measures to combat cheating by higher education students in various types of assignments;

- counteracting any manifestations of undue advantage;

- informing on the official website of the NaUOA about measures to ensure the principles and rules of academic integrity and to combat corruption;

- conducting trainings, lectures, seminars, and other events for participants in the educational process to encourage them to behave ethically and to foster respect for human dignity, non-discrimination and human rights, moral values, academic culture, and skills to combat academic dishonesty;

- creating conditions for the development of mutual trust, respect, and partnership between participants in the educational process;

- studying the experience of domestic and international higher education institutions in implementing the principles of academic integrity in the educational environment.

4.4. Each participant in the educational process is responsible for observing the principles of academic integrity, moral rules, and ethical standards in pedagogical, scientific, and administrative activities.

4.5. Each participant in the educational process must demonstrate by their example compliance with the principles of academic integrity, moral rules, and ethical standards, respond to violations or attempts to violate the regulations and principles of academic integrity by other persons, in particular:

- to point out to participants in the educational process that dishonest behaviour in academic, scientific, and labour activities is unacceptable;

- notify the administration of the NaUOA, faculties, or student self-government bodies, including in writing, of violations of the rules of academic integrity;

- to apply to the bodies to ensure the academic integrity of the NaUOA, review breaches of academic integrity, and bring to justice the guilty participants in the educational process.

4.6. Violating the principles of academic integrity, moral rules, and ethical norms not only tarnishes the reputation of the NaUOA but also reduces the value of educational and scientific degrees obtained at the University. Responsibility for adherence to the values of academic integrity is a personal duty of everyone and a common cause of the academic community as a whole.

4.7. The issue of adherence to the principles of academic integrity, moral rules, and ethical standards is considered at least once a year at meetings of the Academic Council of the NaUOA, Faculty/Institute Councils, the Student Brotherhood, Student Councils of Faculties, and at meetings of Departments.

4.8. Control over the observance by academic staff of the principles and rules of academic integrity is carried out by the heads of the relevant departments. The Deans (Directors of the Institute), their deputies, and curators of academic groups are responsible for informing

students about the inadmissibility of academic integrity violations and implementing measures to prevent manifestations of scholarly dishonesty at the faculties.

4.9. For violations of academic integrity specified in clause 2.2 of this Code, higher education students may be held academically liable:

*receiving an unsatisfactory grade based on the results of a control measure* in case of academic plagiarism, self-plagiarism, fabrication, falsification, and academic fraud;

*repeating the assessment (test, exam, test, etc.)* in case of cheating, academic fraud in writing a paper, unauthorised cooperation, for influence in any form (request, persuasion, instruction, threat, coercion, etc.) on an employee to bias the assessment of learning outcomes;

*repeated passing of the relevant educational component of the educational program* in case of academic plagiarism, self-plagiarism, fabrication, or falsification in writing research papers, internships, and reports on them; academic fraud in the preparation of documents;

*deprivation for a certain period of the right to study on an individual schedule and/or early Completion of the session* in case of academic fraud in the execution of documents;

*deprivation of an academic scholarship if the academic scholarship was awarded based on the results of studies obtained with established violations of academic integrity;*

*deprivation of University benefits for tuition fees and dormitory accommodation* in case of deception, bribery, or unauthorised cooperation;

*publicly apologise to the victim at a meeting of the student self-government body* for the humiliation of human dignity or discrimination of any participant in the educational process or other infringement of human rights, as well as in case of bullying (harassment) of a participant in the educational process;

*expulsion from the NAUOA* in case of academic plagiarism in a qualification (Master's) thesis, bribery;

4.10. For violations of academic integrity specified in clause 2.2. of this Code, academic staff may be brought to such academic and disciplinary responsibility by the severity of the breach:

*refusal to award a degree or confer an academic title* in case of academic plagiarism, self-plagiarism, fabrication, and falsification;

*deprivation of the awarded academic (educational and creative) degree or academic title* in case of academic plagiarism, self-plagiarism, fabrication, and falsification;

*deprivation of the right to participate in the work of statutory bodies or hold statutory positions* in case of bribery;

*reprimand* in case of humiliation of human dignity or discrimination of any participant in the educational process or in any other way of infringement of human rights, unauthorised cooperation;

*ineligibility* in case of bribery; *to participate in the competition for the position of a research and teaching employee*

*deprivation for a certain period of bonuses, allowances, other incentives* determined by the current labour legislation, the Collective Agreement, internal local legal acts in case of humiliation of human dignity or discrimination of any participant in the educational process, or other ways of encroachment on human rights, deception, and academic fraud, biased assessment, providing assistance to students in the evaluation of their learning outcomes or creating obstacles not provided for by the terms and/or procedures for such assessment

*dismissal* in case of bribery.

4.11. For other violations of ethical and moral norms and rules of academic integrity, participants in the educational process may be subject to various disciplinary or educational measures, including attendance at special classes (training), preparation of an essay on the established standards of scientific (academic) work, studying an additional course on ethics, issuing an oral or written reprimand with a record in the violator's file, limiting the violator's participation in research, and exclusion from specific research projects.

## **V. BODIES FOR ENSURING ACADEMIC INTEGRITY**

5.1. The issue of academic integrity is a component of the activities of the Commission on Education Quality (the Commission), whose activities are determined by the Regulations on Ensuring the Quality of Educational Activities and the Quality of Higher Education at the NaUOA.

5.2. The Commission performs the following tasks in matters of academic integrity:

- organisational and methodological support for the implementation of the standards of academic integrity adopted by the NaUOA;
- identification of violations of the principles of academic integrity, moral rules, and ethical standards by participants in the educational process;
- reviewing complaints about suspected unethical practices in educational and scientific activities;
- submitting proposals to the Rector of the NaUOA (Dean of the Faculty/Institute Director) to bring violators of academic integrity to justice and impose appropriate sanctions.

5.3. In the case of Consideration of the issue of violation of academic integrity, an expanded meeting of the Commission is held with the participation of the Rector's Assistant for Strategic Development and Quality Assurance, Deputy Deans/Director for Quality Assurance, Head of the Educational and Methodological Department, representative of the Student Brotherhood, Vice-Rectors, Student Commission on Education Quality and Academic Integrity of the NaUOA, Head of Legal Affairs.

5.4. Members of the Commission may not be persons who have been held liable for violation of this Code and the NaUOA Internal Labor Regulations.

5.5. Members of the Commission who are accused of violating this Code may not participate in its meetings. Members of the Commission charged with violating this Code shall be suspended from the Commission, and another person shall be elected in their place.

5.6. If the complaint raises the issue of corrupt actions of participants in the educational process, such problems are resolved by an anti-corruption professional.

## **VI. PROCEDURE FOR REVIEWING VIOLATIONS OF ACADEMIC INTEGRITY**

6.1. Any participant in the educational process who has witnessed or has reasonable grounds to believe that a violation of the provisions of clause 2.2 of this Code has occurred has the right to file an official statement to the Chairman of the Commission.

The decision-making procedure is the same for academic dishonesty detection by higher education students and research and teaching staff in educational and scientific activities.

In this case, the Chairperson of the Commission announces a meeting to consider the application no later than 10 days after the application is submitted. The person who has submitted the application (hereinafter referred to as the applicant) must set forth the arguments that indicate a violation of academic integrity and provide relevant evidence.

The application can be submitted in hard copy to the Chairman of the Commission (assistant rector for strategic development and quality assurance) or sent to the Commission's e-mail: [yakist.osvity@oa.edu.ua](mailto:yakist.osvity@oa.edu.ua).

6.2. The procedure for reviewing an application for violation of academic integrity includes the following stages:

**6.2.1. Notify the person about the application.** The person suspected of violating academic integrity (hereinafter referred to as the respondent) must be familiar with the suspicion against him/her and the specifics of the procedure for considering the issue. The respondent may challenge any member of the Commission if the suspicion of bias is justified.

A higher education student, research, and teaching staff member may plead guilty to the violation. In this case, no investigation is conducted into the application, and the fact of the plea is considered when determining the type of academic responsibility. The decision on liability is made at a meeting of the Commission.

Higher education students and university employees are innocent of violating the Code. They cannot be held liable until their guilt is proven by the procedure provided for by this Code and established by a decision of the Commission.

**6.2.2. Conducting an investigation.** The procedure for Consideration of the issue provides for:

- interviewing witnesses (a witness can be any participant in the educational process who is aware of the circumstances of the case);
- study of primary sources (publications, final papers);
- consultations with experts (an expert may be a person entrusted with the task of conducting a study of material objects, phenomena, and processes containing information about the circumstances of the case and giving an opinion on issues arising during the case and relating to the scope of their unique knowledge);
- other measures necessary to conduct an objective investigation.

**6.2.3. Completion of the investigation and preparation of the conclusion.**

Based on the results of the Consideration of the issue and clarification of all material circumstances, the Commission prepares a written opinion containing the following components:

- introductory part (date and timeframe of the investigation, participants in the procedure for reviewing violations of the principles of academic integrity, moral rules or ethical standards, and the content of the statement);
- descriptive part (information on the substance of the issue considered by the Commission);
- motivational part (circumstances and evidence that the Commission took into account when deciding the application);
- resolution part (official conclusions and recommendations for decision-making).

If any member of the Commission disagrees with the report, he or she has the right to state his or her opinion separately, which shall be an integral part of the report.

**6.2.4. Consideration of academic integrity violation at a Commission meeting.**

6.2.4.1 The issue is considered at an expanded meeting of the Commission.

6.2.4.2. Before the meeting of the Commission, all participants in the review must be familiarised with the application review results and (if any) submit written comments or objections to the report.

6.2.4.3. The defendant shall have the right to:

- know about the date, time, and place of the meeting and be present during the Consideration of the issue of bringing them to academic responsibility;
- to familiarise themselves with all materials on establishing the facts of violation of academic integrity and to submit comments on them;
- personally or through a representative to provide oral and written explanations or refuse to give any explanations, to participate in the investigation of evidence of a violation of academic integrity;
- appeal the decision to bring academic responsibility to the body authorised to consider appeals or to the court.

6.3. The conclusion of the Commission on the Consideration of the issue of violation of academic integrity is sent within three days to the Rector of the NaUOA, the Dean of the Faculty/Director of the Institute. The person responsible for the respondent (dean/director, Rector) is responsible for bringing the respondent to academic responsibility or applying disciplinary or educational measures (if the respondent's guilt is proved).

The approved decision is the basis for issuing a corresponding order from the Rector of the University or an order from the Dean/Director of the Faculty/Institute.

6.4. In case of new circumstances or insufficient study after reviewing all the submitted materials, the Rector, the Dean/Director of the Faculty/Institute, may send the case for additional Consideration.

6.5. The Commission must ensure the confidentiality of Consideration of the violation of academic integrity and prevent the dissemination of information beyond the relevant regulatory procedures. Only participants in the procedure for reviewing violations of academic integrity may be familiarised with the content of the application and case materials.

6.6. The decision to bring to academic responsibility may be appealed in writing within ten days from the date of familiarisation with the decision. An appeal is submitted to the Rector, who appoints the composition of the appeal commission for reconsideration of the case (by order of the Rector on the establishment and composition of the Commission).

The Appeals Commission, in turn, considers the issue according to the procedure specified in clause 6.2 and prepares a new report on violations of academic integrity, which it submits to the Rector for Consideration. The Rector or their authorised person makes the final decision. The decision of the Rector of the University is not appealed.

## **VII. FINAL PROVISIONS**

7.1 This Code is agreed upon by the Academic Council and the Student Brotherhood and approved by the Rector of the NaUOA.

7.2. NaUOA shall provide public access to the text of the Code, which shall be posted on the official website of NaUOA within ten days from the date of its adoption.

7.3. All participants of the educational process are obliged to familiarise themselves with the Code and be guided by its provisions. Ignorance or misunderstanding of the provisions of this Code is not a justification for unethical behaviour and violation of the principles of academic integrity, moral rules, and ethical standards.

7.4. The lack of agreement on the observance of the principles of academic integrity, moral rules, and ethical standards specified in this Code is the basis for the expulsion of higher education students or refusal to hire research and teaching staff.